



President Hohnke called the Regular Meeting of the Board of Commissioners to order at 7:00 P.M. Upon a roll of Commissioners being called, the following were present: Duffy, Hohnke, Mahoney, Kubal. Staff present: Adams, Larsen, Evans, Karesh, Knitter, Nichols, Pettit, Rhodes, Ritter. Absent: Commissioner Coleman

PRESIDENT'S REPORT

President Hohnke began his report by offering congratulations to Commissioner Kubal, for 15 years of Service to the Woodridge Park District, and presenting him with the IAPD Certificate of Appreciation.

President Hohnke noted that we need to designate Delegates to attend the Annual IAPD Meeting: President Hohnke will be the Delegate; Commissioner Mahoney will be the 1st Alternate, Commissioner Kubal will be the 2nd Alternate, and Commissioner Coleman will be the 3rd Alternate.

President Hohnke stated that there will be a Public Hearing for the 2011 Levy Extension, on December 13, 2011.

STAFF REPORTS

Finance

Joan Larsen began her report by stating that the search to fill the Human Resources Generalist position is ongoing. At this time, we have identified two qualified candidates. Upon completing a 2nd interview process, we will make an offer for the position. Hopefully, we will have the position filled by mid-November.

Larsen stated that we are working with Sikich HR consulting. They will be providing staff training on November 9th on Identity Protection and I9 compliance. We've also begun working on auditing the contents of our personnel files for necessary documents. Recent changes in rules require some information to be kept in separate locations.

Larsen concluded her report stating that all financial information has been filed with the counties and other governing agencies. The CAFR was submitted to the GFOA for the Certificate of Excellence in Reporting Program.

Planning

2a. Jenny Knitter began her report with an action item in regards to the Orchard Hill Phase 6 Lighting Improvement Project, CDP#11-01c-01. A mandatory pre-bid meeting was held on October 26th, in which 4 contractors attended. Bids were opened on Thursday, November 3rd at 10 am, and the low qualified bidder was Barton Electric, Inc. for the amount of \$639,324.00. Please note, there were some irregularities with the apparent low bidder's line item break out, however after discussing with the contractor, they clarified that the contract base bid amount includes the entire scope of the project to include the addendums issued. We reviewed this discrepancy with legal counsel and they indicated there are no issues as long as the contractor confirms that the contract base bid includes the entire scope of the project as specified. In the instruction to Bidders, the District reserves the right to reject any and all Bids or parts thereof and to waive any technicalities and irregularities in the bidding. The apparent low bidder has completed numerous sports field lighting installations to include installation of the Musco system.

Staff recommends the Board accept Barton Electric Inc., as the low qualified bidder and approve a contract agreement in the amount of \$639,324.00, for the Orchard Hill Phase 6 Lighting Improvement Project, CDP#11-01c-01.

MOTION by Duffy and seconded by Mahoney to approve the contract with Barton Electric Inc., as the low qualified bidder in the amount of \$639,324.00, for the Orchard Hill Phase 6 Lighting Improvement Project, CDP#11-01c-01.

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

2b. Knitter's next action item was in regards to the Orchard Hill Phase 6 Lighting Improvement Storage Building Project, CDP #11-01ca-02. Staff is working with Cody/Braun & Associates, Inc., to design a new storage building to house electrical components as well as maintenance needs for the fields at Orchard Hill. Upon completion of the drawings, staff will assess the timeline and determine the best bidding schedule (anticipated late winter). Staff requests the Board authorization to bid the Orchard Hill Phase 6 Lighting Improvement Storage Building Project, CDP #11-01c-02.

MOTION by Duffy and seconded by Mahoney to authorize staff to bid the Orchard Hill Phase 6 Storage Building Project, CDP #11-01c-02.

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

2c. Knitter continued with her next action seeking Board approval of Change Order #1, for the 2011 Falconridge Park Improvement Project, CDP#11-03c-01. This change order accounts for field decisions made after assessing the existing conditions. The first item includes the deduct of the tree stump removal that was scheduled to be a part of this contract since it was removed by staff instead. The second item was to adjust the grading of the sidewalk to incur a constant slope and add drainage under the walk to provide for a more consistent grade along the walk and proper overland flow drainage of the site.

Staff recommends the Board approve Change Order #1 which is a total deduct to Fuerte Systems Landscaping, Inc.'s contract in the amount of (\$11.17) for the 2011 Falconridge Park Improvement Project, CDP#11-03c-01.

MOTION by Kubal and seconded by Mahoney to approve Change Order #1 which is a deduct to Fuerte Systems Landscaping, Inc.'s contract in the amount of (\$11.17) for the 2011 Falconridge Park Improvement.

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

Knitter continued her report with information regarding the Seven Bridges Park Playground. Planning staff is putting together a request for proposals for playground manufacturers to assemble designs for the new playground equipment at Seven Bridges Park. This schedule will allow the purchase and installation to be bid out in late winter with the intention of reopening the playground in spring 2012.

Knitter stated that on Friday, October 28th, staff will be submitting a nomination for the Outstanding Facility and Park Award for Hobson Corner Park Spray Pad Addition.

Knitter concluded her report stating that in regards to the 2011 Falconridge Park Improvement Project, CDP#11-03c-01 the contractor began construction on October 31st, with an anticipated timeline of 3 weeks to complete. To date, the contractor has installed approximately 60% of the concrete. The additional ground level playground elements that will be added to the site have already been shipped to the shop and are awaiting inventory and installation.

Golf Course

3a. Brandon Evans began his report with an action item regarding the Village Greens Clubhouse HVAC Unit Replacement, Project VGCA#11-04c-01. AMSCO Engineering and staff opened bids for the project on November 8, 2011, and Monaco Mechanical, Inc. came in as the low qualified bidder at \$49,800.00. The contractor has indicated that their bid includes the full scope of services required. Staff recommends the Board accept Monaco Mechanical, Inc. as the low qualified bidder and approve a contract agreement for \$49,800.00 for the Village Greens Clubhouse HVAC Unit Replacement, Project VGCA#11-04c-01.

MOTION by Kubal and seconded by Duffy to approve the contract with Monaco Mechanical, Inc. in the amount of \$49,800.00 for the Village Greens Clubhouse HVAC Unit Replacement, Project VGCA#11-04c-01.

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

Evans concluded his report stating that Village Greens experienced a slight decrease in rounds played during October. Total rounds of 3,205 were lower than last year's total of 3,943 and just under our 16 year average of 3,423. Strong play at the beginning of the month gave way to rain and cooler temps towards the middle of the month. YTD rounds totaled 38,888, down 8.1% from 2010.

Recreation

Don Ritter began his report stating that the WSA House Soccer League season has concluded and the traveling program will wrap up on November 13th. The WSA annual elections are scheduled for November 7th with the Vice-President and Administrator positions needing to be filled.

Ritter stated that the NFL Punt, Pass and Kick sectional competition was hosted by us on October 16th and 70 participants attended. All of the participants will have an opportunity to do a passing demonstration at Soldier Field prior to the Bears game on December 4th.

Ritter noted that the new light fixtures for the Hickory/Oak Rooms are scheduled to be installed November 21-23.

Ritter concluded his report stating that on October 14th, Karen Tannenbaum, our Traveling Soccer Coordinator, celebrated her 1st anniversary with the Woodridge Park District; and on November 18th, Nancy Haring; our Senior Coordinator will be celebrating her 3rd anniversary with the Woodridge Park District. Congratulations!

Aquatics

5a. Julie Rhodes began her report with an action item regarding the Reciprocal Facility Shared Use Arrangement with Downers Grove Park District. Staff recommends the Board approve the past arrangement with Downers Grove Park District to permit Downers Grove Park District residents the opportunity to purchase Cypress Cove Season Passes at resident rates and permit Woodridge Park District residents the opportunity to purchase Downers Grove Fitness Center memberships at resident rates for the 2012 calendar year.

MOTION by Duffy and seconded by Mahoney to approve the Reciprocal Facility Shared Use Arrangement with Downers Grove Park District for the 2012 calendar year.

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

5b. Rhodes next action item was regarding the Reciprocal Facility Shared Use Arrangement with the Darien Park District. Staff recommends the Board approve the past arrangement with Darien Park District to permit Darien Park District residents the opportunity to purchase Cypress Cove Season Passes at resident rates and permit Woodridge Park District residents the opportunity to purchase Darien Fitness Center memberships and Sportsplex Open Ice Skating daily admission at resident rates for the 2012 calendar year.

MOTION by Duffy and seconded by Mahoney to approve the Reciprocal Facility Shared Use Arrangement with Darien Park District for the 2012 calendar year.

AYES: Duffy, Hohnke, Mahoney, Kubal

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Rhodes continued by introducing Amanda Nichols to present the 2011 year end Aquatic Report. Nichols stated that Cypress Cove was open 83 days out of a possible 90 days. Staff projects revenues over expenses this year, of \$157,003.00. The Lifeguards received a 4 star rating for the summer. Swim lessons increased its total number of participants. Our swim team had 189 participants this year. Concessions net profit dropped 6% from 2010, and we are looking into working with a consultant to improve our bottom line and efficiency. The attendance statistics for 2011 were 101,750 compared to 2010 attendance of 101,145, which is approximately a \$14,000 increase in revenue. The Season pass statistics for 2011 were increased by 9.3%, which resulted in an increase of \$36,000 in revenue due in part to the coop with Downers Grove and Darien Park Districts. Rentals for 2011 increased 105% from the 2010 season and parties increased 47.9% from last season. Overall, Cypress Cove had a great summer!

Parks

John Karesh began his report stating that all the items we dropped off for the Dupage Mayors Managers Auction sold. We had a reserve price of \$950.00; however, I was informed that everything sold for \$2,405.00.

Karesh continued his report stating that staff is working on shutting down and winterizing the drinking fountains for the season. This project takes 2-4 days to complete and includes removing filter cartridges and working with the Village to remove the water meters.

Karesh noted that Cypress Cove experienced some vandalism the weekend of October 15th. A couple of chairs and the lane line rack were thrown into the deep well of the main pool and a chair in the lazy river. A planter was also torn off the drop slide storage building. A police report was done with no leads. The total damage was estimated at \$2,500.00.

Karesh stated that the holiday lights are being pulled out and checked and will be installed for the 2011/2012 holiday season. Our plan to phase in "LED" lights over the next few years to reduce the amount of energy required to operate the holiday lights is nearly completed. We hope to have all LED lights by next season.

Karesh noted that the cleaning of the garden plots site began at the end of October. This project includes the removal of the garden stakes, fences and any other material left on the site. As weather permits, we will rotovate the entire site.

Karesh stated that since the 2011 Fall Soccer Season has concluded, staff has started removing goals and bleachers and will begin sodding worn turf areas.

Karesh concluded his report stating that the over 200 shrubs were removed from Cypress Cove with the assistance of the Sheriff's Work Alternative Program (SWAP). The shrubs had been a consistent problem at the pool because of numerous berries that they produce. Brush that was growing through the fence was removed at that time. In nine days, SWAP has given us nearly 500 man-hours. With their assistance, we have completed projects that we would not have been able to accomplish in house.

Marketing

Megan Pettit began her report stating that the following information was posted on the web, in the Newspapers and on Facebook; Haunted Forest Walk, Creepy Crafty Cookie Celebration, Dream Reapers Haunted House teen trip.

Pettit continued her report stating that the Marketing Staff has created league web pages for the Co-Rec and Competitive Volleyball Leagues to include schedules and standings. The Marketing department updates the standings on Mondays.

Pettit stated that the Marketing department is creating artwork for a removable/changeable vinyl sign for underneath the registration desk in the lobby. Western Remac quoted the printing and installation of the project at \$265.00.

Pettit mentioned that staff discussed the marketing plan for the 2012 aquatic season and a Cypress Cove website separate from the park district's site was discussed. A separate site would give Cypress Cove its own identity and increase exposure of the facility. Staff is researching costs and the feasibility of launching in time for the 2012 season.

Pettit concluded her report by stating that the marketing department received the first round of Totschool logos from the freelance graphic designer. Staff is currently reviewing and selecting 1-2 logos for the designer to further modify for the second draft.

Safety Committee

Julie Rhodes stated that the November Safety Briefs were emailed to the staff on November 1, 2011.

CONSENT AGENDA

MOTION by Duffy, and seconded by Mahoney to approve Consent Agenda items 1 through 6 for a total amount of \$1,064,618.06

- 1. Regular Board Meeting Minutes October 11, 2011
- 2. Vendor Payment & Payroll Ratification Report (10/07/11-11/03/11).....\$1,064,618.06
- 3. Steiner Electric Company, Community Center Oak-Hickory Room Lighting Improvements, CDP#11-02, Payout #1 (Final).....\$12,449.84
- 4. Village of Woodridge, Town Centre Land Acquisition Payment.....\$161,738.00
- 5. BMO Harris Bank, 2011 G.O. Bond Principal & Interest Payment.....\$402,156.33
- 6. Siple School Swing Installation Project, CRP #11-04pc-02(Payout #1)\$23,205.06

President Hohnke requested a roll call. Upon a roll being called

AYES: Duffy, Hohnke, Mahoney, Kubal

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Administration

4a. Don Ritter began with an action item in regards to the purchase and installation of two manually operated basketball rim height adjusters for the north gym at Jefferson Junior High School. This request accompanies the addition of a new 1st and 2nd grade basketball program this year. Staff feels by adding two basketball rim height adjusters at Jefferson Junior High will not only add to the quality of the program, but to the efficiency and ease of adjusting the height of the rims for the program supervisory staff. This younger age group will need to play at an 8-foot rim height. The rims can be easily raised/lowered by a manually operated crank. The equipment is manufactured by Porter Athletic Equipment and all of the current basketball backboards/rims at Jefferson Junior High are also made by Porter Athletic Equipment, therefore compatibility is not an issue. Staff recommends the Board approve the proposal from Haldeman-Homme, Inc. for the purchase and installation of two Porter Athletic Equipment basketball rim height adjusters in the amount of \$4,465.00.

MOTION by Kubal and seconded by Mahoney to approve the purchase and installation of two Porter Athletic Equipment basketball rim height adjusters in the amount of \$4,465.00.

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

Director's Report

1a. Mike Adams began his report with an action item regarding a Resolution Approving an Intergovernmental Agreement between the Woodridge Park District & the Village of Woodridge Related to Maintenance Responsibilities for Memorial Park. Staff recommends the Board adopt Resolution No. 11-13, Approving an Intergovernmental Agreement between the Woodridge Park District and Village of Woodridge Related to Maintenance Responsibilities for Memorial Park.

MOTION by Duffy and seconded by Mahoney to approve Resolution No. 11-13.

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

Adams continued his report with an overview of the 2011 Preliminary Tax Levy Extension Estimate. He informed the Board the levy ordinance needs to be approved by the Board and filed at the County Clerk offices prior to the last Tuesday in December. The Board will need to discuss and approve the ordinance either at a special board meeting or the Regular Board Meeting scheduled in December.

Staff estimates the total 2011 equalized assessed valuation (EAV) to be \$1,165,316,813, a decrease of -4.9% from last year's EAV \$1,225,700,478. This estimate is significantly lower than the previous three year average annual EAV increase of 1.59%.

Staff estimates the 2011 new construction EAV will decrease approximately -.27% compared to last year from \$6,939,130 to \$5,068,741 due to the impacts of the economic recession in the housing market and lack of new commercial development. This estimated new construction EAV is significantly down from the previous three year average of \$9,686,110 and the previous five year average of \$15,660,719.

Staff's preliminary **actual** 2011 total levy extension is estimated to be \$5,877,795 a 1.58% increase compared to last year's extension. Based on the tax cap of 1.5% consumer product index (CPI), the County & Township Assessors estimates of inflationary EAV growth (-5.34%), plus new construction EAV; the 2011 requested levy extension will not exceed 5% and therefore will not require the Truth in Taxation public hearing as required by State Statute.

Staff's recommends requesting a levy of \$6,022,090 for the 2011 levy extension, which is 4.071% higher than 2010's levy extension. Typically, in the past we would extend the levy to the maximum rate allowed in the Corporate Fund (.35 cents) and Recreation Fund (7.5 cents) based on a ballooned EAV. However, because of the decreasing EAV, limited new growth projections combined with a CPI cap of 1.5%, there is no reason to balloon the levy this year to the District's maximum statutory rates permitted. Staff estimates the 2011 total tax rate to be .5044 compared to the 2010 tax rate of .4721. The rate increase is attributed to the decreasing total EAV. Property tax receipts received on average account for approximately 45% of total Park District revenues received annually. The impact based on the average Woodridge home can be viewed in the table below.

The proposed levy increase is necessary in order to maintain the current level of services due to projected inflationary costs as well as fund financial obligations related to the SD#99 land acquisition and associated legal costs, capital

~~projects in accordance with federally mandated American with Disabilities Act compliance, state mandated retirement contributions, capital replacement program and planned capital development projects.~~

The District will continue to seek alternative revenues to minimize overall inflationary increases by seeking new grant opportunities for planned projects and recreational programs, continue to initiate new energy efficiency/sustainable programs & projects to further reduce utility reliance & expense, reduce health care insurance premiums through continued healthy initiatives for employees to minimize medical claims and reevaluate employee contributions, and continue strong administrative management of all budgeted expenditures, all in an effort to stretch the tax dollar in order to provide superior and affordable recreational opportunities.

Pending any final levy adjustments per Board discussion and public comment staff recommends approving the levy ordinance at the December 13, 2011 Regular Board Meeting.

COMMITTEE REPORTS

SEASPAR – 1a. SEASPAR Board of Directors seeks approval of the 2011 SEASPAR Levy based on a rate of .0155% resulting in a total levy amount of \$1,588,535.00 which includes Woodridge Park District's percentage levy share equal to \$189,984.00 as presented.

MOTION by Duffy and seconded by Mahoney to approve the 2011 SEASPAR Levy.

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

JUBILEE – No Report.

PDRMA – No Report.

EX-OFFICIO REPORT

1. Plan Commission – Adams stated the Village Board approved development of the proposed business park along Woodward Avenue north of I-55. The first phase will be the development of an Edward Don distribution facility.
2. Chamber of Commerce – Holiday Party will be coming up in December.
3. Affiliated Athletic Associations
 - a. Woodridge Soccer Association (WSA) – Adams briefed the Board on current happenings of the WSA Executive Council to include Officer election results and their current effort to resolve a grievance filed regarding the conduct of one of its officials. Officers elected were Sam Venousiou (Vice President) and Joe Castellanos (Operations).
 - b. Sea Lions Swim Team Parent Association – No Report.
 - c. Woodridge Athletic Association (WAA) – No Report.
 - d. Downers Grove Panther Jr. Football – No Report.

OLD BUSINESS

None

NEW BUSINESS

EXECUTIVE SESSION

MOTION by Mahoney and seconded by Duffy, 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.

Upon a roll of Commissioners being called:

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

The Board adjourned to Executive Session at 8:38 pm.

RECONVENE OPEN SESSION

The regular Board Meeting of November 08, 2011 reconvened at 9:38 P.M.

FINAL ACTION

Adams requested the Board approve the 2012 Employee Health Benefits Plan as presented.

MOTION by Mahoney, seconded by Duffy to approve the 2012 Employee Health Benefits Plan as presented.

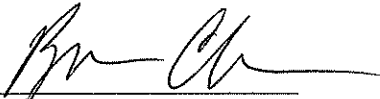
AYES: Mahoney, Duffy, Kubal, Hohnke
NAYS: None
ABSENT: Coleman
MOTION CARRIED.

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 9:39 P.M.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Brian Coleman, Secretary