NAPERVILLE PARK DISTRICT
SPECIAL MEETING
PACKET

October 22, 2009
AGENDA

Naperville Park District Board of Commissioners Special Board Meeting

Held at:

Naperville Park District
Alfred Rubin Riverwalk Community Center
Community Hall
305 West Jackson Avenue
Naperville, IL 60540

Thursday, October 22, 2009
6:00 p.m.

I. Call to Order
II. Roll Call

III. Unfinished Business

Pg 1 A. Riverwalk Development Guidelines – Rick Hitchcock/Chairman of the Riverwalk Commission
Action and Motion: Move to approve the update to the Riverwalk Development Guidelines that were originally approved on May 13, 2004 by the Naperville Park Board of Commissioners.

Pg 2-4 B. West Street Garden Plots North Expansion & Improvements
Action and Motion: Move to award the construction contract for the West Street Garden Plots North Expansion & Improvements to Kendall Excavating in the amount of $99,582.

Pg 5-12 C. West Street Garden Plots – Ordinance 694
Action and Motion: Move to approve Ordinance 694 amending Ordinance 686.

IV. New Business

A. Stillwater Addition Discussion

B. Funding Options for 3 year Capital Forecast, Eric Anderson – Harris Bank

Pg 13 C. November Board Workshop
Action and Motion: Move to approve the addition of a board workshop for Thursday, November 19, 2009 at 6:00 p.m.
D. Commissioners Park Maintenance Garage Development

**Action and Motion:**
Move to award the construction contract for the Commissioners Park 2009 Maintenance Garage Development to Emerald Construction, Inc. in the amount of $53,350.

E. Gift Acceptance Policy

**Action and Motion:**
Move to approve Ordinance #695 to adopt the Gift Acceptance Policy

F. Nike Sports Complex Invasive Species and Selective Tree Removal

**Action and Motion:**
Move to award the construction contract for the Nike Sports Complex Invasive Species & Selective Tree Removal project to Clean Cut Tree Service, Inc. in the amount of $66,852.50.

G. Architectural and Engineering Services for the Seager Park OSLAD Project

**Action and Motion:**
Move to award the architectural and engineering services contract for the Seager Park OSLAD Project for a lump sum fee not to exceed $87,000 to Wight & Company.

H. 2010 Budget Update

V. Executive Session

**Action and Motion Requested:** Move to adjourn to Executive Session to discuss **Pending Litigation** under Section 2 (c) (11) of the Open Meetings Act.

VI. Reconvene Open Meeting

VII. Call to Order

VIII. Roll Call

IX. Action *(if any)* Taken in Executive Session

X. Adjournment

**Action and Motion Requested:** Move to adjourn the October 22, 2009 Special Meeting.

10/19/2009
Board Memorandum

Thursday, October 22, 2009 Board Workshop Agenda Item

To: Board of Commissioners

From: Ray McGury, Executive Director, 848-3500

Re: Riverwalk Development Guidelines

Action and Motion Requested:

Move to approve the update to the Riverwalk Development Guidelines that were originally approved on May 13, 2004 by the Naperville Park Board of Commissioners.

Background/Analysis:

On Thursday, August 27, 2009 Naperville Riverwalk Commission Chairman Rich Hitchcock made a presentation to the board on Riverwalk Guidelines. Since that time updates have been made to this document which will be presented to the board at the October 22, 2009 monthly workshop.
Board Memorandum

October 22, 2009 Board Agenda Item

To: Board of Commissioners

Through: Ray McGury, Executive Director, 848-3500
        Brad Wilson, Director of Recreation, 848-3532
        Eric Shutes, Director of Planning, 848-5014
        Mike Piszynski, Project Manager, 848-5012

From: Mike Piszynski, Project Manager, 848-5012

Re: West Street Garden Plots North Expansion & Improvements

Action and Motion Requested:

Move to award the construction contract for the West Street Garden Plots North Expansion & Improvements to Kendall Excavating in the amount of $99,582.

Background/Analysis:

The scope of work for the West Street Garden Plots North Expansion & Improvements primarily includes site clearing, grading, drainage improvements, and water system installation. The proposed garden plot work is expected to provide for an additional 114 garden plots and 4 water spigots to the existing northern section of the West Street Garden Plots. Overall, this project will result in approximately 476 garden plots and 4 ADA plots located at the northern portion of the West Street Garden Plots.

A total of ten (10) contractors submitted bids for the project. The bid results are attached for review.

Park District staff recommends accepting the base bid, as well as Alternate #1, as part of the total contract sum. In addition, staff recommends adding a contingency (approximately 10%) to the project amount to allow for additional costs associated with any unforeseen conditions. The contingency is included in the action and motion requested price.

In April, Naperville City Council approved amendments to the Park District lease agreements for DuPage River Park and the West Street Properties, involving the installation of athletic fields at the West Street location. In conjunction with these improvements, the Park District would expand the garden plots on the northern portion of the site. Funds for the West Street Garden
Plots North Expansion & Improvements were not allocated in the 2009 Capital Budget. However, in order to complete the project in advance of the 2010 gardening season, the shift in the Centennial Beach Improvements schedule will allow staff to utilize funds from the 2009 Capital Budget. Per earlier updates, it was identified that the cost estimate for the West Street Garden Plots North Expansion & Improvements was approximately $76,000. In addition to development of the garden plots, staff decided to include removal and disposal of the spoils stockpile as part of the scope of work.

Removal and disposal of the spoils stockpile is necessary for completion of the Garden Plots Expansion & Improvements. Parks staff evaluation of the stockpile confirmed that this soil is not suitable for use in the garden plots. This soil material has always been intended to be disposed of, but with the need to use that area for the Garden Plots Expansion & Improvements, it shall be disposed of after contract approval. The project consultant, Wight and Company, will be present at the October 22 Board Workshop to address any other questions associated with the project engineering.

The work is expected to begin in early November with substantial completion of the project scheduled for this year, barring any unforeseen delays. At this time, landscape restoration is expected to be completed in spring 2010, and it is anticipated that the expansion plots will be available for the 2010 gardening season.

Kendall Excavating has successfully completed site development projects including site grading and utility installation for the Bolingbrook Park District and City of Naperville. All references expressed that the contractor was reliable and completed the work to a high degree of satisfaction.

In closing, staff has determined that Kendall Excavating is the lowest responsible bidder for the reasons listed above. Staff recommends that the Park Board award the West Street Garden Plots North Expansion & Improvements to Kendall Excavating.
## West Street Garden Plots North Expansion Bid Results

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid Bond</th>
<th>Base Bid</th>
<th>Alternate #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kendall Excavating</td>
<td>10%</td>
<td>$83,434.00</td>
<td>$7,095.00</td>
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<tr>
<td>Cooling Land Concepts</td>
<td>10%</td>
<td>$100,153.00</td>
<td>$8,385.00</td>
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<td>Tracy &amp; Ed Construction</td>
<td>10%</td>
<td>$132,390.00</td>
<td>$10,320.00</td>
</tr>
<tr>
<td>Stip Brothers Excavating</td>
<td>10%</td>
<td>$137,297.00</td>
<td>$9,675.00</td>
</tr>
<tr>
<td>Naperville Excavating</td>
<td>10%</td>
<td>$137,312.50</td>
<td>$7,095.00</td>
</tr>
<tr>
<td>Flexible Pavement</td>
<td>10%</td>
<td>$180,902.50</td>
<td>$15,480.00</td>
</tr>
<tr>
<td>Berger Excavating Contractors</td>
<td>10%</td>
<td>$185,872.00</td>
<td>$12,416.25</td>
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<tr>
<td>Earthwerks Land Improvements</td>
<td>10%</td>
<td>$198,546.00</td>
<td>$7,740.00</td>
</tr>
<tr>
<td>V3 Construction Group</td>
<td>10%</td>
<td>$304,362.00</td>
<td>$21,285.00</td>
</tr>
<tr>
<td>American Asphalt Company</td>
<td>10%</td>
<td>$347,358.00</td>
<td>$13,706.25</td>
</tr>
</tbody>
</table>

Alternate #1: Draintile installation, adjacent to the gravel parking lot
Board Memorandum

October 22, 2009 Board Agenda Item

To: Board of Commissioners

Through: Ray McGury, Executive Director, 848-3500

From: Eric Shutes, Director of Planning, 848-5014

Re: West Street Garden Plots — Ordinance 694

Action and Motion Requested:

Move to approve Ordinance 694 amending Ordinance 686.

Background/Analysis:

Attached for your review is Ordinance 694 which amends Ordinance 686 to permit the construction of the Multi-Use Athletic Fields at the West Street Properties to proceed independently of the relocation of the garden plots to DuPage River Park. Passage of Ordinance 694 would clear the legal hurdle with developing the Multi-Use Athletic Fields for the 2010 season (leaving only the permitting and weather contingencies). Passage of Ordinance 694 does not remove the obligation to relocate garden plots to DuPage River Park; rather, it removes the timing requirement that the relocation be accomplished before the Multi-Use Athletic Fields are constructed and, instead, leaves the timing of the relocation up to the Park District as part of its overall improvement plans.

Cc: Derke Price, legal counsel
ORDINANCE NO. 694

AN ORDINANCE AMENDING ORDINANCE NO. 686

WHEREAS, the Naperville Park District (the “Park District”) and the City of Naperville (the “City”) entered into an Intergovernmental Lease in 1988 (the “1988 Lease”) for the Park District’s lease of the property commonly referred to as the West Street Properties; and

WHEREAS, by Ordinance No. 686, the Park District approved the First Amendment to the 1988 Lease to authorize the relocation of certain garden plots from the West Street Properties and the construction of two multipurpose athletic fields, parking, landscaping and trail areas; and

WHEREAS, the City has also approved the First Amendment to the 1988 Lease authorizing the relocation of certain garden plots from the West Street Properties and the construction of two multipurpose athletic fields, parking and landscaping trail areas; and

WHEREAS, the Park District wishes to amend Ordinance 686 to clarify that the construction of the multi-purpose athletic fields at the West Street Property may proceed independently of the relocation of the garden plots; and

WHEREAS, the Naperville Park District Board of Park Commissioners hereby finds and determines that this Amendment to Ordinance No. 686 is in the best interests of its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE NAPERVILLE PARK DISTRICT BOARD OF PARK COMMISSIONERS, DUPAGE AND WILL COUNTIES, ILLINOIS, as follows:

1. Incorporation of Recitals. All recitals set forth above are hereby fully incorporated in this resolution as if set forth in their entirety in this Section 1.

2. Amendment of Ordinance 686. Ordinance No. 686 is hereby amended to add the following sentence to Paragraph 2 of Ordinance No. 686:

The construction of the multi-purpose athletic fields, parking, landscaping and trail areas at the West Street Property as set forth in the First Amendment for the West Street Properties may proceed independently of the relocation of the garden plots.

3. Effective Date. This Ordinance shall take full effect immediately upon its passage. All previous ordinances, resolutions, motions and orders of the Naperville Park District Board of Park Commissioners in conflict herewith be, and the same are, hereby repealed to the extent of such conflict.
4. **Severability.** If any portion of this Ordinance shall be determined to be invalid by a court of competent jurisdiction in the State of Illinois, the remaining portions of this Ordinance shall remain in full force and effect.

PASSED this ______ day of ________________________, 2009.

AYES:

NAYS:

ABSENT:

APPROVED THIS ______ day of ________________________, 2009.

_____________________________________

President

ATTEST:

_____________________________________

Secretary
ORDINANCE NO. 686

AN ORDINANCE AUTHORIZING EXECUTION OF THE FIRST AMENDMENT TO THE INTERGOVERNMENTAL LEASE BETWEEN THE NAPERVILLE PARK DISTRICT AND THE CITY OF NAPERVILLE FOR THE WEST STREET PROPERTIES

WHEREAS, the City of Naperville (the “City”) and the Naperville Park District (the “Park District”) entered into an Intergovernmental Lease in 1988 (the “1988 Lease”) for the Park District’s lease of the property commonly referred to as the West Street Properties; and

WHEREAS, the 1988 Lease permits use of a portion of the West Street Properties to be used garden plots and a portion of the West Street Properties are so utilized; and

WHEREAS, the Naperville School District 203 (the “School District”) has requested that the Park District modify the use of the West Street Properties to assist the School District in accommodating increased demand for School District athletic programs and recreational activities through additional field space and the Park District has separately agreed to work cooperatively with the School District for said purposes; and

WHEREAS, the City and the Park District have determined that it is in the best interests of the community to relocate some of the existing garden plots located on the West Street Properties to the DuPage River Park and replace said garden plots with two multi-purpose athletic fields, parking, landscaping and trail areas in order to accommodate the School District’s request; and

WHEREAS, said relocation of garden plots and change in the land use of the West Street Properties requires that the 1988 Lease be amended; and

WHEREAS, said “First Amendment to the Intergovernmental Lease Between the City of Naperville and the Naperville Park District for the West Street Properties” is attached hereto as Exhibit I (the “Amendment”); and

WHEREAS, the Naperville Park District Board of Park Commissioners hereby finds and determines that the Amendment is in the best interests of its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE NAPERVILLE PARK DISTRICT BOARD OF PARK COMMISSIONERS, DUPAGE AND WILL COUNTIES, ILLINOIS, as follows:

1. Incorporation of Recitals. All recitals set forth in the preamble above are hereby fully incorporated in this resolution as if set forth in their entirety in this Section I.

2. Approval of Amendment. That the President and Board Secretary of the Naperville Park District be and they hereby are authorized and directed to execute and attest to the “First
Amendment to the Intergovernmental Lease Between the City of Naperville and the Naperville Park District for the West Street Properties" attached hereto as Exhibit 1.

3. **Effective Date.** This Ordinance shall take full effect immediately upon its passage. All previous ordinances, resolutions, motions, and orders of the Naperville Park District Board of Park Commissioners in conflict herewith be, and the same are, hereby repealed to the extent of such conflict.

4. **Severability.** If any portion of this Ordinance shall be determined to be invalid by a court of competent jurisdiction in the State of Illinois, the remaining portions of this Ordinance shall remain full force and affect.

PASSED this 14th day of **May**, 2009.

AYES: 60
NAYS: 1
ABSENT: 0

APPROVED this 14th day of **May**, 2009.

[Signature]
President

[Signature]
Secretary

[Seal]
FIRST AMENDMENT TO THE
INTERGOVERNMENTAL LEASE BETWEEN THE
CITY OF NAPERVILLE AND THE NAPERVILLE PARK DISTRICT
FOR THE WEST STREET PROPERTIES

THIS FIRST AMENDMENT TO THE AGREEMENT is entered into this day of , 2009, between the City of Naperville, (hereinafter referred to as the "City"), an Illinois municipal corporation, with offices at 400 South Eagle Street, P.O. Box 3020, Naperville, Illinois 60566-7020, and the Naperville Park District, an Illinois unit of local government, with offices at 320 West Jackson, Naperville, Illinois 60540 (hereinafter referred to as the "Park District").

RECITALS

WHEREAS, Article VII, Section 10 of the 1970 Constitution of the State of Illinois encourages and provides for units of local government to contract and otherwise associate with each other to exercise, combine or transfer any power or function in any manner not prohibited by law or by ordinance; and

WHEREAS, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, et seq. (2000), provides, inter alia, "Any power or powers, privileges or authority exercised or which may be exercised by a public agency of this State may be exercised and enjoyed jointly with any other public agency of this State..."; and

WHEREAS, the City and the Park District are public agencies as that term is defined in the Intergovernmental Cooperation Act, 5 ILCS 220/1, et seq.; and

WHEREAS, on December 19, 1988, the Naperville City Council passed ordinance No. 88-252, authorizing the execution of an Intergovernmental Lease between the City of Naperville and the Naperville Park District for the West Street Properties; and

WHEREAS, the Naperville Park District is proposing to amend the use of the West Street Garden Plot property by relocating some existing garden plots to DuPage River Park, and replacing them with two non-illuminated, multi-purpose athletic fields, parking, landscaping and trail areas; and

WHEREAS, the major change in land uses approved by the Intergovernmental Lease approved in 1988, requires this First Amendment pursuant to Section 6a thereof.

NOW THEREFORE, in consideration of the premises and mutual covenants contained herein, the Parties agree as follows:

SECTION 1: The foregoing recitals are incorporated herein by reference as though fully set forth.
SECTION 2: This First Amendment to the Intergovernmental Lease between the City of Naperville and the Naperville Park District in order to substitute Exhibit C (Garden Plot and Parking Plan revised 1/25/82) which depicted the current land uses, with a new Exhibit C (Proposed Garden Plot, Off-Street Parking, Trail, and Athletic Field Redevelopment, revised 2/6/09-Proposed Garden Plot Redevelopment-Option 1A) attached hereto as Attachment 1 is hereby approved.

SECTION 3: The remaining terms and conditions of the Agreement remain unchanged unless amended by this First Amendment.

THE PARTIES TO THIS AGREEMENT by their signatures acknowledge that they have read and understand this Agreement and intent to be bound by its terms.

CITY OF NAPERVILLE
By: A. George Pradel
   A. George Pradel
   Mayor

NAPERVILLE PARK DISTRICT
By: Suzanne Hart
    President

ATTEST
By: Pam LaFeber
    City Clerk

ATTEST
By: Jacki Stern
    Board Secretary

(Stamp: CITY OF NAPERVILLE SEAL)

(Stamp: NAPERVILLE PARK DISTRICT SEAL)
EXHIBIT C

PROPOSED GARDEN PLOT,
OFF-STREET PARKING, TRAIL,
AND ATHLETIC FIELD
REDEVELOPMENT

NAPERVILLE PARK DISTRICT
10/15/81
Revised 1/25/82
Revised 2/6/89: Proposed Garden Plot Redevelopment: Option 1A

NORTH

LOW AREA TO BE
REGRADED AND
CONVERTED TO
GARDEN PLOTS

PEDESTRIAN TRAIL

WETLAND

MULTI-PURPOSE ATHLETIC FIELDS

ATTACHMENT 1
Board Memorandum

Thursday, October 22, 2009 Board Workshop Agenda Item

To: Board of Commissioners

From: Ray McGury, Executive Director, 848-3500

Re: November Board Workshop

Action and Motion Requested:

Move to approve the addition of a board workshop for Thursday, November 19, 2009 at 6:00PM.

Background/Analysis:

The process of creating a strategic plan for the park district is almost complete. This board workshop would finalize our strategic planning document. Final revisions and comments on the mission statement, vision statement, values statement, goal and objectives as well as the action plans designed by staff will take place with the assistance of our facilitator Rob Oberwise.
Board Memorandum

October 22, 2009 Board Agenda Item

To: Board of Commissioners

Through: Ray McGury, Executive Director, 848-3500
         Eric Shutes, Director of Planning, 848-5014

From: John Lomas, Project Manager, 848-5012

Re: Commissioners Park 2009 Maintenance Garage Development

Action and Motion Requested:

Move to award the construction contract for the Commissioners Park 2009 Maintenance Garage Development to Emerald Construction, Inc. in the amount of $53,350.

Background/Analysis:

The scope of work for Commissioners Park 2009 Maintenance Garage Development consists of furnishing and installing a maintenance garage in order to store equipment and materials at this site. The garage installation is expected to minimize costs associated with maintaining Commissioners Park.

A total of ten (10) contractors submitted bids for the project and the results are as follows:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emerald Construction, Inc.</td>
<td>$ 48,500</td>
</tr>
<tr>
<td>Sharp and Associates</td>
<td>$ 50,506</td>
</tr>
<tr>
<td>Lifetime Construction, Inc.</td>
<td>$ 59,735</td>
</tr>
<tr>
<td>Tracy &amp; Ed Construction, Inc.</td>
<td>$ 67,950</td>
</tr>
<tr>
<td>KTM Builders, Inc.</td>
<td>$ 68,550</td>
</tr>
<tr>
<td>R Carlson &amp; Sons, Inc.</td>
<td>$ 71,700</td>
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<tr>
<td>Schaefges Brothers, Inc.</td>
<td>$ 75,700</td>
</tr>
<tr>
<td>Loungs Corporation</td>
<td>$ 81,862</td>
</tr>
<tr>
<td>Foxfeild Construction, Ltd</td>
<td>$ 105,750</td>
</tr>
<tr>
<td>American Building Resources</td>
<td>$ 111,686</td>
</tr>
</tbody>
</table>
A total of $100,000 is allocated in the 2009 Capital Budget for this project. Park District staff recommends adding a 10% contingency to the base bid amount to allow for additional costs associated with any unforeseen conditions. The contingency is included in the action and motion requested price.

The work is expected to begin late October/early November with substantial completion of the project scheduled for this year, barring any unforeseen delays. At this time, landscape restoration is planned to be completed in spring 2010.

Emerald Construction, Inc. has successfully completed numerous commercial construction projects within the Fox Valley area and City of Naperville for Gladstone Builders and Developers, Steve Carr Builders, T.J. Baumgartner Homes, and Jack Hammer Group LCC (development of twelve (12) lot residential subdivision in Oswego, IL). All references expressed that the contractor was reliable and performed the work with the highest level of integrity and proficiency.

In closing, staff has determined that Emerald Construction, Inc. is the lowest responsible bidder for the reasons listed above. Staff recommends that the Park Board award the Commissioners Park 2009 Maintenance Garage Development to Emerald Construction, Inc.
Board Memorandum

October 22, 2009 Board Agenda Item

To: Board of Commissioners

Through: Ray McGury, Executive Director, 848-3500
Eric Shutes, Director of Planning, 848-5014
Sue Omanson, Community Development Project Manager, 848-3572

Re: Gift Acceptance Policy

Action and Motion Requested:
Move to approve Ordinance #695 to adopt the Gift Acceptance Policy.

Background:
Throughout its history, the Naperville Park District has accepted a variety of donations, both monetary and in kind, that benefit the community. These gifts encourage positive involvement and support from the community and are a source of non-tax revenue for the Park District, but may also bring financial obligation.

Several years ago, staff researched the benefits of having a gift acceptance policy to guide communication, acceptance, and recognition of cash donations, memorials, and other gifts to the Naperville Park District. Such policies bring consistency and clarity to the donation process. The attached policy was drafted by staff and then reviewed and revised by the Parks and Recreation Committee and the Leadership Team.

Please note that this policy will apply to new donations received after the policy is adopted. The Park District will honor any commitment or process established in relation to donations received previously, including memorial gifts.

In order to assist staff and commissioners in the ongoing acceptance of donations that are consistent with its mission, the Parks and Recreation Committee recommends that the attached Gift Acceptance Policy be adopted by the Board of Commissioners.
ORDINANCE NO. 695

AUTHORIZING ADOPTION OF A NAPERVILLE PARK DISTRICT GIFT ACCEPTANCE POLICY

WHEREAS, the Naperville Park District Board of Commissioners has previously adopted by ordinance policies with respect to memorials, bequests, donations, and like gifts to the Park District; and

WHEREAS, memorials, bequests, donations and similar gifts are both a source of revenue to the Park District and an on-going financial obligation with respect to care and maintenance; and

WHEREAS, the Park District desires to continue to receive memorials, bequests, donations and other gifts consistent with its mission; and

WHEREAS, in order to steward Park District resources with respect to such memorials, bequests, donations and gifts, the Park District desires to adopt a policy, in the form attached hereto as Exhibit A, concerning the acceptance of donations and the levels of recognition given; and

WHEREAS, the policy attached hereto as Exhibit A will assist Naperville Park District Commissioners and Staff in communicating with interested donors.

NOW, THEREFORE, BE IT ORDAINED BY THE NAPERVILLE PARK DISTRICT BOARD OF PARK COMMISSIONERS, DUPAGE AND WILL COUNTIES, ILLINOIS, as follows:

1. Incorporation of Recitals. The Recitals set forth above are incorporated herein as thoughtfully set forth in this Paragraph 1 of the Ordinance.

2. Adoption of Policy. The Naperville Park District Board of Commissioners hereby approves and adopts the Gift Acceptance Policy in the form attached hereto as Exhibit A.

3. Effective date. This Ordinance shall take full effect immediately upon its passage. All previous ordinances, resolutions, motions, and orders of the Naperville Park District Board of Park Commissioners in conflict herewith be, and the same are, hereby repealed to the extent of such conflict.

4. Severability. If any portion of this Ordinance shall be determined to be invalid by a court of competent jurisdiction in the State of Illinois, the remaining portions of this Ordinance shall remain in full force and effect.
PASSED this ___ day of ___________________, 2009.

AYES:
NAYS:
ABSENT:

________________________
President

ATTEST:

________________________
Secretary
1. **Donations and mission/visions**
The Naperville Park District welcomes and encourages support from the private sector to supplement revenue from taxes and user fees in order to assist the district in its mission to provide leisure experiences that enhance the quality of life for our community. Donations will be accepted from individuals, organizations, foundations, governmental agencies, and corporations. The following guidelines are for accepting and recognizing donations, in order to ensure the integrity and appropriateness of donations as related to the mission and priorities of the Naperville Park District.

2. **Types of donations accepted**
   1. The Park District maintains the right to refuse gracefully any gift that is not beneficial to its mission and priorities or represents a conflict of interest.
   2. In addition to cash gifts, in-kind donations of goods and services are welcome. The Park District is not responsible for appraising or estimating the value of in-kind gifts.
   3. Gifts of real estate will be evaluated carefully by staff before being accepted.
   4. Other gifts, such as life insurance benefits or stocks will be evaluated for appropriateness and usability by Park District staff and by the Park District’s auditor and legal counsel, if needed.

3. **Levels of recognition**
   1. Gifts of under $1,000 will be recognized with a personal thank you letter and by publishing the name of the donor (with the donor’s permission) in a list of donors on our Web site, in the annual report, and in any other publication as appropriate.
   2. Gifts of $1,000 - $9,999 will be recognized as in (1) above, and in addition, will be recognized by name along with other donors in a prominent central location to be determined by the Park District.
   3. Gifts of $10,000 and above that are unrestricted will be recognized as in (1) and (2) above. Other benefits and recognition may be added by the Park District if appropriate, such as membership in a Legacy Society.
   4. Gifts of $10,000 and above that are designated to be used for a specific project or park improvement will be recognized as in (1) and (2) above. In addition, if appropriate, a plaque may be installed on the site of the project, engraved with language mutually agreed upon by the donor and the Park District. Donors giving $10,000 or more toward a capital project will be given the opportunity to participate in the development or review of the design made possible by the donation. Final approval of the design shall rest solely with the Park District.
4. Naming rights
1. In light of the board policy on park naming (section 5.3.2), no park shall be
named by reason of a donation to the district unless the Board of Commissioners
approves the request. The amount of the donation must be greater than or equal to
the market value of the park site or facility, along with an endowment for
maintenance over the naming period. The length of time for the proposed naming
shall be mutually agreed upon by the prospective donor and the Board of
Commissioners.
2. Park amenities (for example, basketball courts, athletic fields, picnic shelters) or
parts of facilities (for example, a room within a building) may be named by
reason of a donation. Amount of the donation and length of time for the proposed
naming shall be mutually agreed upon by the donor and the Park District.

5. Memorial trees or other park amenities as gift or memorial
1. Memorial trees may be purchased to honor an individual or celebrate an event.
Trees may be selected from a list of approved species and will be installed at
preferred park locations throughout Naperville, along with a commemorative
plaque. The warranty on a memorial tree is for three (3) years, meaning the Park
District will maintain/replace the tree through a three year period from the date of
installation. The Park District will maintain the plaque for as long as a tree
remains in place. In the event that a tree dies after the three year warranty period,
the donor will be given the opportunity to purchase a replacement tree.

2. Other park amenities are available as a gift or memorial, as part of the Park
District’s approved capital projects. Each year a list of planned amenities will be
made available for selection as a memorial. These amenities will be related to
capital projects which are typically approved in the late fall for the upcoming
capital year. The warranty on any such amenity will be based on its replacement
lifecycle, meaning the Park District will maintain or replace the amenity through
its expected lifecycle from the date of installation. Examples include:
   - Bench (15 years)
   - Shelter (15 years)
   - Picnic Table (15 years)
   - Pet Drinking Fountain (15 years)
If there is an associated plaque, the Park District will maintain the plaque along
with the amenity through its expected lifecycle. The fee for the memorial will be
based on the cost of the amenity, plaque, and installation.
Board Memorandum

October 22, 2009 Board Agenda Item

To: Board of Commissioners

Through: Ray McGury, Executive Director, 848-3500
        Eric Shutes, Director of Planning, 848-5014

From: Mike Piszynski, Project Manager, 848-5012

Re: Nike Sports Complex Invasive Species & Selective Tree Removal

Action and Motion Requested:

Move to award the construction contract for the Nike Sports Complex Invasive Species & Selective Tree Removal project to Clean Cut Tree Service, Inc. in the amount of $66,852.50.

Background/Analysis:

The scope of work for the Nike Sports Complex Invasive Species & Selective Tree Removal project includes removal of trees and site clearing necessary for the development of the Nike Sports Complex expansion property. Prior to moving forward with site clearing plans, staff consulted with certified arborists, engineering consultants and landscape architects in order to make informed decisions about trees on the property. A significant number of trees located in the expansion property have either died or are in poor condition.

The expansion property was purchased in 2007 for the purpose of satisfying unmet needs in the area for various amenities. Once developed, the property will become part of the Nike Sports Complex and will serve residents by providing multipurpose athletic fields, a playground, tennis courts, basketball courts, sand volleyball courts, a trail, expanded parking, and the Park District’s first premier synthetic turf field. Groundbreaking for development of the expansion property is expected in 2010.
A total of three (3) contractors submitted bids for the project. The bid results are as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid Bond</th>
<th>Base Bid</th>
<th>Alternate #1</th>
<th>Alternate #2</th>
<th>Alternate #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean Cut Tree Service</td>
<td>10%</td>
<td>$42,775.00</td>
<td>$9,000.00</td>
<td>$9,000.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Central Forestree</td>
<td>10%</td>
<td>$59,689.00</td>
<td>$10,750.00</td>
<td>$26,000.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Homer Tree Service</td>
<td>10%</td>
<td>$61,485.00</td>
<td>$6,000.00</td>
<td>$6,825.00</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

Alternate #1: Backfill/Rough Grading  
Alternate #2: Temporary Seeding  
Alternate #3: Additional Removal Area

Park District staff chose to accept the base bid, as well as Alternates #1 and #2, as part of the total contract sum. Alternate #3 involves tree removal within the right-of-way. Park District staff will further evaluate the need to remove any trees from this area during project development. In addition, staff recommends adding a contingency (approximately 10%) to the base bid amount to allow for additional costs associated with any unforeseen conditions. The contingency is included in the action and motion requested price. A total of $80,000 is allocated in the 2009 Capital Budget for this project.

The work is expected to begin in late October with substantial completion of the project scheduled for this year, barring any unforeseen delays.

Clean Cut Tree Service, Inc. has successfully completed site clearing projects for the East Skokie Drainage District and Downers Grove Park District, as well as numerous projects for the Lake County Forest Preserve. All references expressed that the contractor was reliable and completed the work to a high degree of satisfaction.

In closing, staff has determined that Clean Cut Tree Service, Inc. is the lowest responsible bidder for the reasons listed above. Staff recommends that the Board award the Nike Sports Complex Invasive Species & Selective Tree Removal project to Clean Cut Tree Service, Inc.
Board Memorandum

October 22, 2009 Board Agenda Item

To: Board of Commissioners

Through: Ray McGury, Executive Director, 848-3500
          Eric Shutes, Director of Planning, 848-5014

From: John R. Lomas, Project Manager, 848-5015

Re: Architectural and Engineering Services for the Seager Park OSLAD Project

Action and Motion Requested:

Move to award the architectural and engineering services contract for the Seager Park OSLAD Project for a lump sum fee not to exceed $87,000 to Wight & Company.

Background/Analysis:

The Park District is undertaking the redevelopment of Seager Park to include an interpretive center and site enhancements. This project is being financed, in part, with funds from the Illinois Department of Natural Resources “Open Space Lands Acquisition & Development” (OSLAD) grant program. This is brought to the Board as an expenditure of over $20,000 and is exempt from the bidding process as defined in the Park District Code Section 70 ILCS 1205/8-1(c).

Staff recommends awarding a contract for architectural and engineering services in order to move forward with the Seager Park OSLAD Project. The consultant will provide architectural and engineering services to aid in the development of an interpretive center, soliciting/analyzing stakeholder feedback for design development, interior design, site engineering, permitting service through DuPage County and City of Naperville, construction documentation, bidding services, and observation during construction.

Proposal analysis and interviews were conducted per the Professional Services Selection Act in order to select an appropriate consultant for this project. The four highest ranked firms were invited for interviews. Following the presentations, the selection committee recommended Wight & Company to provide the architectural and engineering services for the Seager Park OLSAD Project.

Wight & Company has provided similar architectural and engineering services for the Bolingbrook Park District, Glenview Park District, Forest Preserve District of Will County, and Naperville Community Unit School District 203. In addition, Wight & Company is currently providing the
Naperville Park District with professional services for the West Street Garden Plots North Expansion Project. As identified through the reference verification process, the consultant demonstrated an excellent understanding of the project scope and requirements.

A total of $50,000 is allocated in the Capital Budget in order to initiate these services in 2009. At this time, the design phase of the project is scheduled to begin in November 2009, with construction activities tentatively planned for 2010 and 2011. The 2010 and 2011 Capital Budgets will include funds to support professional services related to the Seager Park OSLAD Project.