



WOODRIDGE PARK DISTRICT
Regular Board Meeting
May 12, 2009

President Hohnke called the Regular Meeting of the Board of Commissioners order at 7:00 P.M. Upon a roll of Commissioners being called, the following were present: Duffy, Hohnke, Mahoney, Kubal. Absent: Coleman. Staff present: Adams, Larsen, Knitter, Buchanan, Ritter, Karesh, Rhodes, Evans, Wetta. Others in attendance: Susan Friend, SEASPAR; Sean O'Halloran, Eagle Scout; and Dan O'Halloran, Father, 6736 Greene Road.

PRESIDENT'S REPORT

Recognition of Staff Milestone Anniversaries

President Hohnke offered congratulations to Daniel Hart (Camp Counselor), Francisco Nunez (VG Grounds Maintenance), Mary Shuma (Aquatic Staff), Katherine Witek (Lifeguard) on their five years or service to the park district.

President Hohnke also offered congratulations to Matt Blondell (Aquatic Staff) on ten years of service at Cypress Cove. Sincere thanks were extended to all.

President Hohnke thanked Susan Friend, SEASPAR for her participation in the Forest Glen Park development and her attendance at the dedication ceremony. Hohnke commented on the success of the Eagles program which is a daily program for high school and adults. Their summer kick-off will be held at Ty Warner Park in Westmont on June 6th.

Once again, Hohnke congratulated Commissioner Kubal on his election results and his swearing in on May 3rd at the Village Meeting.

President Hohnke stated that this was the annual meeting to elect new Board Officers, Committee Chairs, and ex-officio members. After a brief discussion, there was a

MOTION by Mahoney, seconded by Kubal, to elect and appoint the Board Officers, Ex-Officio, and Chairs as follows: President, Hohnke; Vice President, Duffy; Secretary, Coleman; Secretary Pro Term, Adams; Treasurer, Kubal; Plan Commission Ex-Officio, Mahoney; Jubilee Ex-Officio, Coleman; SEASPAR Ex-Officio, Adams; SEASPAR Ex-Officio Alternate Ritter; PDRMA representative and alternate, Adams and Larsen.

AYES: Hohnke, Duffy, Kubal, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

PUBLIC PARTICIPATION

Brandon Evans recognized Sean O'Halloran for his contributions to Village Greens and the Park District resulting in the distinction of earning the rank of Eagle Scout within the Boy Scouts of America. Mr. O'Halloran's scout project was coordinated with Village Greens and our own efforts to attain certification in the Audubon Cooperative Sanctuary Program for golf courses. Mr. Evans once again thanked Mr. O'Halloran for his efforts and gave him a certificate of appreciation for his natural state bird houses project.

STAFF REPORTS

Financing

Joan Larsen stated that she had no action items to bring before the Board. Ms. Larsen noted that the Finance Department was preparing for the upcoming audit. At this time all general ledger accounts and errors have been corrected that may have occurred. Payroll accounts are reconciled to quarterly reports. Accounts payable records are reviewed to insure compliance with our procedures.

Many seasonal employees have been added to payroll with more to come in the next few weeks. This year we are encouraging direct deposit of payroll for our seasonal employees which could be a cost saving to the park district.

Computer equipment will be installed at Cypress Cove for the new season. In the last month we have replaced several pc workstations.

President Hohnke requested copies of the Budget Revenue & Expense reports on a monthly basis.

Planning

2a. Jenny Knitter had several change orders to bring before the Board. She began with Hobson Corner Park Development Project, CDP#09-02C-01, Change Order #1. This change order is a result of staff's decision to delete handicap parking near the practice baseball fields. This change order also includes deletion of proposed parkway trees and leaving (not removing) all existing parkway trees along Hobson.

MOTION by Duffy, seconded by Mahoney, to approve a net change order decrease to The Kenneth Company's contract in the amount of \$6,095.95 for the Hobson Corner Park Development Project, CDP #09-02C-01 for deletion of parking lot striping and shade trees. President Hohnke requested a roll call. Upon a roll being called:

AYES: Hohnke, Duffy, Kubal, Mahoney
NAYS: None
ABSENT: Coleman
MOTION CARRIED.

Ms. Knitter had several contract approvals to present to the Board. The first dealt with Cypress Cove Family Aquatic Park, Phase 3 – Gutter Purchase and Installation Project, CDP #08-03pc-04. Staff requested proposals for the purchase and installation of Gutters on the new filter/restroom building. These gutters are needed in order to prevent washout of plant material at the edges of the roofline as a result of storm water runoff.

MOTION by Duffy, seconded by Mahoney, to approve a proposal and contract with All American Exterior Solutions for \$1,635.00 for the Cypress Cove Aquatic Facility Expansion, Phase 3 – Gutter Purchase and Installation project #08-03pc-04.

AYES: Hohnke, Duffy, Kubal, Mahoney
NAYS: None
ABSENT: Coleman
MOTION CARRIED.

Knitter requested proposals for the installation of CPVC or Copper Piping in place of PVC that was originally installed on the existing three heaters (Plunge Pool, Main Pool, and Lazy River) at Cypress Cove Filter Building. This was brought to our attention by the HVAC maintenance contractor who has indicated that PVC is not recommended because it is not compatible with the high temperature water flowing through the

pipes. By replacing the PVC with CPVC or Copper, we will improve efficiency of the heaters that will consequently increase the life expectancy of the units.

MOTION by Duffy, seconded by Mahoney, to approve a contract with Oak Brook Mechanical Services, Inc. in an amount not to exceed \$19,030.00 for the Cypress Cove Family Aquatic Park, Phase 3 – Existing Effluent PVC Pipe Replacement Project, CDP #08-03pc-05.

AYES: Hohnke, Duffy, Kubal, Mahoney
NAYS: None
ABSENT: Coleman
MOTION CARRIED.

Knitter requested proposals for the installation of an asphalt pathway at Orchard Hill Park. Based on excessive wear and tear (muddy conditions) and in accordance of the development of a pathway per the original master plan for the park, we feel that installation is warranted at this time.

MOTION by Duffy, seconded by Mahoney, to ratify the Executive Director's approval accepting a proposal from A-Lamp Concrete Contractors, Inc. in the amount of \$19,110.00 for the installation of a new asphalt path at Orchard Hill Park.

Lastly, Knitter explained that Willowcreek playground equipment requires some upgrades to various components to the existing playground. In 1991, the District installed the original playground and in 1998 Willowcreek PTO funded the purchase of an addition to the original installation. As part of our capital replacement program, the full replacement will occur in 2013/2014. Because of the difference in replacement cycles for the two phases, staff allocated funds to update the Tender Tuff treated components on the original playground equipment in order to extend the life of the equipment until the full replacement year. Knitter requested a proposal from the playground manufacturer to purchase the Tender tuff treated equipment, to be installed by the Maintenance staff.

MOTION by Mahoney, seconded by Kubal to authorize staff to proceed with the purchase of replacement play equipment from NuToys Leisure Products for \$6,422.00 for the Willowcreek School Playground Equipment Modification, Project CRP#09-01pc-01 in accordance with the Capital Replacement Program.

AYES: Hohnke, Duffy, Kubal, Mahoney
NAYS: None
ABSENT: Coleman
MOTION CARRIED.

Golf Course

Brandon Evans stated despite being closed seven (7) days during the month and being affected by weather on six (6) other occasions resulting in daily played rounds of fifty (50) or fewer, Village Greens managed to host 3,135 rounds in April. Total rounds played in April eclipsed the April totals from 2008 (2,768 rounds) and 2007 (2491 rounds), yet fell short of our 12 year rolling average of 3,305 rounds.

Evans mentioned that on-line tee time reservations continue to grow in popularity. In 2008, we grew on-line reservations by 786% over 2007, and the upward trend continues. On-line reservations are vital for several reasons, including demographic data capture, lower no-show rates, and a reduction in golf shop labor expense which we are finally able to capitalize on in 2009.

Recreation

Don Ritter began by reviewing the Kidz Squad Transportation Agreement for the 2009-10 year. First Student provides bus service to Woodridge School District 68 children. Total cost for the school year will be approximately \$13,728.00. This will be an expense of the program to be paid by program fees. Ritter recommends approval of the transportation agreement as presented.

MOTION by Duffy, seconded by Kubal to approve a transportation agreement with First Student to provide bus services for the 2009-10 Kidz Squad program.

AYES: Hohnke, Duffy, Kubal, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Ritter also mentioned that staff will be coordinating our Kid's Dialogue Program for 6th graders at each of the Woodridge elementary schools. This gives the Park District and Village the opportunity to communicate face to face with some of our younger customers.

Aquatics

Julie Rhodes noted at the present time 712 memberships and 64 nonresident memberships for Cypress Cove have been sold. Also, Downers Grove Cooperative has sold 249 memberships. Four rentals have been scheduled so far for the year and 24 group outings as well.

Parks

John Karesh informed the Board that after reviewing the bids received for the installation of Variable Frequency Drives for the pump motors at Cypress Cove, the low bid amount exceeding the budget amount. Karesh recommends the Board reject the bids for the Cypress Cove Pump Variable Frequency Drive Installation, Project CDP #09-03c. Karesh added the project and funding will be re-evaluated following completion of the Cypress Cove Phase 3 project.

MOTION by Duffy, seconded by Mahoney to reject the bids for Cypress Cove Pump Variable Frequency Drive Installation, Project #09-03c due to the cost exceeding the budget.

AYES: Hohnke, Duffy, Kubal, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Karesh stated the work performed by Lafayette Nurseries has to complete a controlled burn at Water Tower Reserve out lots A and B was complete. Controlled burns are essential for our wetland management plan.

Karesh informed the board that the Sheriff's Work Alternative Program will be reinstated for this year, which saves the District significant labor costs to perform various maintenance tasks.

Marketing

Megan Buchanan noted that the web site hits for April was 277,101 (40.81 hits per visit). The monthly E-news was sent out on May 6th.

In effort to promote new programs, the marketing department created a variety of marketing materials including banner ads on our website, newspaper articles, posters and fliers in the lobby.

CONSENT AGENDA

MOTION by Duffy, seconded by Mahoney, to approve Consent Agenda items 1 through 14 for a total amount of \$785,080.91:

- 1. Regular Board Meeting MinutesApril 14, 2009
- 2. Special Board Meeting Minutes (Budget Workshop)April 18, 2009
- 3. Vendor Payment & Payroll Ratification Report (4/10/09 – 5/08/09).....\$785,080.91
- 4. Hobson Corner Park – Aquatic Design Consultants, CDP #08-01ca-01 Payout 5\$721.82
- 5. Meadowview Play Equipment Arson Replacement Proj. CDP #09-01pc-01 Payout 1\$8,272.00
- 6. Cypress Cove Addition – Construction Mgmt. Svcs, CA #07-02c Payout 12\$28,182.78
- 7. Cypress Cove Addition – Landscaping, CDP #08-03c-14 Payout 1\$1,597.47
- 8. Cypress Cove Addition – Concrete, CDP #08-03c-04 Payout 7\$54,504.00
- 9. Cypress Cove Addition – Masonry, CDP #08-03c-05 Payout 3.....\$11,138.39
- 10. Cypress Cove Addition – Carpentry, CDP #08-03c-06 Payout 8.....\$17,611.31
- 11. Cypress Cove Addition – Painting, CDP #08-03c-08 Payout 2.....\$10,174.50
- 12. Cypress Cove Addition – Plumbing, CDP #08-03c-10 Payout 11.....\$13,190.40
- 13. Cypress Cove Addition – Pools and Equipment, CDP #08-03c-12 Payout 10\$18,559.98
- 14. Cypress Cove Addition – Pools and Equipment, CDP #08-03c-12 Payout 10\$40,365.00

There being a roll call,

AYES: Hohnke, Duffy, Kubal, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

DIRECTOR'S REPORT

Action Items

FY2009-2010 Mission Statement, Goals and Objectives

Mike Adams briefly reviewed and requested Board approval of the mission statement, long term goals, fiscal year goals and objectives for FY2009-2010.

MOTION by Kubal, seconded by Mahoney, to approve the mission statement, long term goals and the FY2009-10 goals and objectives as presented.

AYES: Hohnke, Duffy, Kubal, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Capital Development Funding Plan

Adams requested the Board approve the Capital Development Funding Program as presented, reviewed and discussed at the April 18th Special Board Budget Workshop meeting.

MOTION by Duffy, seconded by Kubal, to approve the Capital Development Funding Plan for FY2009-2010 as presented.

AYES: Hohnke, Duffy, Kubal, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

FY2009-2010 Organizational Chart Approval

Adams recommended the Board approve the Organizational Chart for the FY2009-2010 as presented.

MOTION by Duffy, seconded by Mahoney, to approve the Organizational Chart for FY2009-2010 as presented.

AYES: Hohnke, Duffy, Kubal, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Budget FY2009-10

Adams highlighted each fund in the FY2009-2010 budget. Highlights included but were not limited to: goals and objectives; Capital Development Program, levy extension, five year projections, Five Year Capital Development Program funding and various budget line items. Adams recommended the Board approve FY 2009-2010 Budget in the amount of \$15,571,646 as presented.

MOTION by Duffy, seconded by Mahoney to approve the Fiscal Year 2009-2010 budget in the amount of \$15,571,646 as presented. Upon rolled being called:

AYES: Hohnke, Duffy, Kubal, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

License Agreement for Use of Cypress Cove Parking Lot

DuPage Mayors and Managers requested use of the Cypress Cove parking lot for the annual municipal vehicle and equipment auction. Adams recommend approval of a license agreement dated May 12, 2009 with DuPage Mayors and Managers conference for use of the park district property located at 8301 S. Janes, Cypress Cove.

MOTION by Duffy, seconded by Mahoney to approve a license agreement dated May 12, 2009 with DuPage Mayors and Managers Conference for use of park district property located at Cypress Cove.

AYES: Hohnke, Duffy, Kubal, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

License Agreement for Use of Cinemark Theater Parking Lot

Adams stated that in order to prepare and manage the Celebrate Woodridge Anniversary Parade, it is necessary to utilize the parking lot at Seven Bridges Cinemark Theater to check-in and stage the units. A license agreement was drafted and approved by staff from both the Village and Park District. Staff recommended the Board ratify the Executive Director's approval of a license agreement dated February 17, 2009 with US Inland Management, LLC for use of property located at Seven Bridges Cinemark Theater.

MOTION by Duffy, seconded by Mahoney to ratify the Executive Director's approval of a license agreement dated February 17, 2009 with US Inland Management LLC for use of property located at Seven Bridges Cinemark Theater.

AYES: Hohnke, Duffy, Kubal, Mahoney

NAYS: None
ABSENT: Coleman
MOTION CARRIED.

WSEC Funding Agreement

Adams stated for the past several years, the Village and Park District agreed to underwrite the expenses of the Woodridge Special Events Committee's July 4th Picnic, Santa Comes to Woodridge, and Town Center Christmas Decorating events. These three events have a long history in the community and are looked forward to by the residents each year. The Village and Park District equally split the net costs of the events not to exceed a combined amount of \$11,000. The Park District provides the necessary insurance for the July 4th picnic through PDRMA, of which cost is deducted from the amount granted. Any net proceeds are returned to both agencies at year end. Adams recommends Board ratify the Executive Director's approval of an agreement with the Woodridge Special Events Committee to provide funding for various special events held in 2009.

MOTION by Duffy, seconded by Mahoney to ratify the Executive Director's approval of an agreement with Woodridge Special Events Committee to provide funding for various special events held in 2009.

AYES: Hohnke, Duffy, Kubal, Mahoney
NAYS: None
ABSENT: Coleman
MOTION CARRIED.

Leisure Visions Consulting Agreement

The Board approved the proposal submitted by Leisure Visions/ETC Institute at the April 14, 2009. The proposal is to complete a comprehensive needs assessment survey, conduct public focus groups and stakeholder interviews, complete a benchmarking analysis of survey results, and various strategic planning assistance initiatives. An agreement is ready for Board approval. Adams requested the Board approve an agreement with Leisure Visions/ETC Institute dated May 7, 2009 for \$21,400 to administer a comprehensive needs assessment process.

MOTION by Duffy, seconded by Mahoney to approve an agreement with Leisure Visions/ETC Institute dated May 7, 2009 for \$21,400 to administer a comprehensive needs assessment process.

COMMITTEE REPORTS

SEASPAR

Susan Friend reviewed the FY09-10 SEASPAR budget with the board including a brief summary. Thanked the park district for their involvement in the Forest Glen Park project as well as project that our planning department has held with their Eagles.

EXECUTIVE SESSION

MOTION by Duffy, seconded by Mahoney, to adjourn to Executive Session under Section 2(c)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, 2(c)6 to discuss the setting of a price for sale or lease of property owned by the District; and, 2(c)11 to discuss litigation, when an action against, affecting or on behalf of the District has been filed and is pending before a court.

ALL AYES. MOTION CARRIED.

The Board adjourned to Executive Session at 9:10 P.M.

RECONVENE OPEN SESSION

MOTION by Duffy, seconded by Mahoney, to reconvene the Regular Board Meeting of May 12, 2009. ALL AYES. MOTION CARRIED.

The meeting reconvened at 10:01 P.M. Upon a roll of Commissioners being called, the following were present: Duffy, Mahoney, Hohnke, Kubal. Absent: Coleman. Staff present: Adams.

FINAL ACTION

President Hohnke asked is there was a motion to approve any amendments to the Executive Director's contract.

MOTION by Duffy, seconded by Mahoney to approve an amendment to the Executive Director of Parks & Recreation's contract to compensate the Director for any unused accrued vacation time not to exceed five (5) vacation days to be reconsidered by the Board on an annual basis.

AYES: Duffy, Mahoney, Hohnke, Kubal
NAYS: None
ABSENT: Coleman
MOTION CARRIED.

MOTION by Duffy, seconded by Mahoney to approve an amendment to the Executive Director of Parks & Recreation's contract to approve an increase of 3.8% to the Director's salary.

AYES: Duffy, Mahoney, Hohnke, Kubal
NAYS: None
ABSENT: Coleman
MOTION CARRIED.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Duffy, seconded by Mahoney, to adjourn the meeting at 10:11 P.M. ALL AYES. MOTION CARRIED.

Brian Coleman Secretary