

The December 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 7:04 p.m. by President Frank Scarpelli. Commissioners responding to roll call were: Jim Bonkoski, Erin O’Leary, and Frank Scarpelli. John Meschewski and Craig Rakow were absent.

Consent Agenda

1. Approval of Items to be Considered for Consent Agenda – Bonkoski made a motion with a second by O’Leary to approve the Items to be Considered for Consent Agenda to include: Approval of November 4, 2009 Board Meeting Minutes, Budget Report, Payment of Bills, and December Personnel List. The motion passed 3 to 0.
2. Approval of Consent Agenda – Bonkoski made a motion with a second by O’Leary to approve the December 2, 2009 Consent Agenda. The motion passed 3 to 0.

Public Hearing to Levy and Assess Taxes

Bonkoski made a motion with a second by O’Leary to open the Public Hearing. The motion passed 3 to 0. The following Commissioners were present: Bonkoski, O’Leary, and Scarpelli. John Meschewski and Craig Rakow were absent.

Scarpelli reviewed that the purpose of the public hearing was for levying and assessing taxes of the Dundee Township Park District for the fiscal year beginning May 1, 2009 and ending April 30, 2010 in the amount of \$8,626,497 to be levied and assessed on all property subject to taxation within the Dundee Township Park District. The levied amount is as follows:

General Corporate Fund	\$2,282,590
Recreation Program Fund	2,739,108
Social Security Fund	250,000
IMRF Fund	459,999
General Liability Fund	200,000
Police/Security Fund	75,000
Bond Principal & Interest Fund	1,706,764
Handicapped Fund	913,036

Total \$8,626,497

Scarpelli asked if there were any questions or comments on the Levy from the public or Board. There were no comments.

Bonkoski made a motion with a second by O’Leary to adjourn the Public Hearing. The motion passed 3 to 0.

Bonkoski made a motion with a second by O'Leary to approve Ordinance #09-09 Levying and Assessing Taxes of the Dundee Township Park District for the Fiscal Year Beginning May 1, 2009 and ending April 30, 2010 in the amount of \$8,626,497 to be levied and assessed on all property subject to taxation within the Dundee Township Park District. The motion passed 3 to 0.

O'Leary made a motion with a second by Bonkoski to approve Ordinance #09-10 which abates the tax levied for the year 2009 to pay debt service on the General Obligation Park Bonds (Alternate Revenue Source), Series 2001. The motion passed 3 to 0.

O'Leary made a motion with a second by Bonkoski to approve Ordinance #09-11 which abates the tax levied for the year 2009 to pay debt service on the General Obligation Park Bonds (Alternate Revenue Source), Series 2003. The motion passed 3 to 0.

Staff Reports

Deputy Director Jim Miller reported that the skate park is getting a tremendous amount of use. The youth basketball league starts practices next week. Calls from Santa were held last night and 90 children were called. Next Wednesday the seniors will have their annual Christmas lunch and 280 are signed up. The Family Winter Escape program will be held on the first Friday of the month starting January 8th. It offers low cost family entertainment at the Senior Center and has drawn a lot of attendance in the past. A meeting was held earlier this evening with representatives from the swim team regarding the swim team becoming an affiliate group and breaking off from the Park District. It was a productive meeting. They are asking for a change to the District affiliate group policy that currently requires a 60% minimum of residents who utilize the sponsored activity. They may ask for the inclusion of any student who attends a District 300 school. There are a number of Algonquin students who are on the team. This will be brought before the Board at the December 16th Board meeting, and more information will be available before the next meeting. They are interested in a five year agreement with the District. They have also asked to retain the Dundee Dolphin name for the team.

Superintendent of Facilities Larry Moscato reported that swim teams have become very sophisticated over the past several years. It is not the objective of the District to get rid of the team, but rather to work with the team.

Executive Director Tom Mammoser explained that the residency consideration will be discussed with the Board at the next meeting. More information will be available on potential fees and a price structure agreement. There may not be a finalized agreement to pass at the meeting, but there will be items that will need Board input and direction. Swim team members may be present at the meeting for discussion. Scarpelli suggested obtaining boundaries from the swim team regarding their non-residency request.

Moscato stated that the contractor has finished installing 2 RTU's at the Recreation and Fitness Center and the equipment is up and running. There is one unit left to install. The major leaks at the Sleepy Hollow pool were repaired after the end of the season. The District has not yet received a permit for compliance work to begin on the pools pertaining to requirements of the Virginia Graham Baker Act.

Superintendent of Park Services Mark Simon discussed with the Board all of the winterization work that has been completed. Snow removal equipment is in place for use. Water sources subject to freezing have been winterized. Heat sources have been checked and serviced. At the zoo, heat lamps have been installed in animal pens and heated water bowls are in place. Wind screens have been installed to protect the animals. Ice rink equipment has been serviced and prepared. Flower beds are in the process of being cleaned out for the winter. Perennials have been cut back and mulch was added to the beds. Picnic table and garbage cans have been brought in. Fifty-two new and replacement trees have been planted throughout the District. Approximately 500 bulbs were put in at different areas throughout the parks. Additional playground surface material was installed at Rolling Hills and Lincolnwood Parks. At Carrington Park half a dozen dead or declining shrubs were removed and ground cover was replaced behind the playground. The office expansion project at Park Services has begun and a porch area is being converted to office space. A shade shelter was constructed at Huffman Park by the tennis courts. A replacement sliding door was built and installed at the Zoo. Filter and belt services were done on the HVAC equipment at the Recreation and Fitness Center. The outdoor pool heaters were serviced for winter storage. Outdoor lighting and flagpoles were serviced throughout the District. Repairs to outside fascia was done at the Park Services office building. Gutters and downspouts at the Bonnie Dundee Golf maintenance building were replaced. The Park Services department held their annual bowling event at Liberty Lanes. The highest score for the day was a 220 bowled by Gene Nelson.

Director of Marketing Helen Shumate stated that the winter/spring brochure is out. She explained that the last time the winter/spring brochure was combined into one issue was in 2007/08. The District was able to save money by combining the two seasons into one brochure. The District saved \$3,000 by using a slightly lesser quality of paper for the printing. She completed a new Fitness Center tri-fold brochure with a price insert. She is working on a new golf/banquet advertising program. A new picnic area/shelter rental poster is being designed. The District's website will be redesigned. Staff will begin working on the summer brochure in January. A special camp brochure is being considered. Scarpelli asked about the number of brochures that are printed. Shumate replied that there were 23,500 winter/spring brochures printed this time.

Amend Agenda

O'Leary made a motion with a second by Bonkoski to amend the agenda by moving item #8, Old Business, to the next agenda item. The motion passed 3 to 0.

Old Business

Ride in Kane Program – Mammoser explained that the Ride-in-Kane Program evolved from the Pace para-transit program that the Park District used to operate. The Township and the Park District formed a consortium to fund what became a new program named Ride-in-Kane. The new program had larger and restructured grant funding available to it. The Park District needed to get out of the transportation business primarily because of liability issues. The District had operated the dial-a-ride program for almost 20 years. The consortium included the surrounding Villages of East Dundee, West Dundee, Carpentersville and Dundee Township as well as the Park District. The Park District funded approximately 50% of the original Ride-in-Kane program. The other agencies funded the program on a proportional basis. Since that time, several of the Villages have dropped out of the program and have indicated they will no longer be able to continue their funding. The service had a handicapped component to it, which allowed the District to use some money from its Handicapped Fund to pay for its donation towards the program. Mammoser introduced Dundee Township Supervisor, Sue Harney. Harney explained that the Ride-in-Kane program pulled together all the transportation services in Kane County and the funds from each agency were pooled together. The funds are currently up for renewal and the program is losing agencies that have helped with funding in the past. The Village of Carpentersville dropped out of the program last year. The Village of West Dundee is uncertain if it will be able to contribute towards the funding due to current financial constraints. Harney will talk to East Dundee about their situation soon. The service currently serves both seniors and persons with disabilities. Riders pay \$3.00 each way for the rides. Harney reported that 58% of riders are disabled persons taking rides to and from work, and the balance are seniors going to doctors appointments, shopping or other various destinations. The majority of the people using the service have no other transportation options. There are 300 regular users of the service. 505 people rode in November. Harney reviewed financial statistics associated with the service. Most of the rides are local. Harney asked the Park Board to donate the same amount of money as it did last year. With those funds, the Township will be able to match the level of service that it provided last year. She hopes the Village of West Dundee will be able to contribute something towards the program. The Township needs \$55,000 to continue the program. Dundee Township will be able to contribute between \$20,000-\$25,000 for the program. Scarpelli inquired if the Dundee area were to drop out of the program, would the balance of the County still be able to continue. Harney replied that there are requirements to provide transportation in order to maintain the Pace grant. Scarpelli asked if providing vouchers to use for cabs would satisfy the requirements in order to protect the grant funding. Harney does not think that would fulfill the requirements to receive the grant. Harney reported that it takes a lot of administration work for staff to run the program. The timeline for renewing the program is the end of December. The Park District has donated \$30,000 the last two years. Mammoser asked if there is a way to determine how many of the 300 regular users are disabled users. Mammoser stated that the Board will make a determination at the December 16th meeting about the District's decision on its contribution to the service. O'Leary asked Harney to provide some history, documentation and qualifications for the program. Harney explained that riders have to submit an

application which is verified by staff. Mammoser explained that prior to 2006, the Park District ran the Dial-A-Ride service for 20 years. The District owned two vehicles and received one vehicle from Pace which the District was responsible for maintaining. The program did not fit in with the mission of the District and the issue of liability was a major reason the District abandoned the program. Harney found the Pace Ride-in-Kane Program and suggested it as an alternative to Dial-A-Ride in serving the community. Harney will provide a breakdown of the 300 regular users and obtain information on eligibility requirements for the program. The matter will come before the Board again at the December 16th meeting.

Citizens to be Heard

None.

Director's Report

1. Healing Field Tribute Memorial Day 2010 – Mammoser presented a press release that was put out today. Staff has been working with Curt McReynolds of the Boys and Girls Club along with Jan Murphy of the Village of Carpentersville and Jerry Christopherson on a special event which will be a fund raiser for the Boys and Girls Club. The event will take place at Carpenters Park over the Memorial Day weekend. The event honors Vietnam veterans. There will be 1748 flags displayed which represents one for each POW and MIA. The flags will be 8 feet tall and stand in columns that will allow visitors to the park to get involved in the activity. The concept on the fundraising is that the flags will be sold either in the community or through a website. The cost of the flags will be \$40 and \$15 will go towards the costs of the flags with the balance going to the Boys and Girls Club. This is a good opportunity for community awareness and involvement. The Park District's involvement to this point has primarily been staff time and meeting facilities. At some point the District may extend some funds on a temporary basis until the revenue starts generating. There is a meeting scheduled for next Tuesday, December 8th. It is an open meeting and 60 people from the community have been invited to attend. With the press release Mammoser believes the number attending the meeting will increase. The committee hopes to further explain the event and get people to sign up to be involved in the event. The initial drive behind the event was to work towards a similar event with flags in an honorary way for the 10 year anniversary of 9/11 which the District would like to hold at Randall Oaks Park. Naperville held a similar event on Veteran's Day and it was very successful there. The flag company that is a part of this event has had successful events all over the country. Scarpelli asked if there would be any fees assessed by the Village of Carpentersville to hold the event. Mammoser does not know but will look in to that matter.
2. FOIA Update – Mammoser and Director of Finance Greg Gannon attended a seminar last week presented by the State's Attorney's office. Deputy Director Don Kappel has been working on preparing the District for changes to the Freedom of

Information Act which occur January 1, 2010. The State's Attorney's office will require the Park District to have a Certified Freedom of Information Act Officer. The Park District will probably appoint 3 or 4 people for this designation. The Officers will have to take an on-line course put on through the Attorney General's office. Mammoser highlighted some of the changes to the Act. There will be a public access counselor that will be provided by the State who can assist in issuing advisory opinions and mediating disputes. All business related emails will be subject to the FOIA Act. All emails that the Board receives from the District, sends to the District, or sends to other Board members will be subject to the FOIA Act. Therefore, staff has discussed keeping records of its emails as well as the Board's emails. Gannon determined that each Board member will receive a Park District email address/mailbox. As of January 1st, Mammoser's communications to Board members will be through the new email addresses and he asked the Board to begin using their new email addresses for communications to him and between Board members when discussing Park District business. Gannon gave the Board step by step instructions explaining how to access the Park District email system.

3. Project Planning Time Lines – Mammoser stated that he has previously discussed with the Board the availability of the Build America Bond program. Staff met yesterday and began the process of how the District will determine what will be done with the funds that will be available through the Build America Bond program. Staff had a significant discussion on what they feel the needs of the District are. A west side recreation center was discussed. Discussion on a west side recreation center began in 1997 when the District went to referendum, and again in 2001. There are new staff on board who were not employed with the District during those past discussions. In general, it was determined that a west side recreation center would be a priority, but the District also needs to be prepared to address several other things. Next week staff will meet to discuss capital needs for the future and try and come up with a 10 year plan. If the District moves ahead with the bond sale, it will be setting the financial framework for the Park District for the next 25 years. Therefore, it is important to take the time to review and discuss all available options. Mammoser has asked Dave Phillips from Speer Financial to provide a model that will give the District \$400,000 in unobligated funds that it can use for capital projects and extend out the bond payments to the legal limit of 25 years, and determine how much money the District can get. Once that figure is determined, staff can determine which projects can be done within those parameters. Mammoser would like to hold a Board/staff workshop session in March to bring forth ideas to the Board. Scarpelli asked if the District will hold a community based meeting. Mammoser stated that staff discussed re-doing the District's master plan with some outside assistance. The public could be helpful in shaping the master plan. Results of the recent survey will also help determine what is placed in an updated master plan for the District.

4. IPRA Conference – Mammoser stated that conference registration forms need to be submitted by December 11th in order to receive a \$25 discount. Bonkoski and O’Leary reported that they will not be able to attend the conference.
5. Employee Dinner – Mammoser stated that an employee dinner was not held last year primarily for financial reasons. Employee service awards were handed out at the employee Christmas lunch last year. Mammoser recommended to the Board that the District do the same thing again this year due to ongoing financial reasons. He encouraged any Board members to attend the lunch which will be held on Friday, December 18th. He hopes that in the near future the District will have the opportunity to once again hold the type of event where staff and Board members can interact on an informal basis.

President’s Report

None.

New Business

1. Resolution Authorizing Issuance of Individual Procurement Cards – Mammoser stated that the procurement cards would take the place of individual employee credit cards. More District staff would have the procurement cards available to them. The cards would be utilized with the hope of consolidating some of the District’s payments in order to receive a rebate, as well as eliminating some of the numerous house accounts that the District holds with different vendors. The reconciliation of payments would also be easier to accomplish with the procurement card. The process will be started slowly with the hope that it will grow over time. The card program is endorsed and supported by the Illinois Association of Park Districts. Gannon used the card program when he worked at Rolling Meadows Park District and is familiar with all of its aspects. With the use of the card program, the District needs to ensure that it receives its tax exempt benefit. Gannon stated that the card program issues rebates of approximately 2% of the total amount charged to the cards which could result in a significant benefit to the District.

O’Leary made a motion with a second by Bonkoski to approve Resolution #09-05 Authorizing Issuance of Individual Procurement Cards. The motion passed 3 to 0.
2. Authorization for Conference Attendance Mike Sprouse Golf Industry Conference – Mammoser asked the Board to authorize Mike Sprouse to attend the golf industry conference in San Diego, California in February. The District has cut back on conference involvement this year. Mammoser feels that with the challenges in the golf industry, given the fact that about 70% of golf expenditures come from the grounds department, and knowing Sprouse’s commitment to the field and the District, it would be a good investment to send Sprouse to the conference. Sprouse has indicated that he has a buyer’s reward program and has received credits from

products that were purchased this year. He believes that much of the expense associated with the conference will be paid for by credits he has built up through the program.

Bonkoski made a motion with a second by O'Leary to authorize Mike Sprouse to attend the Golf Industry Conference in San Diego, California, in February, 2010. The motion passed 3 to 0.

Executive Session

At 8:33 p.m., Bonkoski made a motion with a second by O'Leary 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 3 to 0.

At 8:49 p.m., Bonkoski made a motion with a second by O'Leary to move that the Board reconvene into regular session. The motion passed 3 to 0.

Approval of Executive Session Minutes

Bonkoski made a motion with a second by O'Leary to approve the Executive Session Minutes from November 4, 2009. The motion passed 3 to 0.

Additional New Business

None.

Adjourn Meeting

O'Leary made a motion with a second by Bonkoski adjourn the meeting. The motion passed 3 to 0. The meeting adjourned at 8:50 p.m.