

The January 18, 2012 meeting of the Dundee Township Park District Board of Commissioners held at the Randall Oaks Golf Course Clubhouse was called to order at 7:00 p.m. by President Frank Scarpelli. Commissioners responding to roll call were: Jim Bonkoski, John Meschewski, Erin O'Leary, Craig Rakow, and Frank Scarpelli.

Pay Request #8 – Randall Oaks Recreation Center

Executive Director Tom Mammoser explained that Lamp, Inc. is requesting payment #8 in the amount of \$608,419. He reviewed the amounts being paid to each contractor. There are a couple of change orders included. An electrical room needed to be added. There were some changes to windows and heat ducts. Mammoser stated that everything is in order with the Payment Application and he recommended that the Board approve the pay request.

Rakow made a motion with a second by Meschewski to approve Application #8, Application and Certificate of Payment from Lamp, Inc., in the amount of \$608,419 for the Randall Oaks Recreation Center. The motion passed 5 to 0.

Construction Update

Mammoser reported that currently there is \$207,000 in remaining allowances in the budget to cover further changes, and \$288,000 in the contingency fund. The project is on budget and has these two reserves to fall back on if need be.

Mammoser stated that the lower level block walls are in and they are beginning to work on block walls on the upper level. Duct work is going up throughout the building. Staff has decided to have drywall added in the exercise room on the west wing, the babysitting room, and multi-purpose room which will add an additional \$11,000 to the project. The locker rooms will be much smaller than the locker rooms at the Rakow Center. The lockers will be made out of a laminated product and will have a nicer look than the lockers at the Rakow Center. Mammoser explained that the District chose to spend more money on the public space than on the locker room space. The locker rooms will only be used by fitness center members and will not be used by the general public. Many of the fitness users do not change at the facility but instead arrive in their workout clothes. There will be three showers in both the men's and women's locker rooms. There will be around 80 lockers.

Mammoser stated that the District needs to come up with a name for the road that leads in to the Randall Oaks Recreation Center from Randall Road. It needs to be a name that does not already exist within the Township. Staff is recommending "Recreation Drive".

Consent Agenda

1. Approval of Items to be Considered for Consent Agenda – Meschewski made a motion with a second by O'Leary to approve the Items to be Considered for Consent Agenda to include: Approval of December 21, 2011 Board Meeting Minutes, Payment of Bills, and January Personnel List. The motion passed 5 to 0.

2. Approval of Consent Agenda – Rakow made a motion with a second by Bonkoski to approve the January 18, 2012 Consent Agenda. The motion passed 5 to 0.

Staff Reports

In the absence of Director of Finance Greg Gannon, Mammoser explained that Gannon has spent a lot of time at the Randall Oaks Clubhouse facility over the past several weeks getting the cash registers updated for the Fish Fry which started January 6th. Mammoser reviewed the Top Level Fund Financial Summary as of December 31, 2011 with the Board. The ending final fund balance at December 31, 2011 was \$14,156,028. During the month of December \$843,740 was transferred from the Park Development Fund to the Capital Improvement Fund. A significant transfer was made to the Debt Service Fund from the Capital Improvement Fund to pay for the debt payment which was due in December. The District is two-thirds of the way through its fiscal year and has taken in 90% of the fiscal year's budgeted revenue and expended sixty-four percent of the fiscal year's budgeted expense. Mammoser reported that the Randall Oaks Food and Beverage operation net excess is up 36% over last year. The net profit is up \$32,000 from last year. Typically over the months from November through March the Food and Beverage department loses money. This year the department made money during the months of November and December. Bookings continue to be strong and there are 42 weddings scheduled for 2012. Bonnie Dundee has had no significant changes.

Meschewski made a motion with a second by Bonkoski to approve the December 31, 2011 Budget Report as presented. The motion passed 5 to 0.

Deputy Director Jim Miller stated that youth basketball is underway and it is the largest athletic program within the District. The District's new website is up and running as of today. Miller stated that it is a huge improvement over the old one. The Winter Escape program continues at the Senior Center on the first Friday of the month from January through March. The January program featured the Whip Guy and 140 people attended. A hypnotist is planned for February and a magician for March. Miller has focused much attention on planning for the new building including staffing, budgeting and gym scheduling. Staff is putting together a job description and determining responsibilities for the new athletic supervisor position. He hopes to have the position filled by May 1st.

Superintendent of Park Services Mark Simon reported that staff has handled snow removal as necessary. With the mild and unseasonal weather, staff has been able to continue pruning at Dolphin Cove, Aldis Park and the Rakow Center. Trees were removed at the Brunner property. Simon explained that there is a woodland area at Randall Oaks Park south of the Park Services facility that contains trails used for hayrides. With the opening of the new recreation center he anticipates those trails will be used by many more people who will walk in the area. Staff has been cleaning trash and downed trees out of the area. The area will be reseeded with native plants and trees. This will be an ongoing project for the next few years. At the Zoo, animal house modifications were completed. Staff has started installing a limestone pathway at the Sleepy Hollow playground. Because of the

fluctuating weather, the ice rinks have not been created yet this winter. Staff has been working on next year's budget.

Deputy Director Don Kappel told the Board that December is always a busy month for the Administration department. The Recreation Assistance Program year end review report was done. Required Federal and State posters were reviewed and updated. The State of Illinois Liquor License application for Randall Oaks Clubhouse was submitted. Dental fees were updated. Documentation for non-citizens was reviewed to check for expirations. Kappel handled submission of information regarding a Department of Labor complaint. A chart showing employees who have departed was updated for the year. Kappel expects to receive closing documents on the Route 72 property soon. Tax Exempt Affidavits were submitted to Kane County. Kappel reminded Commissioners to take the test regarding the Open Meetings Act. The District submitted a review of driver's licenses for all full time employees and those who drive for the District to the State of Illinois. Closed session meeting minutes were reviewed and recommendations were made which will be presented later in this meeting. He reviewed the Lamp, Inc. Payout #8 and prepared a memo of recommendation. The final 2011 safety award was processed. Kappel assisted with the bid process for Sleepy Hollow Playground and fitness equipment for the Rakow Center. He has been working on the budget. Kappel attended an orientation for the PDRMA Loss Control review. He dealt with a claim against the Bond of a company the District has been working with.

Aquatics Report – Tim Kopka

Mammoser stated that because Aquatics Supervisor Tim Kopka was not able to be at the meeting tonight, the Aquatics Report will be delayed until a future meeting.

Mammoser explained that the Aquatics department has had a substantial number of necessary and urgent capital improvements that needed to be done this year. The total amount of what was spent at Dolphin Cove was \$34,000 over budget. Improvements at Sleepy Hollow ended up costing \$18,000 over budget. Big ticket items at Dolphin Cove included refinishing the slides. At Sleepy Hollow staff repaired holes in the walls under the gutters. Additionally, money was spent on electrical upgrades at Sleepy Hollow.

Mammoser explained that within the Capital Improvement budget, the bottom line will be fine. Some planned projects will be postponed or eliminated. There is \$150,000 in the budget for the renovation of Bartels Park in East Dundee and that project will not take place.

Staff knows that Sleepy Hollow pool is getting closer to its life expectancy. The Dolphin Cove pool is 20 years old. Staff has been very diligent about upkeep at Dolphin Cove. Superintendent of Facilities Larry Moscato discussed Sleepy Hollow pool. Mammoser stated that there is not a quick fix for Sleepy Hollow pool. He hopes the District can get 2-4 more years out of the pool. That would put the District in a better position to go for a referendum to meet aquatics needs on the west side of the community. Mammoser cautioned the Board that a failure in the foundation at Sleepy Hollow pool is a possibility

and that the decision to expend significant capital funds or to close the pool may be in the future.

Citizens to be Heard

None.

Director's Report

1. Open Meeting Act – Mammoser stated that the Open Meeting Act training is required by law starting this year. Deputy Director Kappel explained that commissioners only need to do it once during their tenure. The process takes between 30-60 minutes to complete and is set up in a tutorial format.
2. Recreation Assistance Program – Mammoser explained that RAP is the District's financial assistance program that is offered to residents of Dundee Township. The program is coordinated by Administrative Assistant Charlotte Eskildsen and requires an application form to be filled out by families who apply. There are different categories of assistance based on the family's needs. In all cases, eligible participants pay a portion of the program cost. The largest subsidy granted is 75%. The District does not budget for the discounts, the expense is absorbed into the individual programs the applicants utilize. Mammoser reviewed a report prepared by Eskildsen showing the number of families who participated and the total amount subsidized for different District programs. Over the last year there was a substantial increase in applications and amount of money that was subsidized. Deputy Director Miller oversees the administration of the program and he explained that RAP is not the only scholarship program the District offers. Circle of Friends also offers a scholarship and between the two programs, Miller estimates the District subsidized about \$20,000 in 2011. Miller explained that families are eligible for discounts up to \$300 per year. There was a big increase in the number of families who used the scholarships for camps in 2011. Miller anticipates 2012 will result in similar participation numbers for the program as last year. He believes it is important for the District to offer the assistance programs for residents. Miller stated that the District uses similar criteria for making their eligibility determinations as the School District uses for its free lunch program.
3. IPRA Conference – Mammoser stated that the IPRA conference will take place next Thursday through Saturday at the Hyatt Regency in Chicago. Eighteen staff and three commissioners will be attending. Educational sessions are on Friday and Saturday. The exhibit hall is open Thursday afternoon and Friday.
4. Randall Oaks Fish Fry – Mammoser reported that 172 patrons were served during the first night of the Fish Fry on January 6th. By 4:15 p.m., there was a waiting list. By 7:00 the wait was 1 ½ hours. It was estimated that around 100 people came and left because of the long wait. Last Friday night, 161 people were served. The longest wait last Friday was 45 minutes. The second Friday, people were not allowed to eat at the bar as was the case the first night. The

waiting area was improved for the second Friday. An additional cash register was added. Food and Beverage Manager Bill Soplanda has said there are some additional things that he would like to improve on. Generally, Mammoser believes patrons are happy with the event. Discussion ensued about the Fish Fry.

5. Ron Huffman Letter – Mammoser read a letter addressed to the Park District Board of Commissioners from Ron Huffman. Ron is the son of Al Huffman who served on the Board of Commissioners a number of years ago. The letter praises Rakow Center staff. Huffman also expressed his appreciation with the District's renaming of the Rakow Center. Huffman stated that he is proud of the Park District. Huffman included a testimonial with his letter explaining how the Park District helped him to lose weight through its Biggest Loser challenge program. He thanked fitness staff for their help and direction which enabled him to lose weight and improve his fitness to the extent that he has become involved with races and triathlons.
6. Boys and Girls Club Meeting – Mammoser explained that the Club's fiscal year ended December 31st. The Club's revenue for 2011 was over \$1 million. They ended the year with a budget surplus of \$209,000. The Boys and Girls Club Regional Office will use the Club as a model for other Clubs. Mammoser reviewed the Club's finances. Since Club Executive Director Curt McReynolds has come on board in 2009, the Club has seen numerous improvements within the organization. Mammoser reviewed an informational report regarding the Club. The Club had 950 registered members in 2011. Sixty two percent of kids attend the Club at least 50 days a year. The Club also runs youth sports activities, summer camps, and educational programs which serve an additional 379 children. The Dundee Township Park District started the Boys and Girls Club in 1996. The Club helps to reach a demographic that was difficult for the Park District to serve.

President's Report

None.

Old Business

None.

New Business

1. Bid Results, Sleepy Hollow Park Playground – Mammoser reported that six companies bid on the project. He reviewed a memo prepared by Superintendent of Parks Mark Simon. Staff recommends accepting the low bid of Green-Up Landscape.

Bonkoski made a motion with a second by Rakow to approve the bid of Green-Up Landscape, Inc. of Plainfield, Illinois, for Sleepy Hollow Park Playground, in an amount not to exceed \$61,897. The motion passed 5 to 0.

2. Bid Results, Cardiovascular Exercise Equipment Purchase for Rakow Center – Mammoser explained that after going through the bid process, staff has decided to change course for the purchase of the cardiovascular exercise equipment. Three vendors submitted bids for the equipment. There were four different types of equipment in the bid. Staff wants to split the bid up between the three vendors so that we can get the exact type of equipment we want. Deputy Director Miller explained that Fitness Coordinator Ande Masoncup has contacted each vendor to explain the situation. The equipment purchased from each vendor would be under \$20,000. Treadmills would be purchased from Life Fitness, total body ellipticals from Cybex, and the rest of the equipment from Precor. Discussion took place regarding pros and cons of the different fitness equipment. Mammoser stated that \$50,000 was budgeted for the equipment purchase. The bids came in around \$34,000.
3. Permission to Attend PGA Show, Jim Opp – Mammoser reported that Bonnie Dundee Golf Course Manager Jim Opp would like to attend the PGA show in Florida.

Meschewski made a motion with a second by O’Leary to authorize permission for Bonnie Dundee Golf Course Manager Jim Opp to attend the PGA show in Orlando, Florida. The motion passed 5 to 0.

4. Permission to Attend GCSAA Education Conference/Golf Industry Show, Mike Sprouse – Mammoser stated that Superintendent of Golf Maintenance Mike Sprouse would like to attend the GCSAA Education Conference/Golf Industry Show in Las Vegas.

Meschewski made a motion with a second by O’Leary to authorize permission for Superintendent of Golf Maintenance Mike Sprouse to attend the GCSAA Education Conference/Golf Industry Show in Las Vegas, Nevada. The motion passed 5 to 0.

Executive Session

At 8:25 p.m., Bonkoski made a motion with a second by Meschewski to move that the Board convene into Executive Session under sections 2(c)(1), 2(c)(5), 2(c)(11), and 2(c)(21) of the Open Meeting Act for the purpose of discussing personnel, land acquisition, litigation, and reviewing prior meeting minutes. The motion passed 5 to 0.

At 8:34 p.m., Meschewski made a motion with a second by Bonkoski to move that the Board reconvene into regular session. The motion passed 5 to 0.

Approval of Executive Session Minutes

Meschewski made a motion with a second by O’Leary to approve the Executive Session Minutes from December 21, 2011 as presented. The motion passed 5 to 0.

Status Determination of Previous Closed Session Minutes

Meschewski made a motion with a second by Rakow to approve release of Closed Session Minutes for Board Meetings from December 1, 2010 through November 16, 2011 as presented. The motion passed 5 to 0.

Consideration for Destruction of Verbatim Audio Tape Recordings

Meschewski made a motion with a second by Bonkoski to approve destruction of verbatim audio tape recordings of Closed Session Meetings from January 6, 2010 through July 7, 2010. The motion passed 5 to 0.

Additional New Business

None.

Adjourn Meeting

Bonkoski made a motion with a second by Meschewski to adjourn the meeting. The motion passed 5 to 0. The meeting adjourned at 8:37 p.m.