

The March 3, 2010 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, Craig Rakow and Frank Scarpelli. Erin O'Leary was absent.

Consent Agenda

1. Approval of Items to be Considered for Consent Agenda – Meschewski made a motion with a second by Rakow to approve the Items to be Considered for Consent Agenda to include: Approval of February 17, 2010 Board Meeting Minutes and Payment of Bills. The motion passed 4 to 0.
2. Approval of Consent Agenda – Rakow made a motion with a second by Meschewski to approve the March 3, 2010 Consent Agenda. The motion passed 4 to 0.

Staff Reports

Director of Golf Operations Jeff Huseman reported that the new food and beverage manager, Bill Soplanda, joined the department about seven weeks ago. Soplanda has established some new benchmarks and operating standards for the department. He has created new sales leads by networking in the community. Soplanda has established new food and liquor inventory controls, has provided alcohol servers training for staff, and has updated the fashion of the server's uniforms. Soplanda is expanding the Easter brunch menu for the upcoming April event.

Websites for both Randall Oaks and Bonnie Dundee Golf Courses have been updated. A new employee section has been added to the Randall Oaks website that allows employees to check their work schedules. Employees are able to access an employee directory so they can contact other employees regarding shift changes.

Work continues by staff to balance the operating budget. Staff has worked hard to reduce labor and operational costs. The capital budget focuses on essential needs of the operation. A timeline was developed for upcoming needs and replacements. The pro shop was painted and the lighting was upgraded.

Rakow asked if a punch card system has been coordinated for leagues. Randall Oaks Golf Professional Steve Gillie explained that any golfer from a prepaid league that misses a date will be allowed to make up the missed date within a two week period at no charge. Rakow and Gillie also discussed practice time availability at the course for girl's high school golf teams, and the age requirements for employees who assist with junior golf.

Regarding Randall Oaks Golf Course, Gillie stated that there are 10 new outing bookings for the 2010 season. The NISRA outing event will be held in June. Three groups that normally book outings will not be returning this season with two of them citing geographical reasons for their decision. Every league from 2009 has come back for the 2010 season. One new men's league has been added on Thursday mornings consisting of 50 golfers. Permanent tee time slots are 100% booked the same as last year, although 4

groups left and 4 new groups were picked up. There are 10 groups on the waiting list. New for 2010 permanent tee times is a tournament program form which Gillie believes will be very well received. Permanent tee times range from 5:55 a.m. until 9:07 a.m. on weekends. Season pass sales for Randall Oaks are ahead of last year. Rates for 2010 were not raised. There are eight new season pass memberships at Randall Oaks. A payment plan was offered for the first time this year, but thus far no one has chosen that alternative. The Junior Golf program will have three progression levels this season.

Scarpelli and Gillie discussed golf staff going to middle schools to give golf instruction. Gillie doesn't believe staff has done that for at least five years. Meschewski inquired why the permanent tee times are not extended beyond 9:07 a.m. to accommodate the groups on the waiting list. Gillie explained that the groups on the list did not want later time slots. Bonkoski asked if the District tracks course usage by season pass holders. Gillie responded that the usage is tracked and varies from 30 to 200 rounds a season. The breakeven point is roughly 45 rounds a season. This year all season pass holders will receive a 15% discount on merchandise in the pro shop.

Regarding Bonnie Dundee Golf Course, Gillie explained that all outings, leagues and permanent tee times are consistent with what occurred for the 2009 golf season. Season memberships are down slightly from last year. There is one new member who switched from Randall Oaks to Bonnie Dundee this year. There is a new weekend discount offer for \$10 off each member of a foursome on Saturday or Sunday mornings.

Superintendent of Golf Maintenance Mike Sprouse told the Board that over the winter staff worked on preparing equipment. He anticipates the courses will open around March 27th but it will depend on weather conditions. Over the winter staff has done a comprehensive examination and evaluation of operating costs and worked on the long range capital budget. The entire fleet of vehicles and equipment was evaluated. The budget has been reduced in numerous areas including: uniform restructuring, use of generic plant protection, one less seasonal employee, reducing irrigation costs, eliminating satellite weather system, designating no mow areas, purchasing equipment through state purchase contract. Sprouse reported that the turf on the new Links course will need to grow in this season before it is ready to open hopefully by late summer.

Food and Beverage Manager Bill Soplanda stated that he appreciates all the help he has received from staff to help acclimate himself to the District. He has spent his first seven weeks reviewing the operation and getting acquainted with staff, procedures and vendors. He hopes the experience he brings to his position can enhance the quality of the food and beverage operation and that he can build lasting relationships in the community. His goal for the future is to implement cost control and boost revenue. He plans to do weekly community visits, review the banquet and grill menus, initiate staff training, and upgrade uniforms. He will on a monthly basis review payroll, expenses and revenue to plan and adjust as necessary for the future best interests of the department.

Citizens to be Heard

None.

Capital Project Presentation 2010-11 Fiscal Year

Executive Director Tom Mammoser stated that there are approximately \$1.6 million worth of projects presented in the first draft of the plan. Staff will probably end up trimming that figure down to a range of \$800,000 to \$1 million for the final draft. The total amount spent on capital projects for the current fiscal year was under \$1 million. The District anticipates to end the current fiscal year with \$1.3 million in the park development fund and \$150,000 that will carry over into the capital fund. Included in the first draft of the plan are necessities as well as wishes.

Mammoser reviewed highlights of the capital project plan. He stated that there are a number of playgrounds that are reaching their 15 year life expectancy. Some playground replacements can be pushed in to the future, but South End Park is one that needs to be updated next year. Over the last 5 years, it has become a standard to build playgrounds for two separate age groups, 2-5 and 6-12 year olds. Fifteen years ago, the District did not build playgrounds to those standards. Therefore, the budget includes costs to construct playgrounds to accommodate both age groups. Besinger Park is another location that is being evaluated for playground replacement next year. Mammoser stated that another necessity is the redesign of the District's website and \$50,000 is included in the plan for that cost. Sleepy Hollow Park needs new tennis courts at a cost of \$90,000. In this area of the budget there are \$720,000 worth of projects. Some of the projects will be trimmed and some may be paid for out of the Carpentersville Park fund.

Mammoser reviewed highlights of the capital replacement plan covering the Recreation Center and Dolphin Cove. The District is still in the process of making the necessary improvements to the pools to satisfy the requirements of the Virginia Graham Baker Act and the budget includes funds to cover these expenses. The Recreation Center is 20 years old and is in need of some major replacements. Included in the budget is \$135,000 for replacement of the gym floor. Four roof top units need to be replaced at the gym and one at the fitness center. The automated control system also needs replacement. The projects at the Recreation Center and Dolphin Cove total \$554,000.

Mammoser reviewed capital projects for the golf course operation. He presented an analysis with a breakdown of each hole and potential improvements that may occur over the next 20 years. Significant improvements are shown for hole number 11 to address drainage issues. Superintendent Sprouse identified areas that currently restrict revenue. Mammoser explained the expenses associated with the Acorn Course. Next Mammoser reviewed an equipment schedule containing \$111,000 worth of equipment that needs to be replaced next year. A portion of the equipment is being purchased primarily for the Links Course and will be included the current year's expenses for the Links Course.

Mammoser reviewed significant replacement items for the Randall Oaks facility. Two major items in this section of the plan are replacement of the clubhouse roof, and

conversion of the cart barn to accommodate electric carts. There will need to be some major changes to some of the furnishings at the clubhouse in the future, as well as to create an outdoor area for weddings.

Mammoser stated that the District will end the fiscal year with \$1.3 million in the park development fund. Next fiscal year the District will not have the ability to transfer funds from the corporate and recreation funds into the capital improvement fund. Therefore, next year the District may need to access the reserves in the park development fund. The District will have the ability to utilize the Build American Bonds program and receive \$11 million to use for a west side recreation center. Mammoser would like to save in reserve some of the Build America Bond money in the park development fund to use for other capital projects.

Mammoser stated that the capital replacement plan will be refined by staff and the final budget will be brought to the Board at the second meeting in April.

Director's Report

1. Comprehensive Plan Update – Mammoser reviewed a schedule prepared by Hitchcock Design that gives an outline of the tasks involved in the comprehensive master plan process. There will be a community workshop for the public held on Thursday, April 8th conducted by Hitchcock Design. There are two special Board workshops scheduled for Wednesday April 14th and May 12. The final plan document would be presented to the Board for approval at a June Board meeting.
2. Future Project Consideration – Mammoser stated staff met with Ian Lamp on February 19th to discuss what Lamp's role would be and what services they could provide to the District. Lamp was involved in the construction of the Recreation Center and the Senior Center addition. Lamp may be used to provide estimating services. The District will need to obtain soil boring tests at the site of the west side recreation center. The District has begun dialog with the Kane County Department of Transportation Department and Lamp could be helpful in the process of determining access points on Randall Road. Lamp will provide cost estimates to the District.
3. NISRA Award Dinner – Mammoser reported that the dinner will be held on Friday, April 9th at the Randall Oaks Golf Course Clubhouse. He invited Board members to attend.
4. Fifty Plus Club – Mammoser explained that he received a call from the president of the Fifty Plus Club, Walter Geisler, who wanted to know where the District was relative to a potential name change to the Senior Center. Mammoser told him that the District does not have any imminent plans to change the name. Mammoser sent a letter to Geisler explaining that any name change would go before the Board before it was implemented and he would be notified if that consideration were to take place.

President's Report

Scarpelli stated that Senator Chris Lauzen is sponsoring a bill that would limit the prevailing wage requirements to contracts in excess of \$25,000.

Old Business

March 17, 2010 Board Meeting – Mammoser suggested moving the March 17th Board meeting to March 24th.

Meschewski made a motion with a second by Rakow to reschedule the March 17, 2010 Board Meeting to March 24, 2010 at Randall Oaks Golf Course Clubhouse. The motion passed 4 to 0.

New Business

None.

Additional New Business

None.

Adjourn Meeting

Meschewski made a motion with a second by Bonkoski adjourn the meeting. The motion passed 4 to 0. The meeting adjourned at 8:37 p.m.