

The April 7, 2010 meeting of the Dundee Township Park District Board of Commissioners held at the Randall Oaks Golf Course Clubhouse was called to order at 7:02 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 Rakow to approve the Items to be Considered for Consent Agenda to include: Approval of March 24, 2010 Board Meeting Minutes and Payment of Bills. The motion passed 5 to 0.
2. Approval of Consent Agenda – Meschewski made a motion with a second by O'Leary to approve the April 7, 2010 Consent Agenda. The motion passed 5 to 0.

#### Citizens to be Heard

None.

#### Director's Report

1. IAPD Legislative Conference Springfield April 27 and 28 – Executive Director Tom Mammoser reported that the Illinois Association of Park Districts Legislative Conference will be held April 27 and 28 in Springfield. On Tuesday night a session with legislators will be held from 6:30 until 8:00 p.m. There are educational sessions scheduled for Wednesday morning from 9:00 a.m. until 1:00 p.m. There will also be the opportunity to go to the capitol building and visit with legislators. Scarpelli will attend and Mammoser invited other commissioners to attend if they so desire.
2. NISRA Annual Awards Dinner April 9<sup>th</sup> at Randall Oaks Golf Course Clubhouse – Mammoser reminded the Commissioners that the NISRA awards dinner will be held on Friday night at Randall Oaks Golf Course Clubhouse at 6:30 p.m. Twelve Park District staff will attend the dinner. Mammoser confirmed which commissioners would be attending.
3. Comprehensive Master Plan Staff Meeting – Mammoser stated that a needs assessment meeting was held for staff today presented by Hitchcock Design. Twenty five staff attended the meeting. Hitchcock presented information and statistics they have gathered relative to District facilities and parks. Discussion took place with staff regarding deficiencies of current facilities and ideas for future parks and facilities. Hitchcock will summarize this information and include it in their final analysis. A community workshop will be held on Thursday night at 7:00 p.m. in the senior wing of the Recreation Center. Hitchcock will present the workshop and will give the public the opportunity to express their ideas. The information collected from staff today and from the public at the meeting tomorrow will be combined with the results of the community survey which was done in January of 2009, and this information will be presented to the Board at the April

14<sup>th</sup> Board Workshop. The Board Workshop will be held at 6:30 on April 14<sup>th</sup> at the Randall Oaks Golf Course Clubhouse and Mammoser anticipates that meeting will last about an hour and a half.

4. Financial Report – Mammoser explained that Dave Phillips from Speer Financial will attend the next Board meeting on April 21<sup>st</sup> to discuss the Build America Bond program.

#### President's Report

None.

#### Old Business

Aldis Park Tennis Court Removal – Mammoser stated that the Aldis Park tennis courts have been scheduled for removal for the last year. The District will be moving ahead with the demolition this spring or summer. In the past the Board has discussed problems with the courts. Mammoser reviewed a synopsis prepared by Deputy Director Don Kappel of the timeline relative to the problems with the tennis courts. In 2005 the Park District hired an engineering firm to explore the subsurface beneath the courts. They determined that the material beneath the courts contributed to the reason why the courts shifted and developed cracks. The District made repairs to the courts in 2006 and by 2008 those repairs had failed. The removal of the courts was placed in the 2009-10 fiscal year budget. One of the options considered was to install bocce courts at the site. The recommendation on Kappel's synopsis summarizes that after reviewing the distribution of tennis courts within the District, there is the thought that the residents who live in the southeast quadrant of the Township have reasonable access to tennis courts without the Aldis tennis courts. While it would be a positive amenity to provide tennis courts at mini parks and neighborhood parks, those are smaller acreage parks. Budgetary constraints require that tennis courts be provided as more of a regional amenity. To provide quality tennis courts at Aldis Park would require removal of all the existing courts, fencing and surrounding landscape materials. The area would then need to be excavated to a minimum depth of five feet. Aggregate material would need to be added and compacted until the remainder of the excavation area was filled to the appropriate depth. At that point the normal procedure to construct tennis courts would take place and the estimate of this work ranges from \$100,000 to \$150,000. After reviewing the past data and taking into consideration the current condition of the courts, staff continues to recommend that the courts be removed. Removal of the courts would provide an unobstructed view of the river. Bocce courts are suggested to provide an additional amenity that does not exist within the District. The tennis courts have been blocked off because of safety concerns caused by the cracks.

Resident Daniel Kennedy of West Dundee thanked Mammoser for responding to his email and his concern about the tennis courts. He stated that he is rather new to the area and did not know that the issue had been discussed over the past several years. He is disappointed that the cost to repair the courts cannot be covered within the District's budget.

Mammoser stated that at the time of Board discussion on adding new courts at Huffman Park, the engineering report had been done regarding the tennis court situation at Aldis

Park. The decision was made to add courts at Huffman because it is more of a regional park, has more parking and is better able to accommodate that type of amenity. The cost to repair the courts at Aldis would be a fairly significant expenditure for the District. In the community survey done in 2009, tennis courts were listed as a lower priority item by respondents. Mammoser explained that there was a great deal of thought given to the decision regarding the Aldis tennis courts and it was not an arbitrary decision.

Kennedy asked what the best method would be to learn about the District's plans and decisions. Mammoser stated that residents can always call and talk to staff about any questions they may have about parks and facilities. He explained how staff discusses capital projects prior to the next year's budget preparation.

Resident Ron Rudd of West Dundee expressed his disappointment that the facility is going to be removed and that it is currently locked. Rudd explained that the facility is used by the neighborhood children not only for tennis but stick ball, skateboards and bike riding. He does not want this local amenity removed but would rather it be repaired.

Discussion followed regarding neighborhood parks and how difficult it is to make everyone happy with the amenities that are included in the parks. Mammoser summarized by saying that Aldis Park has provided a good place for neighbors to gather. The engineering reports have shown that it would cost a large sum of money to maintain a hard surface at Aldis Park. There are other parks in need of replacing playground equipment. Playground equipment has a life span of 15 to 20 years. The Park District has the responsibility to spend money in the best way possible to provide maximum recreational opportunities to the largest number of people. Mammoser stated that the Park District replaced the playground at Aldis Park in 2006, and the playground at South End Park which also serves this neighborhood will be replaced this summer. \$110,000 is budgeted for that replacement. Staff has used solid rationale to make the decision regarding removal of the Aldis tennis courts.

#### New Business

1. 2010-2011 Fiscal Year Budget First Draft – Mammoser reviewed a summary of the budget. The corporate fund had a fund balance going into the current fiscal year of \$543,000. The projection for the end of year deficit is \$50,000. A key factor influencing the fact that the corporate budget will be in the red during the current fiscal year is due to a \$120,000 decrease in interest revenue. Mammoser expects the District will end the current fiscal year with a balance of \$500,000 in the corporate fund.

The recreation fund began with a balance of \$809,000 and Mammoser expects the year will end with a deficit of \$60,000. The fund balance going into next year should be around \$750,000. The park development fund started with a balance of \$1.6 million. The skate park and some of the improvements at the golf course were paid from that fund. Mammoser expects the park development fund will end the year with a balance of \$1.3 million. The Randall Oaks golf fund should end up with a deficit of around \$10,000 which is much better than the previously

anticipated deficit of \$97,000. Mammoser expects the Bonnie Dundee golf fund to end the year at a positive \$72,000.

Mammoser reviewed projected figures for next year. This is the first draft of the budget and he anticipates that recreation figures will improve by the second draft. Historically the recreation budget tends to be conservative with revenue and liberal with expenses. The budget usually shows an operating deficit, but normally ends the year breaking even or with a slight profit. Overall, the carryover will be around \$4.2 million to the next fiscal year. Adding in the Build America Bonds in the amount of \$11 million, figuring \$8 million set aside for a new facility, and \$3 million put into capital improvements for future years, that would leave a balance of \$13.9 million. Mammoser stated that based on the budget, the District is in good financial shape. The District has weathered the most challenging fiscal year given the current recession. The District has maintained the ability to generate revenue through fees and charges and has done a good job of controlling expenses, especially in the golf department. Even though next fiscal year the District's tax revenue will only increase by \$42,000, Mammoser feels the first draft of the budget is solid. The budget will be revised and more capital projects may be added.

Next Mammoser reviewed budgeted figures against projected ending balances along with figures budgeted for the next fiscal year. He anticipates the deficit in the corporate and recreation funds to be less than projected. In the Randall Oaks fund, he anticipates spending less in the clubhouse. The golf grounds department is budgeting to hold the line on expenses. Overall at Randall Oaks, revenue is being budgeted modestly with the hope of breaking even. At Bonnie Dundee, this year was budgeted to lose \$33,000 but it appears Bonnie will make \$72,000. Next year Bonnie is budgeted to make \$37,000. It has been a good year for golf but numbers for next year's budget are fairly conservative.

Mammoser reviewed a chart explaining where the District's funds come from. He reviewed a report listing revenue generating areas within the recreation fund. Scarpelli questioned if the District should raise programming fees. Deputy Director Miller stated that program fees are generally increased on a yearly basis by a small amount. Last calendar year because of the economy, fees were not raised. Staff does comparison checks of the fees that other park district charge on a regular basis.

Mammoser reviewed the 133 page custom detailed budget report with the Board, broken down by color coded sections for each fund. Each page is broken down in columns for actual 2009, budgeted 2010, actual 2010, projected 2010, and budgeted 2011. Mammoser pointed out that electric costs for the recreation center in 2009 were \$231,000 and were similar to that in 2008. For this current year, electric costs are projected to be \$170,000 which is a reduction of \$60,000. Mammoser believes the reduced cost is due to a combination of the new windows that were installed as well as the new HVAC rooftop units.

The special recreation fund continues to grow. There have been some major expenses come out of this fund over the last two years including improvements to make the administration building accessible, and the accessible golf course project. Another thing that comes out of this fund is that the District pays itself for NISRA activities and programs that happen at District facilities. The District does not charge NISRA to hold their golf outing at Randall Oaks. There is also a fund for inclusion that is used to hire one-on-one aides for program participants who require that service. If the District undertakes a west side recreation facility, a portion of the cost for the building can be taken from this fund for accessibility purposes.

Mammoser reported that the Carpentersville park fund will begin to be drained by several future projects. Meschewski asked about the pump track project. Deputy Director Miller explained that the Village of Carpentersville wanted to modify the agreement that both parties attorneys had drafted. The modification was not feasible for the Park District.

Mammoser stated that the budget was put together taking into consideration that the District will not gain much from the CPI and new growth. The budget does include a three percent merit increase and twenty percent for health insurance increases. The final budget will come before the Board at the first meeting in May for approval.

2. Unneeded Property Ordinance #10-02 – 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.

Bonkoski made a motion with a second by Meschewski to approve Ordinance #10-02, an Ordinance Authorizing the Disposal of Unneeded Equipment as presented. The motion passed 5 to 0.

#### Executive Session

At 8:25 p.m., O’Leary made a motion with a second by Rakow 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 8:40 p.m., Rakow 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 March 24, 2010 as presented. The motion passed 5 to 0.

### Additional New Business

None.

### Recess Meeting

O'Leary made a motion with a second by Bonkoski to recess the meeting until April 14, 2010 at 6:32 p.m. at the Randall Oaks Golf Course Clubhouse. The motion passed 5 to 0. The meeting recessed at 8:42 p.m.

### Reconvene Meeting at 6:30 p.m. on April 14, 2010 at the Randall Oaks Golf Course Clubhouse

President Frank Scarpelli asked for a motion to reconvene the April 7, 2010 meeting of the Dundee Township Park District Board of Commissioners. Meschewski made a motion with a second by O'Leary to reconvene the meeting. The motion passed 4 to 0.

Commissioners responding to roll call were: John Meschewski, Erin O'Leary, Craig Rakow and Frank Scarpelli. The meeting reconvened at 6:32 p.m. Commissioner Jim Bonkoski was absent at roll call but he arrived at the meeting at 7:11 p.m.

### Board Workshop

Scarpelli stated that the purpose of the meeting was for Hitchcock Design Group to present to the Board the data they have gathered for the comprehensive master plan. Mammoser introduced Hitchcock Design Group staff Bill Inman, Bob Ijams and Maria Sovan.

Mammoser explained that Hitchcock has had three meetings with key staff and last week they conducted a staff workshop with department heads, recreation supervisors and park maintenance staff to collect input. Hitchcock also held a community meeting last week and about thirty people attended. Tonight the Board will have the opportunity to hear about the data that has been collected and give their input.

Bill Inman explained Hitchcock Design Group is in the needs assessment phase of the process which began with research and analysis. He explained the process of gathering and putting together the data they will use to create a new comprehensive master plan. Tonight he hopes to get feedback from the Commissioners and to have general discussion on the future of the Park District looking out at a period of five years in the future.

Bob Ijams discussed the primary objectives and timeline of the project. He explained that the research and analysis consists of gathering agency information and data about Dundee Township. They prepared maps showing boundaries, parks, facilities, trails and natural areas. Data analysis studies included park classification, level of service, planning areas, service area mapping and facility comparison analysis.

The preliminary findings of the data analysis indicate that the existing levels of service that the District offers are pretty good. There is a need for some additional neighborhood parks in certain areas. The west side of the District is underserved and in need of an indoor recreational facility.

The needs assessment phase of the process addresses the District's mission, needs assessment tools and discussion with staff, community and the Board. Ijams stated that he would like the Board to discuss the direction they would like to see the District take in the next five years.

Mammoser stated that the maps indicate a difference in park coverage on the west side of the community where neighborhoods have been developed more recently and parks were built as a result of land cash donations from developers. The east side residential areas were developed in the 1950's before the land cash ordinance existed, and therefore that area is lacking in neighborhood parks.

Scarpelli agrees that the east side is lacking for neighborhood parks. He feels the west side is lacking an indoor recreational facility and a pool. But he has some concerns about sustaining the infrastructure at two facilities.

Rakow asked Inman to clarify how the District's open space areas compare to national averages. Inman stated that the District has more open space than most on average. Discussion followed regarding the District's amount of open space versus park space that is used for recreational programming and comparisons to national averages.

Commissioner Jim Bonkoski arrived at the meeting at 7:11 p.m.

Meschewski stated that he feels the District needs a west side recreation center in the next five years. He would like to see the Brunner and/or the Bartels property developed into athletic fields and a softball complex, if possible. He likes the idea of a skate park on the east side of the community. He would also like to see an aquatic facility on the west side within ten years.

Inman explained that some of the information gathered from the meeting with staff last week indicated that the District's current athletic amenities are good, but not necessarily in the right locations. Some of the park infrastructure and playgrounds are old and not up to current standards. Access to facilities is also a challenge for residents. Mammoser stated that there is a need for more soccer fields on the east side of town and more softball fields on the west side.

Inman asked the Commissioners what type of programming they would like to see at a new west side recreation facility. Scarpelli questioned if the District would want to provide day care at a new facility and would leave that decision up to staff. Scarpelli feels a new facility would not need to have an oversized gym initially, but it would be a good idea to allow for expansion of the gym in the future. Both Meschewski and O'Leary feel there is an initial need for an oversized gym. O'Leary stated there should be proper space for classroom programming at a new facility. She feels the facility will be more successful if the classrooms are built to an appropriate size from the start.

Inman asked the Board to comment on the order of priority of maintaining current facilities versus building new facilities. Scarpelli stated that east side residents also want new

amenities. O'Leary stated that the west side is not currently being served. Scarpelli feels that most all of the east side amenities and structures are old and need updating. Residents see new schools that exist on the west side and wonder why the District wants to build more new facilities on the west side before updating its east side amenities. Meschewski feels that it is a no win situation and fears there will be organized resistance to building a west side recreation center. O'Leary stated that the District has an obligation to serve its constituents.

Mammoser stated that everyone who lives in Dundee Township pays taxes to the Park District. Because of the location of the existing recreation center, there is an inequity in the ability for west side residents to use our current facility. East side residents have a better opportunity to get a return on the investment they make to the Park District through taxes. The District has a responsibility to attempt to equalize the recreation opportunities for all residents. West side residents are underserved by the current recreation facility. Scarpelli stated that the District has a unique opportunity to take advantage of lower construction costs and the reduced costs associated with the Build America Bond assistance.

Bonkoski stated that if a new west side recreation center is built, it should be structured so that it can be easily added on to in the future. With the current economy, the District needs to be financially responsible with its plans for a new facility.

Mammoser asked the Board who they feel the District currently serves the best. Answers included: seniors, golfers, the Hispanic community, the basketball program, and soccer. Rakow stated that it is hard to find an area where the Park District is deficient in. Some deficiencies are programming space, space for basketball practice, fitness related amenities, and locker rooms.

Inman thanked the Board for their input and discussion. He provided an email address where they can send additional comments if they wish. He explained that the next step will be to hold a task force meeting with key staff to prioritize information that has been gathered. After that, recommendations will be prepared and ranked and a five year action plan will be created. Once the five year plan has been reviewed with staff, the final master plan document will be prepared. He anticipates the final document will be available for Board approval at the June 16<sup>th</sup> Board Meeting.

#### Adjourn Meeting

Meschewski made a motion with a second by Bonkoski adjourn the meeting. The motion passed 5 to 0. The meeting adjourned at 8:01 p.m.