

The February 3, 2010 meeting of the Dundee Township Park District Board of Commissioners held at the Recreation and Fitness Center Senior Wing 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.

#### Consent Agenda

1. Approval of Items to be Considered for Consent Agenda – Meschewski made a motion with a second by Bonkoski to approve the Items to be Considered for Consent Agenda to include: Approval of January 20, 2010 Board Meeting Minutes and Payment of Bills. Scarpelli stated that there was an error in the reporting of the Consumer Price Index by Director of Finance Greg Gannon at the January 20, 2010 Board Meeting. Gannon had stated that the CPI for 2010 was 2.07%. The actual CPI rate for 2010 is 2.70%. This fact was clarified by Dave Phillips of Speer Financial. The motion passed 5 to 0.
2. Approval of Consent Agenda – Meschewski made a motion with a second by Bonkoski to approve the February 3, 2010 Consent Agenda. The motion passed 5 to 0.

#### Staff Reports

Child Care Division Manager Kelly Clingingsmith stated that she oversees the Preschool program which has 4 locations with 17 classes, the After School program Circle of Friends which is held at 9 schools, the Babysitting Room at the Recreation Center, and the Early Childhood classes. Clingingsmith reviewed Preschool enrollment figures for the past several years: 2010 – 211, 2009 – 194, 2008 – 190, 2007- 224, 2006 - 251. Next year a 5 day a week Preschool class will be offered. A new program called “Jolly Phonics” was recently added to the Preschool curriculum and has been very well received.

Circle of Friends enrollment has increased from 399 last year to 424 this year. There are 47 children on a waiting list for the program. Two schools are at their maximum capacity for the after school program. The District was given more space at Westfield and Algonquin Lakes Schools which opened up more spots for children in the program at those locations. The District employs 56 part-time staff for the Circle of Friends program. Clingingsmith feels that the programs she is in charge of are doing very well and does not feel the economy has impacted participation in the programs.

Executive Director Tom Mammoser stated that there is not another recreation program besides aquatics that employs such a large number of part-time staff in one area. A couple years ago the District moved Dawn Meyer into a full-time position to assist Clingingsmith in overseeing part-time staff. Deputy Director Jim Miller stated that the District’s child care program offers year round options. Scarpelli asked about Preschool enrollment at the Randall Oaks location and if additional facilities may be needed. Clingingsmith reported that Randall Oaks has the highest enrollment followed by Sleepy Hollow, Washington St., and the Recreation Center.

Athletic Recreation Supervisor Ken Saveley told the Board that most of his responsibilities fall under sports and general recreation. He is also in charge of the Safety Committee and has taken on some facility management responsibilities. He reported that the open gym volleyball program has seen increasing participation. He is considering adding a second night for volley ball. Racquetball court usage has increased by 10%. That increase is partly due to Wally Ball players using the racquetball courts. The outdoor men's soccer program is one of the most popular programs offered. There will be 40 teams with 800 participants for the 2010 season. It is a very family oriented program and games can draw large crowds of people. The need for additional soccer fields is ever increasing. He reported that enrollment in Sport Camps last summer was down possibly due to the economic situation. Staff is considering changing the age requirements for Saturday Live from 10-14 to ages 9-13. He has worked closely over the last several years with the Tri-Cities Little League program. He has taken the certified pool operator's class and spent time applying epoxy grout to the pool which saved the District money by doing it in-house. He assisted with the locker room renovation.

Bonkoski inquired about where the indoor adult soccer is played. Saveley replied that indoor adult soccer is held at Liberty School. He explained how the gym is set up for the program and stated the league plays on Sunday mornings.

Mammoser and Saveley discussed the racquetball court usage at the Recreation Center. Mammoser stated that racquetball courts would probably not be included in the list of amenities for a new west side recreation center. Staff will need to look at how usage of the existing Recreation Center would change if a new facility is built. They also discussed Tri-Cities use of the District's ball fields and their plans for the future.

Early Childhood Recreation Supervisor Tammy Greco reported that her areas of responsibility include Early Childhood classes. There are 27 classes with 265 participants. Looking back over the past several years, enrollment figures have remained consistent. She is also in charge of a variety of youth specialty classes such as bowling, guitar, art and sports. She also oversees the District's dance program. In January the dance program was brought back in-house. For the last 5 years the dance program was run as a contractual program. There are 21 dance classes with 175 participants. A dance recital is held every May. Revenue for the program should increase as a result of being run in-house. The adult dance classes are still run as contractual programs. Greco explained that in the summer she runs summer camp programs. The camp programs saw lower enrollment last season which she attributes to the economy. Camps are held at Randall Oaks, Algonquin Lakes and Liberty Elementary Schools. Last summer the camp could not be held at Sleepy Hollow School because a new roof was being installed on the building. The Sleepy Hollow location will be available for the upcoming camp season. Swimming will be reduced to 2 times a week this summer because of transportation costs. She is also in charge of the birthday party program offered by the District at the Recreation Center. Last fiscal year 22 parties were held. So far for this fiscal year there have been 33 parties. Lastly, Greco explained that she is the facility coordinator for Algonquin Lakes School.

Mammoser stated that because of ADA requirements the District has the responsibility to provide reasonable accommodation to anyone with a disability who would like to be in one of the District's regular programs. Mammoser asked Greco how often she has had to arrange for accommodations for participants in camp programs. Greco explained that making accommodations for participants in summer camp programs is a major situation that she deals with often. There are also requirements for one on one aides for children in the other early childhood programs as well. She has hired aides with special needs backgrounds that have done very well working with the special needs participants.

Athletic Division Manager Hank Faulkner introduced the District's new intern Kyle Neubauer who started in January. Neubauer is majoring in sports management at Judson College. He will be working with all the recreation supervisors. He will also work at the Administration office and at Park Services as well to get a general overview of the entire Park District.

Faulkner explained that he has worked for the District for 16 years as of this May. He is the District's State Purchase program coordinator and is responsible for between \$8,000 - \$14,000 worth of purchases. In April of 2009 he passed the certified pool operators course. He oversees the youth sports programs of the District including basketball, football, martial arts, tennis, softball, and soccer. He hires the referees for all the sports programs. He oversees the summer camps put on by the schools for programs such as soccer and volleyball. He is in charge of field reservations in the summer months. He is the Park District's liaison to the Boys and Girls Club. He has taken on some facility management projects and responsibilities during his employment at the District. He is involved with the wrestling team and has helped build the wrestling program from 30 to 96 kids working with the Dundee Highlanders program. Some changes will be made to the Girls Softball program in the next year. The age brackets will be changed to align with other leagues and the number of t-ball classes will be reduced.

Mammoser stated that the quality of the officials the District works with is outstanding. He believes the officials come to work at the District and continue to work with the District because Faulkner helps facilitate the process in such a good manner. Mammoser stated that the District has been able to retain good part-time staff over the years and he believes that is directly attributable to the amount of attention the supervisor pays to staff. The recreation supervisors and managers have all done a nice job of nurturing and being responsive to part-time staff.

Mammoser stated that Faulkner does a good job of working with the Park Services department regarding the District's field maintenance. The District has the best soccer fields of any surrounding community.

Scarpelli asked if the District does background checks on all volunteer coaches. Faulkner stated that all coaches must complete background checks.

Deputy Director Jim Miller stated that the Recreation Managers and Supervisors have done a very good job over the years they have been here. He said that they train their staff well

and do a good job of supervising. He believes it is important that the District continues to provide staff the opportunity for job enhancement and professional growth.

### Citizens to be Heard

None.

### Director's Report

1. IPRA Conference – Mammoser reported that he feels the conference was a good experience. The District cut back somewhat on the financial commitment to the conference and only one night of lodging was allowed. Eighteen staff attended the conference. He made some good contacts within the Exhibit Hall. One workshop he attended dealt with the Microsoft Outlook computer program. The District has had this program available for its use for over a year. The program manages calendars, contacts and correspondence. Information, meeting scheduling and documents can be shared using the program. He attended a session dealing with Board procedures and one on Parliamentary procedures. The conference presents a good opportunity for staff to interact with staff from other park districts.

Supervisor Greco agreed that the sessions offer a great opportunity to network with peers and she feels the conference as a whole is definitely a worthwhile experience.

2. Recreation Centers Tours – Mammoser would like to arrange for a tour of different recreation centers by the end of February. This could be done on a Saturday or during the week. He welcomed staff as well as commissioners to participate in the tour. Facilities he has in mind include Mt. Prospect Rec Plex and the Judson College recreation center. The 3 main components he is looking for in a facility are fitness, gymnasium and elevated track. Programming space is also a major consideration. Recreation Supervisor Saveley stated that Geneva has a facility with similar amenities. Staff discussed what types of facilities to visit. Mammoser would like to visit at least 3 facilities. Mammoser suggested conducting the visits the last week in February.

### President's Report

Scarpelli stated that he will discuss with Deputy Director Don Kappel at a later time some issues that were brought up at the conference in the Parliamentary session.

### Old Business

Comprehensive Master Plan – Mammoser stated that he and staff along with Scarpelli, Rakow, and Meschewski attended an informational meeting with Bill Inman from Hitchcock Design on Monday. The purpose of the meeting was to further educate the District regarding the comprehensive master plan process. They discussed what Hitchcock could bring to a comprehensive plan that the District could not accomplish on its own. Mammoser estimates the cost would be around \$25,000 for a plan to meet the District's needs. Rakow stated that it was a good discussion and he feels even stronger about hiring Hitchcock to do the plan. He looks at it as an insurance policy for the District to hire

professionals like Hitchcock. He stated that District staff is very talented but he believes it would be putting a great burden on staff to do the plan in-house. When you consider the amount of money that will be available to the District to spend in the future, the cost of the plan is minimal.

Meschewski stated he feels the same way. He thinks staff could handle the project, but it would be far better for staff to work with Hitchcock.

Scarpelli stated that he has similar feelings as Rakow and Meschewski. At the IPRA conference he spoke to numerous people about these type of surveys and/or plans. Almost everyone said they found them to be of great importance. Also, using a professional company can add another level of credence to any grant application or make the grant process easier should the District pursue a grant opportunity. Mammoser and Scarpelli visited both Hitchcock Design and Planning Resources booths at the conference. Scarpelli likes the flexibility displayed by Hitchcock Design and he feels they would be easy to work with. He stated that while staff could produce a document, they would put their own personal biases into the document. Whereas an outside firm would not bring any bias to a master plan document. Hitchcock Design can also let the District know where it stands in comparison to the National Standards for parks and recreation needs throughout the District.

Scarpelli would like Mammoser to look in to possibly adding an ADA evaluation into the comprehensive plan process. If the District were to be hit with an ADA complaint, it would have a duty to prove that it has an ADA plan. The District could utilize SRA funds to pay for the cost of an ADA analysis. Mammoser stated the District can consider the ADA aspect.

Bonkoski made a motion with a second by Meschewski to enter into a contract for a Comprehensive Master Plan with Hitchcock Design not to exceed \$30,000 with possibility to expand evaluation concerning ADA amenities. The motion passed 5 to 0.

#### New Business

None.

#### Approval of Executive Session Minutes

Meschewski made a motion with a second by Bonkoski to approve the Executive Session Minutes from January 20, 2010. The motion passed 5 to 0.

#### Additional New Business

None.

#### Adjourn Meeting

Meschewski made a motion with a second by Bonkoski adjourn the meeting. The motion passed 5 to 0. The meeting adjourned at 8:28 p.m.