

The September 2, 2009 meeting of the Dundee Township Park District Board of Commissioners held at the Randall Oaks Golf Course Clubhouse was called to order at 7:01 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

Approval of Items to be Considered for Consent Agenda – Bonkoski made a motion with a second by Rakow to approve the Items to be Considered for Consent Agenda to include: Approval of August 5, 2009 Board Meeting Minutes, Budget Report, Payment of Bills, and August Personnel List. The motion passed 4 to 0.

Approval of Consent Agenda – Meschewski made a motion with a second by Bonkoski to approve the September 2, 2009 Consent Agenda. The motion passed 4 to 0.

### Staff Reports

Director of Golf Operations Jeff Huseman explained that construction on the Links Across America project is underway. Jim Opp was named as the Illinois PGA Professional of the Year. Rounds of golf at Bonnie Dundee are up 18% from last year through August 31<sup>st</sup>. All the financial benchmarks that were established in the budget have been met or exceeded at Bonnie Dundee. Unfortunately, the course will probably still not end the year with a net profit. Weekdays and Sundays have seen good traffic, but Saturdays have been slower. Staff is doing a good job of ensuring that the pace of play is kept up. Customer satisfaction surveys have shown high customer satisfaction with both golf facilities. Both golf facilities have completed the PDRMA safety audit this summer. Training manuals and procedures were updated.

Golf rounds at Randall Oaks are up 1% over last year. Revenue from the Acorn Course is up 16% over last year. Randall Oaks is maintaining market share, but golfers are spending less money this season. Therefore, revenue at Randall Oaks is down around 2% from last season. Occasional email blasts have been upgraded to include streaming video golf lessons and rule tips. There has been a positive response from golfers on this idea.

Banquet sales are down. There have been less high revenue events this year. There were 15 less weddings through July. There are 34 events through the rest of the year compared to 92 last year. Because of the updates to the software for the financial system, it has been difficult to make exact comparisons for the revenue between this season and last year.

The GPS units were removed from the golf carts due to problems with them functioning properly and not being able to get replacement parts to repair them. There have been very few complaints from patrons regarding the removal. League play has been good at both courses. The websites for both golf courses now include on-line golf stores. The primary

thing sold through the sites are gift cards. To date, Randall Oaks has over \$3,000 in sales and Bonnie has \$2,000 in sales from the website. Fall rates will go in effect on September 29<sup>th</sup>. Rates will drop again in mid October.

Executive Director Tom Mammoser stated that the customer survey results came back very high at both golf operations. A key point brought forth by the surveys is that the expectations of the golfer were met at both Randall Oaks and Bonnie Dundee.

Meschewski inquired about installing a sign at the 9<sup>th</sup> tee offering information for golfers to call in their food order to the snack bar so that it would be ready to be picked up at the Clubhouse. Mammoser stated that he will look into the possibility of having a cell phone dedicated to the snack bar attendant so someone would have a phone at hand to take orders.

A sign showing the snack bar phone number could be posted at the 9<sup>th</sup> tee for patrons wishing to call in an order.

Rakow stated he heard that coaches of the Barrington Girl's tournament held at Bonnie Dundee had raved about how nice Bonnie Dundee Golf Course is. Scarpelli noted that there were comments on the customer survey stating that an AED should be installed at the golf course. Staff believes it would be a good idea and the District will probably obtain one in the future.

Randall Oaks Golf Course Manager Frank Chieppa reported that to date 53 participants have signed up for the Dundee Open golf tournament. The tournament will be held on October 3<sup>rd</sup> and 4<sup>th</sup>. Typically the tournament draws 100 golfers. Participation numbers for summer Junior Golf were up by at least 10 this year. Fall Junior Golf began yesterday with 28 participants. Lessons will continue through September. The 2-Man Challenge will be held the second week in October.

Bonnie Dundee Golf Course Manager Jim Opp explained that it has been a very busy summer at Bonnie Dundee. His staff has done a very good job this season. He is amazed at the number of rounds being played. There has been a lot of repeat business as well as new patrons. Mondays have been very strong but Saturdays have been on the slow side.

Superintendent of Grounds Mike Sprouse asked what the Board would like to hear about the golf operation. Scarpelli asked if the cool summer caused any unique circumstances for staff's care of the golf courses. Sprouse stated the cool weather did not cause any more cases of disease for the courses than normal. It was a good year for grass growth. The work at the 10<sup>th</sup> hole at Randall Oaks was completed this spring. Staff will participate in a few minor ways with the Links project. Work on the Links project began August 18<sup>th</sup>. Because of rain, work on the project fell behind six days. Despite the delay, good progress

has been made on the project. Thus far the contractor has been easy to work with.

Mammoser stated the District will publicize that the facility will be open next fall. This is the first project of its nature for the Wadsworth Foundation. Their intent is to strategically locate similar facilities throughout the country. Discussion followed regarding ways to promote the new facility. Local press was present at the groundbreaking and they were out this week to videotape the project and do interviews. There are a couple freelance writers who sell material to national trade magazines, who will do an article on the course. Wadsworth will be involved in promotions on an ongoing basis.

Food and Beverage Manager Jeff Howard told the Board that August has been a good month for the banquet operation. There were 6 weddings in August. Total events held in August were 27 compared to 28 events last August. Beverage cart revenue for this year compared to the same time last year is very similar. Snack shop and bar revenue is down from last year. Not only are the number of events down this year but so is the money spent on events. Patrons are looking for ways to cut costs by going with less expensive alternatives. Industry wide price increases will be in effect the first of September for alcohol. The District will not initiate price increases for alcohol until next spring. Howard stated that he is working with recreation staff to coordinate cooking classes which would be held in the kitchen at the banquet facility in the fall.

Sprouse thanked the Board for allowing the grounds department to purchase new equipment this year. He stated that staff is very happy with the equipment.

#### Citizens to be Heard

None.

#### Director's Report

Brunner Property Update – Mammoser reported that the District has received keys to the house and the clubhouse on the Brunner property. Mammoser, Scarpelli, and Deputy Director Don Kappel, toured the buildings last week. The house appears to be in good shape. There are at least ten rooms on the first floor which would accommodate administration offices. There are large rooms that could be used for preschool or meeting rooms. The clubhouse contains one large room with kitchen and bathroom areas. It could house day camp programs or a concession area. The District will receive funds from the State of Illinois for improvements to the internal roadway system. The Kane County Transportation Department will have the responsibility to improve access to the site from Route 31. He invited the Board to tour the property when they have time.

Raceway Woods Trail and Bridge Update – The District has had discussion in the past with the Kane County Forest Preserve District regarding placing a bridge over the blow out that exists in the ravine on Park District property. Several months ago

the Park District looked at a bicycle/pedestrian bridge that the County had available to move from a site along Route 25. The District had offered to contribute \$50,000 towards the project. The Forest Preserve District has prepared an agreement asking the Park District to allow them to pave portions of District property with their trail system. The agreement also asks permissions to install the pedestrian bridge across the blow out area, and they would like to store the bridge on District property prior to the work being done. Staff feels that having the bridge across the ravine would be a wonderful amenity for the property. The District's cost would be limited to \$50,000.

Meschewski made a motion with a second by Bonkoski to authorize staff to enter into an agreement with the Kane County Forest Preserve District to expend \$50,000 to assist with installation of a bridge over the blow out at Raceway Woods. The motion passed 4 to 0.

Skate Plaza Construction Update – Mammoser reported that construction broke ground on the project at Huffman Park Tuesday of this week. The project is anticipated to be completed by October 14<sup>th</sup>. Staff will landscape the area after the skate plaza is completed. There is a construction meeting scheduled for Friday with the crew.

Memorial Day 2010 – The Park District is involved with a committee which includes the Boys and Girls Club that is working on an event to be held at Carpenters Park on Memorial Day weekend next year. The event would be to honor Vietnam veterans. The concept is that this group will sell flags to the community as well as on a national basis through a website. The flags will be displayed at Carpenter Park. They are looking to sell 1800 flags which represents the number of POW's and MIA's from the Vietnam war. The flags would be displayed at the park on Memorial Day weekend. The Boys and Girls Club will receive the proceeds from the sale of the flags. They hope to raise \$30,000 from the sale. There will be educational aspects to the event. A replica of the Vietnam Memorial Wall may be displayed. The Memorial Day parade would end at Carpenter Park. They would like the Park District to move its fireworks from the last Saturday in June to the Sunday night of Memorial Day weekend to coincide with the event at Carpenter Park. The group has talked to the Carpentersville Fire Chief who would prefer to have the fireworks shot off from the field at CMS at the football field. Jerry Christopherson is coordinating the event, and he also has a goal to hold a similar event in observance of the ten year anniversary of 9/11 at Randall Oaks Park. The Board concurred they do not have any concerns about moving the fireworks to Memorial Day weekend.

Scarpelli stated that last weekend he attended the IAPD Board Retreat. The main topic on the agenda was the financial situation taking place with IPRA. IAPD will enter into conversations with IPRA to discuss assisting them with their situation. IPRA serves an important role in providing park district professionals with continuing education. Scarpelli suggested that at a meeting in the future, Mammoser could review the roles of IPRA and IAPD.

#### Old Business

None.

#### New Business

September 16, 2009 Board Meeting – At 6:00 p.m., a meeting will be held at the new wing of the Recreation and Fitness Center regarding the East Dundee drainage easement at Lions Park. Therefore, Mammoser would like to move the Board meeting to the Recreation and Fitness Center.

Meschewski made a motion with a second by Bonkoski to move the September 16, 2009 Board Meeting to the Recreation and Fitness Center. The motion passed 4 to 0.

Property Tax Assessment Symposium – Mammoser explained that he, Scarpelli and Kappel attended a symposium on tax assessments and how it will affect future finances of public agencies. What was learned at the symposium is that the District should not lose its current level of tax dollars as assessments go down.

#### Executive Session

At 8:10 p.m., Bonkoski 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 4 to 0.

At 10:01 p.m., Meschewski made a motion with a second by Bonkoski to move that the Board reconvene into regular session. The motion passed 4 to 0.

#### Approval of Executive Session Minutes

Meschewski made a motion with a second by Bonkoski to approve the Executive Session Minutes from August 5, 2009. The motion passed 4 to 0.

#### Additional New Business

Meschewski made a motion with a second by Rakow to approve accepting Blue Cross Blue Shield as the District health care provider with the following plan modifications. Prescription plan to be 15/30/50, the PPO deductible to be \$500 and Office Visit payment for PPO to be \$30. All employees will also receive a one-time \$250 payment to assist with

increased benefit expenses. The motion passed 4 to 0.

Rakow made a motion with a second by Bonkoski to accept the salary recommendations as presented with the exception of modifying the Senior Supervisor's salary and providing the Executive Director with five additional vacation leave days in lieu of a salary increase. The motion passed 4 to 0.

Adjourn Meeting

Rakow made a motion with a second by Meschewski to adjourn the meeting. The motion passed 4 to 0. The meeting adjourned at 10:04 p.m.