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, Coleman, Mahoney. Absent: Kubal. Staff present: Adams, Larsen, Knitter, Buchanan, Ritter, Karesh, Rhodes, Evans, Nichols.

PRESIDENT’S REPORT
Notice of 2008 Tax Levy
President Hohnke began his report stating that in accordance with the Truth in Taxation Act, a public hearing had been scheduled for November 11, 2008 at 7:00 p.m. At this hearing the proposed increase of the 2008 Tax Levy will be explained. Also, residents will be given the opportunity to present testimony and notice of this public hearing will be published as required. President Hohnke then read aloud the actual notice of the proposed property tax increase for the Woodridge Park District.

Milestone Anniversaries
President Hohnke offered congratulations to Jean Gasick on her five years of service as a Customer Service Rep at the Community Center. Secondly, Mary Kasprzycki was congratulated on her fifteen year anniversary as a Finance Assistant with the District. Both employees have been a tremendous asset to the District.

Special Recognition – Brian Coleman
President Hohnke noted that at a recent IAPD event Brian Coleman was congratulated on his ten year anniversary with the IAPD. Commissioner Coleman was then presented with a plaque and President Hohnke thanked him for his dedication and service to the District over the past ten years.

Special Recognition – Jenny Knitter, Supt. of Planning & Development
President Hohnke stated that Jenny Knitter had been received the 2008 Village of Woodridge Employee of the Year Community Recognition Award. Congratulations were expressed by all present at the meeting.

Park District Calendar
President Hohnke noted that each commissioner had received the most recent park district calendar highlighting District events.

Village of Woodridge Neighborhood Dialogue
The next neighborhood dialogue will be held October 21, 2008 at Murphy School at 7:00 p.m. A short presentation will be made by the Park District.

Forest Glen Park Reopening/Ribbon Cutting
President Hohnke said that the ribbon cutting ceremony for Forest Glen Park will take place on October 25, 2008 at 10:00 a.m. The official dedication will occur in the spring.

Volunteer Reception
The Volunteer Reception will be held November 14, 2008 at the Community Center.

Special Recognition – Kathy Nartnick, Golden Years Advisory Committee President
President Hohnke reiterated that Kathy Nartnick had received the 2008 Village of Woodridge Outstanding Citizen of the Year Award. Her achievements with the Park District over the past year were also appreciated.
STAFF REPORTS

Finance

Joan Larsen began her report by introducing Ed McCormack. Mr. McCormack was from the auditing firm of Mulcahy, Pauritsch, Salvador & Co., Ltd. and was at the meeting to briefly present the District’s Annual Financial Report. Mr. McCormack noted that the report was simply a narrative of what was going on in the District financially. It also showed where the District was headed. He began highlighting the Report noting that total net assets for the District had increased and reviewed the fund balance sheet. The Report showed that the District’s bond rating had increased which was good. Revenues came in higher than anticipated and the District stayed within budget. He said overall Joan Larsen did a very nice job with regards to overall financial operations and procedural controls. There was nothing of significance he would change. Ms. Larsen stated that staff recommended approval of the Annual Financial Report.


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

Joan Larsen stated that the annual Treasurer’s Report had been completed and would be filed at the county offices and published in the local newspaper. She also noted that a new report writer feature had been installed into the accounting system, Incode. This tool will help in presenting specialty statements in an automated environment without having to download information into Excel worksheets.

Planning

Jenny Knitter’s first action item to bring before the Board was with regard to 75th St. Park – Development Project. She stated that in reviewing the contract it was determined that some additional sod installation along Forest Glen Parkway, as well as near the new entry drive was needed to complete the project. After discussion, there was a

MOTION by Mahoney, seconded by Coleman, to ratify the Director’s approval of Fuerte Systems, Inc. Change Order No. 3 for $1,404.00 for the 75th Street Park – Development Project, CDP #07-02c-01 to install additional sod.

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

Next Knitter discussed the change order needed for the Mending Wall Park Development Project. It was found that the new ramps could not meet the existing grades on both the east and west side of the 2-5 year old playground equipment. Therefore, it was necessary to amend and adjust the curbs. Staff recommended the Board ratify the Director’s approval of change order #1.

MOTION by Coleman, seconded by Mahoney, to ratify the Director’s approval of Green-Up Landscape, Inc. Change Order No. 1 for $690.00 for the Mending Wall Park – Playground Purchase & Installation Project, CDP #08-01c for replacement of concrete playground curb.

AYES: Mahoney, Duffy, Hohnke, Coleman
NAYS: None.

Regular Board Meeting 10/07/08
Jenny Knitter reiterated that in conjunction with the way finding signs to be installed by the Village of Woodridge, Staff had received a proposal for a way finding sign for Castaldo Park & the Community Center. Staff believed it would be advantageous for the District to install this sign. The cost of this particular sign would be incurred by the Park District. After discussion, there was a

MOTION by Mahoney, seconded by Duffy, to ratify the Director’s approval of Western Remac, Inc. proposal for $2,285.00 to fabricate and install a way finding sign for Castaldo Park & the Community Center in conjunction with the Village’s Town Centre Way Finding Sign project.

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

Ms. Knitter informed the Board that Forest Glen Park was near completion. Both the landscape and shelter had been completed. Hopefully all will run smoothly for the ribbon cutting ceremony scheduled for October 25th at 10:00 a.m.

With regard to the Hobson Corner Park Development Project, Knitter stated that staff had met with the advisory committee. Since the District had not received the OSLAD Grant Funding, plan revisions and reassessment of project costs were needed. After much discussion among the advisory committee and staff, it was decided to proceed with the water feature and eliminate in the initial phase the rock climbing area and inline hockey/futsal court in the design. All agreed with this decision. The Board briefly commented on other design features anticipated for the park, i.e. ornamental fencing will promote a buffer from street traffic, overhead lights will be installed.

Knitter explained that demolition of the Hobson Pool and pool house was near completion. Backfilling and topdressing of the demolition area was scheduled for mid October.

The Cypress Cove Family Aquatic Park – Phase 3 Development Project was progressing. Knitter stated that reinstallation of the cut fiber optic line was complete to be paid for by the contractor. Excavation was nearing completion by the water spray play area as well as excavation of the surge tank, valve vaults, buildings, new flume slide footings, splash pad pools and decks. Knitter said construction was “plugging along” nicely. A contemplated change order sheet for up-dated potential changes had been distributed to each commissioner.

Golf Course
Bandon Evans stated that rounds for September was down from 2007’s September total and down from our 12 year average. He explained that the primary reason for the poor results was extensive rainfall. It caused course flooding estimated at $60,000 - $75,000 loss in income. The rainfall added $10,000 in expenses for labor and materials to clean-up and repair damaged areas of the course particularly the 14th and 15th fairways. Evans added that the flooding also resulted in the death of all wildlife in hole #14 pond. The cost to restock next year will be high. In concluding his report, Evans reported that the golf course also experienced large and unexpected repairs associated with the RPZ value, the heating and air conditioning units and pump house. All were fixed.

Recreation
Don Ritter reiterated that Laidlaw Transit/First Student provided bus service to local Woodridge schools. The company was able to combine a portion of our routes into the routes of School District 68 and provide service to our Kidz Squad Program. One additional shuttle bus will be required to transport children from Meadowview School to Goodrich School. The total cost for the school year will be $13,394. Staff has found the busing program works well and the District does save money. Staff recommended approval of a transportation agreement with Laidlaw /First Student to provide bus services for the Kidz Squad program.

MOTION by Duffy, seconded by Coleman, to approve a transportation agreement with Laidlaw/First Student to provide bus service for the Kidz Squad Program school year 2008/2009.

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

Ritter also informed the Board that the IAPD Power Play Grant had been approved.

Aquatics
Julie Rhodes informed the Board that the 2008 Aquatic Report was complete and had been included in this month’s board report. Overall revenue increased 0.6% compared to 2007. Mike Adams added that with the increases in minimum wage and utilities costs, annual expense percentage increases have exceeded revenue percentage increases, which have stabilized over the past three years. Additional discussion ensued regarding the replacement of filtration pumps. Adams added, Cypress Cove is becoming older and things will continue to be replaced on a more frequent basis then experienced in the first 10 years of operation. Various ways to generate more revenue have been considered by staff, i.e. creation of a hopper season pass which would be partnered with other parks and their facility to allow season pass holders the ability to visit other park district aquatic parks at resident rates. Rhodes wanted to commend Amanda Nichols and her staff in all their efforts over the past summer season to reduce expenses yet maintain a high level of safety. Discussion followed.

Parks
John Karesh began his report noting that staff had received a letter from a resident living at 2825 Crabtree Ave. requesting the park district find a solution to the erosion of the Crabtree Creek embankment located behind their home. Karesh stated that Staff had informed the Village Engineer. He explained that the Village was awaiting the results of a water and stream bank erosion study. The study may have recommendations that could help with a solution for this area. John Karesh said all of this will be addressed at staff level to see how it can be fixed. President Hohnke commented that he did not think storm water management was the park district’s concern. Mike Adams said if President Hohnke wishes that we can discuss this issue further with the Mayor and Village staff the next time we meet. He added, however, that the park district must comply with the provisions of the Intergovernmental Agreement with the Village. The Board will be kept abreast of the situation.

Marketing
Megan Buchanan explained that there had been a decrease in visitors using the website. She attributed this to the end of the summer season. She believed there would be an increase with Online Registration which went live October 1. Buchanan said that an email had been sent to all park district clients with email addresses. This email instructed them how to retrieve their online account information. The front desk staff will assist with questions as needed.
Megan stated that the questions on the fall program evaluations had been revised. This survey will be sent directly to program participants via email. Instructors will also continue to distribute paper surveys. Staff was checking into the purchase of a box for survey drop-off in the lobby.

The marketing department created a photography guideline manual for the recreation staff with tips on how to correctly use the digital camera. Hopefully, this will prove helpful in capturing quality photographs for future web and email postings.

**Administration**

Holli Wetta, Office Manager, informed the Director that per CRP, the administration copier was due for replacement. Proposals for a new copier had been received and reviewed by staff. Holli Wetta stated that staff had been quite satisfied with the past performance of our Ricoh equipment. Staff recommended approval of the low bid from Ricoh Business Solutions.

**MOTION** by Mahoney, seconded by Coleman, to approve the proposal from Ricoh Business Solutions for the purchase of the Aficio MP 7000 copier in the amount of $11,160.00 and the yearly maintenance agreement for $2,470.00 per year.

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

**CONSENT AGENDA**

**MOTION** by Mahoney, seconded by Coleman, to approve Consent Agenda items 1 through 15 for a total amount of $1,222,941.79:

1. Regular Board Meeting Minutes ................................................................. September 9, 2008
2. Vendor Payment & Payroll Ratification Report (9/9/08-10/02/08 ................................................. 1,222,941.79
3. Fuerte Systems, Inc. 75th St. Park Development, CDP #07-02c-01  
   Payout #4............................................................................................................. $115,406.92
4. Hobson Corner Park Project-Demolition, CDP #08-01c-01,  
   Payout #1.............................................................................................................. $52,648.00
5. Hitchcock Design Group, 75th St. Park Development, CDP #07-02ca-01  
   Payout #17........................................................................................................... $405.00
6. Green-Up Landscape, Inc., Mending Wall Play Equip. Rplcmnt,  
   #CRD #08-01c-01.......................................................................................... $137,274.81
7. Williams Architects, Cypress Cove Phase 3, CA #07-01c, Payout #16 .............................................. $3,444.27
8. Corporate Construction Services, Cypress Cove Addition, CM Services,  
   CA #07-02c, Payout #5...................................................................................... $28,182.78
9. Land & Lakes Co., Cypress Cove Addition Excavation, CDP #08-03c-01,  
   Payout #1......................................................................................................... $73,321.83
10. DeGraf Concrete Construction, Inc. Cypress Cove Addition Carpentry,  
    CDP #08-03c-06, Payout #2 ........................................................................ $41,931.00
11. Frontier Construction, Cypress Cove Addition Carpentry, CDP #08-03c-6,  
    Payout #2....................................................................................................... $21,085.74
12. Jensen’s Plumbing & Heating, Cypress Cove Addition Plumbing,  
    CDP #08-03c-10, Payout #3 ........................................................................ $2,845.00
13. Jensen’s Plumbing & Heating, Cypress Cove Addition Plumbing,  
    CDP #08-03c-10, Payout #4 ........................................................................ $78,300.00
14. B&E Aquatics, Cypress Cove Addition – Pools & Equipment,  
    CDP #08-03c-12, Payout #3a ........................................................................ $35,081.55
15. B&E Aquatics, Cypress Cove Addition – Pools & Equipment
CDP #08-03c-12, Payout #3b .................................................................................................................................$62,421.30

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

DIRECTOR’S REPORT
a. Ordinance No. 08-10, Adopting Revisions to the WPD Policy & Procedural Manual

Mr. Adams reiterated that staff had previously presented for Board review and consideration numerous policies and procedures to be added and/or amended to the subject manual. Legal counsel had recommended several new policies. Mr. Adams noted also that two additional policy revisions/additions had been included in the ordinance. The policy dealing with quorum of the Board had been revised in accordance with State Statutes. Additionally, Policy 8.3.36 Registration Systems Specialist (New) was added explaining the job responsibility for an existing position. Staff recommended approval of the Ordinance.

MOTION by Coleman, seconded by Mahoney, to approve Ordinance No. 08-10, An Ordinance Adoption Revisions to the Woodridge Park District Policy and Procedure Manual revising or adding Policies, 2.20 Quorum, 2.28 Policy Regarding Merit Employment, 2.29 District Ethics Policy, 3.12 Freedom of Information Request Procedures, 8.12 Merit Employment, 8.3.17 Job Description Maintenance-Landscape Specialist, 8.3.36 Job Description-Registration Systems Specialist, 8.5.2 Gift, Favors, and Gratuities (Ethics Ordinance), 8.9.2 Political Activity (Ethics Ordinance).

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

2008 Tax Levy Preliminary Extension

Mike Adams stated that staff was preparing the 2008 Levy for adoption at the November Board Meeting. He went over some of the specifics of the levy for the Board. He said staff projected the actual levy extension to increase from the prior year approximately 3%. He explained that it was important to note that the District sets its extension request at an inflated amount to ensure that it captures all the new growth, i.e. new construction and annexations. Mr. Adams stated that future possible negative EAV growth within the Village must be addressed in the near future as to how this will impact the Park District. After some further discussion and there being no comments from the Board, Mr. Hohnke said the levy will presented at the November Board meeting for formal adoption consideration.

COMMITTEE REPORTS

Mike Adams reported that SEASPAR had launched a new program which has proven quite successful. EAGLES or Enhancing Adult Growth through Lifestyle Education & Service had its grand opening October 3rd at the Darien Sportsplex where it will be held.

EX-OFFICIO REPORTS

Affiliated Athletic Associations – The Sea Lions Swim Team Parent Association wants to develop new By-Laws. Mr. Adams said staff had been working with them and giving some direction on how to develop by-laws on their own. Also, staff will suggest ideas on how to become better organized regarding their organizational structure and operating procedures.
OLD BUSINESS
Seven Bridges H.O.A. Agreement, Notice of Termination – Mike Adams explained based on the intent of letter that it was our opinion that the H.O.A. is under the assumption that the entire trail system throughout the subdivision is an easement owned by either the Village or Park District. However, that is not the case for sections of the easement are on private parties property. There was a trail easement which designated the areas for which the Park District held responsibility and maintained. The Village believes there are preexisting agreements that take precedent that requires the H.O.A. to maintain the trail system. The Village Attorney is reviewing and will draft a letter explaining the division. Mr. Adams will keep the Board updated.

NEW BUSINESS
7835 Route 53 Property – Mike Adams noted that the District had been approached by the property owner inquiring whether the Park District would be interested in purchasing this property. Mr. Adams believed the useable portion of the site was limited and the remainder of the site unusable for recreation due to site grades. The Board concurred, but directed the Director to ask for the sale price. Adams suggested perhaps the conservation foundation could play a role for preservation purposes as well as provide an incentive to the owner to donate.

ADJOURNMENT
There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Coleman, seconded by Duffy, to adjourn the meeting at 9:25 P.M. All Ayes. MOTION CARRIED.

Respectfully submitted,

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Brian Coleman, Secretary