

The April 29, 2009 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 Peterson, Craig Rakow and Frank Scarpelli.

#### Consent Agenda

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 April 1, 2009 Board Meeting Minutes, Budget Report, Payment of Bills, and April Personnel List. The motion passed 5 to 0.

Approval of Consent Agenda – Bonkoski made a motion with a second by Rakow to approve the April 29, 2009 Consent Agenda. The motion passed 5 to 0.

#### Staff Reports

Superintendent of Finance Greg Gannon reviewed the March Cash and Investments Report and the Investment Summary. The grand total cash on hand and investments at March 31<sup>st</sup> was \$5,245,409. The average interest rate of investment purchases was 1.53%. The average interest rate for retired investments (principal) was 3.80%. Overall total investments purchased was \$992,000. The total amount of retired investments was (\$976,000). Gannon explained that the IT system is being installed at the Golf Maintenance facility and will be installed at Sleepy Hollow Pool next. Executive Director Tom Mammoser reported that there have been a significant number of challenges with the connectivity of the new system between Randall Oaks Golf Course and the Administration building. Gannon stated that the cause of the problems involves the router and the situation is being corrected.

Fitness Coordinator Ande Masoncup reviewed the March 2009 Fitness Center monthly report. The Fitness Center is showing an overall profit of \$73,186 for the fiscal year. Total memberships in March equal 1183. Membership numbers are up over last year by five percent. There were 80 new memberships and 45 renewal memberships resulting in a total of 125 March memberships purchased. The total number of visits to the Fitness Center in March was 6478. The average number of daily visits to the center in March was 209. Masoncup reported that there have been a few problems with the True Strider machines. The service company has had problems getting the parts to repair the machines. The machines will be replaced with new ones that do not have the design problems in the near future. Superintendent of Facilities Larry Moscato explained that the equipment was chosen because it fits well in the available space. Masoncup reported that all of the other equipment is in working order, but some need to be updated with new parts which have been ordered. Mammoser stated that the District plans to have equipment on hand to use as a back up when other pieces are not in working order. Scarpelli suggested rotating in new equipment every two months or so. Masoncup stated that members tend to like the

consistency of using the same equipment. Further discussion ensued on fitness equipment. Mammoser stated that the fitness center has been more profitable in the past. He attributes the drop in revenue over the recent years to the increased competition in the area. The deficiencies in the size of the center have been brought to light. Masoncup discussed the demographics of the patrons using the center. A slightly older clientele make up the largest group of users. There has been an increase in Hispanic use of the center throughout the daytime hours. Mammoser explained that the upgrade in the computer system has improved staff's ability to determine how often and at what time members are using the facility. Fitness Center Assistant Dawn Meyer reviewed the process for orientation of new members and the process of renewing memberships. She reviewed the type of exercise classes offered at the center and participation levels. Masoncup discussed marketing strategies which include formation of a focus group and email promotions. Mammoser stated that the District met with staff from CMS regarding youth fitness classes. Masoncup indicated that the District does offer classes geared to youth, but there is a limited availability of space for additional classes. Discussion took place regarding possible discounts in rates for students. Mammoser stated that the District may be able to coordinate future youth fitness activities with the Boys and Girls Club. Mammoser stated that Masoncup has done a good job of hiring competent staff over the past several years.

#### Citizens to be Heard

None.

#### 2009-2010 Fiscal Year Budget

Mammoser explained that the final budget document is fairly similar to the budget document presented at a previous Board meeting. Many of the capital projects that were discussed previously remain in the final draft of the budget. Those projects will be paid for from money transferred in from the Corporate and Recreation Funds as well as money from the bond sales. Pages 41 and 42 of the budget document list the new projects which were all discussed at a previous Board meeting. Page 49 shows the Park Development Fund which will fund the skate park, the Randall Oaks golf project, grading at the Brunner property, and funds for emergency repairs. Page 52 of the document covers the Carpentersville Park Development Fund. Those funds will be used for projects specifically related to areas within Carpentersville.

Mammoser reviewed the fund summary page of the budget document. The actual fund balance on hand as of May 1, 2008 was \$5,334,827. The projected fund balance for April 30, 2009 was \$4,687,445. Mammoser stated that the actual balance at April 30, 2009 will be closer to \$5.2 million than the projected balance. Mammoser reviewed a historical overview of what the fund balances have been over the past four fiscal years. Each year the District ended up with a larger balance than what was projected. Also, each year the District added to the fund balance. This year the District will not add to the fund balance. The District has started to spend some of those monies that have been set aside. New capital projects this year included spending over \$230,000 on updated technology, and

\$150,000 on the Administration building accessibility project. Mammoser stated that this new budget is not that challenging for the District. A more challenging budget will come for the 2010/2011 fiscal year. Unless there is a change in legislation, the District will not see an increase in tax dollars. The year 2010/11 will be a lean year for capital projects. Mammoser reviewed the section of the budget regarding the golf funds. The Randall Oaks Golf Course is projected to end the year at an operating deficit of \$90,000. A large part of that is due to the food and beverage profitability being cut in half from the previous year. Bonnie Dundee is projected to end the year with an operating deficit of \$10,000. Next year the budget projects Randall Oaks will break even or show a slight profit, and Bonnie Dundee will have a deficit of \$40,000.

Mammoser stated that the budget is conservative on revenues and more liberal on expenses. In the past, the District has performed better than what was budgeted. The fund balances will carry over into the next year. The Recreation budget will perform much better than originally projected. There have been decreases in revenues in child care due to the economy. Golf will be interesting because it is hard to predict how the economy will affect golf this season. Fitness and Aquatics may have a better year because some families may choose activities closer to home. Mammoser stated that the year-end totals of the specific funds will be presented at the May 20<sup>th</sup> Board meeting.

Meschewski made a motion with a second by Rakow to approve the 2009-2010 Fiscal Year Budget as presented. The motion passed 5 to 0.

#### Director's Report

Boys and Girls Club/Park District Youth Baseball Program – Mammoser explained that the Boys and Girls Club will implement a new youth baseball program this year. The Park District is working with the Boys and Girls Club to utilize the fields at the Besinger property by Meadowdale School. There will be a program for 3<sup>rd</sup> and 4<sup>th</sup> graders and a program for 5<sup>th</sup> and 6<sup>th</sup> graders. The program will run from June 22 until August 6<sup>th</sup>, on Monday/Wednesday for one age group and Tuesday/Thursday for the other age group. At the end of the season, a couple night games will be held. Coaches will be hired and the programs will be coordinated through staff as opposed to volunteers. There may be grant money available for the program through the Boys and Girls Club or the Major League Baseball Association.

Tri-Cities Little League Carpentersville Division – Mammoser stated that Tri-Cities Little League is starting a new program called “Challenger Baseball” for children with disabilities. They have 52 participants registered thus far. There will be four teams. Opening day will be Sunday, May 3<sup>rd</sup> at South End Park at 12:30 p.m. They have invited the Park Board to attend the opening ceremony. The District used some of its Special Recreation fund money to expand the dugout areas to accommodate children with disabilities. Mammoser

contacted NISRA about the program and they are familiar with the program. Mammoser invited the Commissioners to attend the opening ceremony.

Senior Center Name Change Update – Mammoser reported that he met with the 50+ Senior Club on April 8<sup>th</sup>. It was not a positive meeting. There was a vocal minority who disrupted the meeting. Mammoser explained to the group that with a proposed name change, the District is attempting to create more interest in the programs and services offered at the senior center. Mammoser assured the group that there would not be a reduction in any programs or services, nor a reduction in staffing. Mammoser stated that the District can slowly begin to modify the naming of certain functions of the center. The District is still looking for a good name that would be considered for the center and is still considering changing the name.

#### President's Report

Scarpelli stated that he and Mammoser will attend the IAPD Legislative conference next week in Springfield.

#### Old Business

Links Across America Project Update – Mammoser reviewed a commitment letter from Wadsworth Golf Foundation. Construction drawings are currently being prepared. The net impact on the District's resources for this project is anticipated to be \$50,000. The project is being budgeted at \$400,000. \$200,000 will come out of the Special Recreation fund because of the accessible component of the project. The other \$200,000 will come out of the park and development fund which will be reimbursed \$50,000 a year over the next three years by the Wadsworth Foundation. Mammoser feels this project will be a good investment relative to the money expended. The project should go out to bid in June with construction to begin in August. Dependent on weather, Mammoser hopes the improvements will be up and running by mid June of 2010.

Skate Park Project Update – Mammoser and Assistant Director Jim Miller recently visited a plaza style skate park in West Chicago. A public meeting will be held on Wednesday, May 13<sup>th</sup> at 5:00 p.m. at the Senior Center, with the designer and staff to review and discuss the plans. The District entered into an agreement with Hitchcock Design Group for the next phase of the project. The District would like to build the skate park this summer.

#### New Business

Leave of Absence Policy Revision – Mammoser discussed the differences between the old policy and the proposed revised policy. The primary difference is the 90 day time limit for a leave of absence. Attorney Wascher made extensive changes in the language contained in the policy, but the only significant change is the limit of 90 days for the length of time of a leave of absence. Scarpelli stated he has a concern with the possible misuse of the policy by employees. One benefit of the new policy is the continuation of health coverage for the

employee at the same rate. Scarpelli would like to change Item C to have the employee pay 100% of the Cobra, and if they return to work the District would reimburse the employee for the portion the District would have paid. Mammoser feels that if an employee is on a leave of absence without pay, there may be some financial hardships that they are also enduring. To ask them to pay 100% of the Cobra may add more stress to their situation. Scarpelli stated that there are not many employers who will grant a leave of absence without pay and keep everything going for the employee. Discussion followed regarding the responsibilities of the Executive Director under the proposed policy.

Meschewski made a motion with a second by Bonkoski to approve revised Section 2-6 Leave of Absence Without Pay Policy. The motion passed 4 to 1 with Bonkoski, Meschewski, Peterson and Rakow voting aye and Scarpelli voting nay.

Unneeded Property Ordinance – Mammoser presented an Ordinance authorizing the disposal of unneeded equipment that lists miscellaneous items owned by the Park District that are no longer necessary, useful to or for the best interest of the Park District to retain. The Ordinance gives the District permission to sell or dispose of the items as it sees fit in the most expedient way. Mammoser stated that many of the items will be submitted for auction within the next week.

Bonkoski made a motion with a second by Meschewski to approve Ordinance #09-02, an Ordinance Authorizing the Disposal of Unneeded Equipment. The motion passed 5 to 0.

White Oaks Park Acceptance of Property – Mammoser presented Resolution #09-02, Authorizing the Acceptance of the White Oaks Park property.

Bonkoski made a motion with a second by Meschewski to approve Resolution #09-02, Resolution Authorizing the Acceptance of a Warranty Deed from Wyndham Deerpoint Homes, an Illinois General Partnership, to the Dundee Township Park District. The motion passed 5 to 0.

May 6, 2009 Board Meeting Cancellation – Mammoser stated that he and Scarpelli will be at the Legislative conference in Springfield on May 6<sup>th</sup> and therefore he would like to cancel the May 6<sup>th</sup> Board Meeting.

Meschewski made a motion with a second by Bonkoski to cancel the May 6, 2009 Board of Park Commissioners Meeting. The motion passed 5 to 0.

#### Executive Session

At 8:22 p.m., Meschewski made a motion with a second by Bonkoski 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 8:33 p.m., Bonkoski made a motion with a second by Meschewski 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 Peterson to approve the Executive Session Minutes from April 1, 2009. 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 8:35 p.m.