

WOODRIDGE PARK DISTRICT
Regular Board Meeting
September 13, 2011



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: Coleman, Duffy, Hohnke. Staff present: Adams, Larsen, Evans, Karesh, Knitter, Pettit, Rhodes, Ritter. Absent: Commissioner Kubal, Commissioner Mahoney.

OTHERS IN ATTENDANCE: Mark Wright, 2929 Tyler Court, Woodridge

PRESIDENT'S REPORT

Recognition of Staff Milestone Anniversaries: President Hohnke offered congratulations to Geraldo Lopez who is celebrating his 5 year anniversary with the Woodridge Park District, as Seasonal Maintenance. President Hohnke noted that the PTO from Siple School has made a donation of \$6,100.00 toward the Swing Set purchase for the school. President Hohnke stated that there is a new law HB 1670 (Public Act 97-0504) stating that all Elected Officials must go through Open Meetings Electronic Training before June 1, 2012. President Hohnke noted that the Village Town Meeting will be held October 6, 2011, from 5:30-8:30 pm at Bobak's, and John Karesh will be recognized at the meeting as the Employee of the Year. President Hohnke noted that Indian Summer Fest will be held Sunday, September 25 at Castaldo Park.

STAFF REPORTS

Finance

Joan Larsen began her report with an action item, stating that in an effort to fill the Human Resources Generalist (HRG) position with a more suitable candidate, staff is interested in pursuing an HR Subscription Service with Sikich, LLP to complement our HRG part time position and advise us on matters of a more technical nature. We are able to contract a trial subscription to evaluate the service. The Sikich Trial Subscription Service provides the District with telephone access to experienced human resource professionals who help clients deal with a variety of human resource issues and employee relations challenges. We would be assigned a designated contact who typically has 12 plus years of human resource experience that effectively becomes part of our HR team. The subscription consists of four hours of consulting services to be used over a three month period beginning October 1, 2011. The consulting time can be in person, email, or telephone conferencing to discuss issues of concern. It can also be utilized for projects such as staff training or recruiting. Additional benefits include their Employment Law Overview which includes state and federal laws as well as penalties for non-compliance and best practices in HR overview. A quarterly Legal Update/HR Forum webinar opportunity is also offered. The fee for the 3 month subscription is \$650.00.

Staff recommends acceptance of the Sikich Human Resource Consulting Services Subscription in the amount of \$650.00 for the period of October 1, 2011 through December 31, 2011.

MOTION by Coleman and seconded by Duffy to approve the Subscription with Sikich Human Resource Consulting Services in the amount of \$650.00 for the three month trial period of October 1 through December 31, 2011.

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

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

Larsen concluded her report stating that all information for the Annual Report has been completed. We are awaiting receipt of a final draft. Sikich will present the report at the October meeting.

Planning

2a. Jenny Knitter began her report with an action item in regards to the Community Center Marquee Replacement. Staff has researched our options related to the new digital marquee and can define the parameters in which we minimally will require. Staff request Board authorization to bid the 2011 Community Center Digital Marquee Project, CDP #11-04c, as a design/build project.

MOTION by Coleman and seconded by Duffy to authorize staff to bid the 2011 Community Center Digital Marquee Project.

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

2b. Knitter's next action item is for Falconridge Park ADA Improvements, Project CDP#11-03c-01. Staff has designed a master plan for this park site to include sidewalk access from the public walks to the port-a-john and playground. It also includes new concrete playground borders and ramps as well as additional site furnishings throughout the space. This project will help us accomplish our goals designated in our District ADA Transition Plan for this particular park site. Staff requests Board authorization to bid the 2011 Falconridge Improvement Project, CDP#11-03c.

MOTION by Coleman and seconded by Duffy to authorize staff to bid the Falconridge Improvement Project.

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

2c. Knitter continued with her next action item in regards to Cypress Cove Family Aquatic Park Pool Painting, Project #11-03c-01. Knitter stated that an end of the season walk through at Cypress Cove, it was evident that the pool paint is faded, peeling and cracking in several areas. The project was originally budgeted for FY2012-2013. Based on the current condition, staff recommends the painting of all of the pools at Cypress Cove be completed to prepare for the 2012 swim season. Based on Fund 06's projected net revenue over expenses, we will have the necessary funds to complete this fall. Appropriations for Fund 06 are sufficient to add the budget addition. Staff requests Board approval to add \$60,000 to the FY 2011-2012 Aquatic Capital Replacement Program Fund 07 Budget to complete pool painting.

MOTION by Coleman and seconded by Duffy to approve the additional \$60,000.00 to the FY 2011-2012 Aquatic Capital Replacement Program Fund 07 Budget to complete pool painting.

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

2d. Knitter's next action item is to seek Board authorization to bid the Cypress Cove Family Aquatic Park Pool Painting Project, ACRP #11-03c-01. MOTION by Duffy and seconded by Coleman to approve bid authorization for Cypress Cove Pool Painting.

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

2e. Knitter's final action item is a change order regarding the Siple School Swing Installation Project, CRP#11-04pc-02. After assessing the costs listed in the contractor's proposal, staff felt that this would be a good opportunity to move forward with some additional work at a minimal cost to include: removal of additional borders (complete in-house by WPD maintenance staff); installation of concrete borders surrounding the entire playground; installation of additional filter fabric and wood safety surface; and additional site grading and turf repair as needed to complete improvements. Staff recommends the Board approve Change Order #1 which is an add to Fuerte Systems Landscaping, Inc.'s contract in the amount of \$4,015.15 for the Siple School Swing Installation Project, CRP#11-04pc-02.

MOTION by Duffy and seconded by Coleman to approve Change Order #1 a net increase in the amount of \$4,015.15 to Fuerte Systems Landscaping, Inc.'s contract for additional concrete playground border at Siple School.

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

Knitter continued her report with information regarding Caddie Corner Park Play Equipment Replacement, CRP#11-04c. Staff has received the equipment, and demo began September 13th.

Knitter stated that this fall, staff will be submitting a nomination for the Outstanding Facility and Park Award for Hobson Corner Park. The submittal deadline is in late October.

Knitter noted that Fuerte Systems began construction on the Siple School Swing Installation Project the week of August 15th with the goal of completing the improvements in time for the start of the school year. To their credit, they were able to complete the installation of the swings, concrete curbing and safety surface by August 23rd. They completed the turf restoration the following Saturday to eliminate any potential conflicts in working around students.

Knitter concluded her report stating that in regards to the 2011 Color Coating Project, CRP#11-05PC-01, crack repair and court recoloring was completed by All Sports Surfaces and Construction Inc., at Seven Bridges Park the week of August 29th. Also completed with the project was the lining of the newly opened basketball court at Jefferson Jr. High School.

Golf Course

3a. Brandon Evans began his report stating that as previously reported, we have been having issues with the clubhouse HVAC units. The units are in poor condition and are in dire need of replacement, which should be replaced before the winter months arrive. The units are 15 years old, with an average life expectancy of 10-12 years. Budget limitations prevented the units from being included in this current fiscal year's CRP budget. However, in order to complete the necessary replacement this year, staff recommends postponing current funded CRP projects (e.g., parking lot replacement) until next year in order to provide adequate funds for the HVAC replacement. Staff request approval to a budget line addition in the amount of \$40,000 to the FY2011-2012 Village Greens Golf Course Capital Replacement Program Fund 46 Budget to complete replacement of HVAC units.

MOTION by Duffy and seconded by Coleman to approve a budget line addition in the amount of \$40,000 to the FY2011-2012 Village Greens Golf Course Capital Replacement Program Fund 46 Budget to complete replacement of HVAC units.

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

3b. Evan's next action item staff requests Board authorization to permit the Executive Director to negotiate a proposal from AMSCO Engineering to complete consulting services to provide engineering, design, drawings and specifications for the replacement of the Clubhouse HVAC units.

MOTION by Duffy and seconded by Coleman to authorize the Executive Director to negotiate a proposal from AMSCO Engineering to complete consulting services to provide engineering, design, drawings and specifications for the replacement of the Clubhouse HVAC units.

AYES: Coleman, Duffy, Hohnke

NAYS: None

Absent: Kubal, Mahoney

MOTION CARRIED.

3c. Evans requested Board authorization to bid the replacement of the Village Greens Clubhouse HVAC units, Project VGCRP#11-01c.

MOTION by Duffy and seconded by Coleman to authorize staff to bid the replacement of the HVAC units for Village Greens Clubhouse.

AYES: Coleman, Duffy, Hohnke

NAYS: None

Absent: Kubal, Mahoney

MOTION CARRIED.

3d. Evans next action item is in regards to the Greens Sub-surface Drainage Installation Project, VGCDP #11-02pc. The installation of sub-surface drainage on various greens performed by XGD over the past couple of years has provided positive results in rectifying turf degradation caused by drainage issues. Greens on holes #11, #12 and #7 were completed. Golfers experienced a tremendous improvement in the putting surfaces on those greens despite the extremely demanding weather. #14 green has exhibited signs of stress similarly compared to last year (\$1.99 per linear foot in 2010 vs. \$2.00 per linear foot in 2011). Staff seeks Board approval to accept a proposal from XGD Systems in the amount of \$17,600.00 to provide a sub-surface drainage system on #14 green per the Village Greens Capital Development Program.

MOTION by Coleman and seconded by Duffy to approve the proposal from XGD Systems in the amount of \$17,600.00 to provide a sub-surface drainage system on #14 green, Project VGDP #11-02pc.

AYES: Coleman, Duffy, Hohnke

NAYS: None

Absent: Kubal, Mahoney

MOTION CARRIED.

Evans continued his report stating that Village Greens hosted 7,578 rounds in August, up from last year's total of 7,167 and just slightly less than our 16 year historical average of 7,781. Moderate temperatures and relatively little rainfall helped attract rounds, while poor course conditions from July's weather and minimizing dynamic pricing prevented us from maximizing monthly potential.

Evans concluded his report stating that the golf course has incurred considerable expense in rehabbing from the July flooding/heat damage. The course is approximately 75-80% recovered and we will continue to address the areas slow to respond to our initial restoration efforts.

Recreation

Don Ritter began his report stating that the Kidz Squad program has entered into its 5th season and participation totals are up just over 13%. Current totals are as follows:

AM – 22 (21 in 2010)
PM Goodrich School – 55 (47 in 2010)
PM Murphy School – 48 (42 in 2010)

The first week of Kidz Squad had many transportation issues with the new bus company. Missed routes, late arrivals and pickups, etc. caused a few headaches for staff. Staff kept parents informed of what was happening to ease any anxiety. The school districts were affected even more than our program. The problems seemed to have been worked out and the before and after school program are finally up and running smoothly.

Ritter stated that Totschool began the school year on September 6th with total enrollment figures almost identical to last year. Current totals are as follows:

MWF AM– 42 (42 in 2010)
MWF PM- 28 (33 in 2010)
TTH AM - 36 (35 in 2010)
TTH PM - 23 (20 in 2010)
TOTAL - 129 (130 in 2010)

Ritter mentioned that the Fall House Soccer League began their season August 27th and will conclude on October 15th. The WSA Board decided to cancel the 4 v 4 tournament in October, due to the Schwinger Tournament being moved to August.

Ritter noted that for the fall fitness sessions, staff eliminated the 30-visit punch card and added a 5-visit punch card. Staff felt due to a lack of 30-visit punch card sales over the last 2 years, it was time to offer a new option along with the current 10-visit punch card. A new youth Yoga Class for 8-13 year olds and a Fitness Fusion program for 9-14 year olds will be offered. The Department of Health & Human Services has officially declared the month of September as National Yoga Month, which is an observance designed to build awareness of yoga's proven health benefits and provide people with actionable guidance and tools to enhance their own well-being. Staff is planning on offering a Free Yoga class on September 30th.

Ritter stated that the free Punt, Pass and Kick competition will be held September 11th at Jefferson Junior High.

Ritter concluded his report stating that on September 10th, Jean Gasick, Customer Service Coordinator, celebrated her 8th year with the Woodridge Park District.

Aquatics

Julie Rhodes began her report by stating that Cypress Cove is closed for the season. The 2011 Aquatic Report is currently in progress. Estimated completion date is October 30, 2011. The Aquatics Department will conduct an Aquatic Workshop to discuss changes from this season and possible operational improvements for next season. A survey to the season pass holders will be scheduled to go out by mid-September.

Rhodes stated that the Operating Days for May - September 2011 were 83/90 compared to 2010's operating days of 84/87. The aquatic year to date Preliminary Profit/(Loss) statement as of September 5, 2011, YTD Revenue (May 1- September 5) is \$1,195,720 compared to 2010 \$1,062,104. The YTD Expenses (May 1 – September 5) are \$686,484 compared to 2010 \$657,451.

Rhodes concluded her report stating that Cypress Cove's lifeguard staff received the 4 Star Safety Award for the months of June and July, and the 5 Star Safety Award for the month of August.

Parks

5a. John Karesh began his report with an action item in regards to the Bobcat Trencher Attachment purchase. Staff seeks Board approval for the purchase of a Bobcat Skid Steer trencher attachment from Atlas Bobcat obtained through the State of Illinois Central Management Services Joint Purchase Program (State Contract #PCD4016553) in the amount of \$3,982.00, Project CRP#11-03pc-01.

MOTION by Coleman and seconded by Duffy to approve the purchase of a Bobcat Trencher Attachment in the amount of \$3,982.00 from Atlas Bobcat.

AYES: Coleman, Duffy, Hohnke,

NAYS: None

Absent: Kubal, Mahoney

MOTION CARRIED.

Karesh continued his report stating that one of the administration office boilers is leaking. Staff is working with the original contractor and engineer to diagnose the problem. It appears the heat exchanger is the problem and may have to be replaced. We are waiting on a quote to repair it; however the contractor did say a new exchanger can run about \$9,500.00. Unfortunately, the warranty period has expired, but we are looking into the possibility of a manufacturing defect.

Karesh noted that all sports fields are being aerated and fertilized for the fall season. The new quick couplers on the Orchard soccer fields are working very well. The Orchard 1 soccer field and Jane's soccer fields 1 & 3 are being rested for the 2011 fall season. We are working on completing a turf maintenance program that includes aerating, spot spraying, fertilizing, slit seeding, top dressing and introducing bio solids to our fields.

Karesh noted that planning is under way for the 2011 Indian Summer Fest that will be held Sunday, September 25th. We will be providing hayrides, maintenance operations, garbage and liter pick up and assisting with set up and take down.

Karesh stated that Cypress Cove is closed for the season. The pools will be drained and work is under way for our annual end of the year procedures. The winterization process will take approximately 4-6 weeks.

Karesh noted that work continues on trees that were damaged in the storms this summer. Several trees were removed and broken branches were trimmed in several properties.

Karesh concluded his report stating the work is continuing to improve the quality of the Orchard Hill wetland. The majority of Queen Anne's lace has been pulled. Large amounts of purple loosestrife have been sprayed and flower heads removed. Three new trees were installed to replace ash trees that had died.

Marketing

Megan Pettit began her report stating that the following information was posted on the web, in the newspapers and on Facebook: Picnic in the Park active adult trip, National Yoga Month, Indian Summer Festival, fall fitness programs, fall softball league.

Pettit continued her report in regards to Winter/Spring Activity Guide, stating that the recreation staff is currently entering winter/spring programs into Class and the marketing department will begin exporting classes on September 19th. In response to resident feedback, we will move the "contact us" page to the inside cover in order to make the park district phone number, website and hours of operation as easy to access as possible. Additionally, the winter/spring guide timeline was adjusted by one week in order to work around the program vendor's schedules. Recreation staff informed the marketing department that because of Labor Day, it was difficult to obtain information from them around that week. Therefore, delivery of the guide will happen on December 3rd instead of the weekend after Thanksgiving.

Pettit noted that a new web page was created under the "Programs & Registration" section called "Protecting Our Student Athletes Act". The page provides information, courtesy of the CDC, on how to prevent, recognize, and respond to a concussion.

Petit concluded her report by stating that the marketing department is implementing a search engine optimization project that will tentatively be complete by December. The project will consist of researching of our web site's statistics – specifically words and phrases used to search for the park district or any of its facilities/programs, renaming park web pages to simplify web addresses and revising web page copy, descriptions and titles. This process will improve the visibility of a website or a web page in search engines via the natural (excluding paid advertisements) search results. In general, the earlier (or higher on the page), and more frequently a site appears in the search results list, the more visitors will receive from the search engine's users.

Safety Committee

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

CONSENT AGENDA

MOTION by Duffy, seconded by Coleman to approve Consent Agenda items 1 through 7 for a total amount of \$937,663.00.

- 1. Regular Board Meeting MinutesAugust 9, 2011
- 2. Executive Session Meeting MinutesAugust 9, 2011
- 3. Vendor Payment & Payroll Ratification Report (8/05/11-9/08/11).....\$937,663.00
- 4. All Sports Surfaces Construction, 2011 Color Coating Project, CRP#11-05pc-01, Payout #1 (Final).....\$10,424.00
- 5. Custom Built Commercial Fence Corp., Hobson Corner Park; Ornamental Fence and Gate Addition Project, MSP #11-03pc, Payout #1 (Final).....\$6,781.66
- 6. Parkreation, Inc., Siple School Swing Purchase Project, CRP#11-04pc-01, Payout #1 (Final)\$4,784.33
- 7. Fuerte Systems Landscaping, Inc., Siple School Swing Installation Project, CRP#11-04pc-02 Payout #1 (Final).....\$16,109.00

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

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

DIRECTOR'S REPORT

1a. Mike Adams began his report with an action item seeking Board approval of Ordinance #11-10, An Ordinance Adopting Revisions to the WPD Policy & Procedural Manual Policies. The following policies and procedures were presented for board review. Some of the changes are necessary due to the enactment of new State law.

- 6.9 Soccer Goal Safety & Education Policy (New)
- 8.2.2 Definitions (Civil Unions) (Revised)
- 8.3.48 Emergency Closings Policy (Revised)
- 8.6.3 Retirement Programs (Revised)
- 8.6.9 Use of Park Facilities (Revised)
- 8.9.9 Electronic Communications Policy (Revised)
- 8.10.6 Whistle Blower Policy (New)

Staff recommends the Board approve Ordinance #11-10, an Ordinance Adopting Revisions to the WPD Policy & Procedural Manual Parks.

MOTION by Coleman and seconded by Duffy to approve Ordinance #11-10, Adopting Revisions to the WPD Policy & Procedural Manual Parks.

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

1b. Adams next action item is regarding a license agreement permitting the use of Cypress Cove parking lot and grounds for the annual DuPage Mayors & Managers municipal vehicle and equipment auction. This license agreement will give them access to the lot on October 21st and 22nd. Staff recommends Board approval of a license agreement dated September 13, 2011 with DuPage Mayors & Managers Conference for use of park district property located at Cypress Cove.

MOTION by Duffy and seconded by Coleman to approve a license agreement dated September 13, 2011 with DuPage Mayors & Managers Conference for use of park district property located at Cypress Cove.

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

1c. Adam's next action item, staff seeks Board approval of Ordinance #11-11, an Ordinance Declaring Equipment No Longer Useful to the Woodridge Park District and authorizes the sale or Conveyance of subject property. The following items have been used beyond its life expectancy and repairs are not cost effective: Jiffy walk behind Line Spreader Model #091202, Jiffy Walk behind Line Spreader Model #91202, and Snow and Salt Spreader Mini Pro, Lely Spreader, Kifco Water Reel, Trane Furnace.

MOTION by Duffy and seconded by Coleman to approve Ordinance #11-11.

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

1d. Adam's final action item seeks Board approval of Ordinance #11-12, An Ordinance Determining Personal Property No Longer Necessary or Useful to the Woodridge Park District (Village Greens Golf Course) and Authorizing its Conveyance or Sale. The following items are no longer useful for golf operations: 1998 Smithco trap rake, 2002 Smithco trap rake, 1992 Cushman, 2001 Toro 3100 mower, and teak patio furniture.

MOTION by Duffy and seconded by Coleman to approve Ordinance #11-12.

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

COMMITTEE REPORTS

SEASPAR – Currently interviewing consultants for needs assessment and strategic plan.

JUBILEE – We will look at survey to make improvements for next year. Final numbers, loss of (\$2,884.40).

PDRMA – No Report.

EX-OFFICIO REPORT

1. Plan Commission – No Report.
2. Chamber of Commerce – No Report.
3. Affiliated Athletic Associations
 - a. Woodridge Soccer Association (WSA) – No report.
 - b. Sea Lions Swim Team Parent Association – No report.
 - c. Woodridge Athletic Association (WAA) – Don will attend board meeting to review season.
 - d. Woodridge Wildcat Traveling Softball- No report.
 - e. Downers Grove Panther Jr. Football – No report.

OLD BUSINESS

None

NEW BUSINESS

After a playground inspection this morning, staff discovered tremendous rotting and termite damage to the wooden playground posts including the swings, toddler and 5-12 equipment at Seven Bridges Park. As a result of this inspection, the playground was fenced off and closed as a safety measure. Currently, we are seeking a quote from the playground installer for Caddie Corner Park to demolish and legally dispose of the equipment at Seven Bridges. We will need to remove the equipment this fall. With the Board's concurrence, staff will design and bid the replacement of the equipment this winter for installation in early spring 2012. Since the equipment was originally scheduled for replacement in 2013/2014, in order to proceed with the above tentative schedule, staff will postpone other CRP projects in this year's budget to cover the cost of this unanticipated replacement.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested.

MOTION by Coleman and seconded by Duffy to adjourn the meeting at 8:17 pm.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Brian Coleman, Secretary