

The January 17, 2007 meeting of the Dundee Township Park District Board of Commissioners held at Randall Oaks Golf Course Clubhouse was called to order at 7:01 p.m. by President Craig Rakow. Commissioners responding to roll call were: Jim Bonkoski, June Keibler, Barb Lachel, Craig Rakow and Frank Scarpelli.

Consent Agenda

Rakow asked for a motion to approve the Consent Agenda for: Approval of December 13, 2006 Board Meeting Minutes, Payment of Bills, and January Personnel List. Keibler made a motion with a second by Bonkoski to approve the Consent Agenda. The motion passed 5 to 0.

Staff Reports

Director of Golf Frank Chiappa informed the Board that the Pro Shop did a good business over the holiday season with the sale of gift certificates and merchandise. Contracts for permanent tee times are in. Outings are being scheduled at a pace slightly ahead of last year. There are a couple of new groups that have booked outings. Chiappa leaves on Monday for the PGA convention and trade show in Orlando, Florida. He introduced Steve Gillie, the new full time assistant golf pro at Randall Oaks. Gillie has been employed by the golf department for six years in a part time capacity.

Golf Pro Jim Opp stated that the yearly cleanup has been taking place at Bonnie Dundee Golf Course Clubhouse. In December of 2005, the Board approved installation of a new fire suppression system at the Clubhouse kitchen. Opp informed the Board that the system still has not been installed. The East Dundee Fire Department has informed Opp that they want the District to install a new fire alarm contact system that would link directly to the Fire Station. The District's alarm company, Sonitrol, currently handles the monitoring of the police and fire system. The cost to have a new system installed could cost between \$15,000 and \$20,000. Opp is trying to resolve this issue. Scarpelli stated that the Village of East Dundee does not have the ability to force the District to install a new system. The Village would like to have fire alarm systems go directly to the Quadcom dispatch center rather than through an alarm company, but cannot force a business to do this. Scarpelli advised Opp to contact the Village of East Dundee Building Inspector's Office to resolve the issue. Opp explained that the permanent tee time contracts were mailed out. This year Bonnie Dundee will allow individuals, twosomes and threesomes to sign up and they will be paired up to make teams of foursomes for permanent tee times. League contracts were recently mailed out and as far as Opp knows all the leagues that were there last year will return. Staff is working on ideas for weekend promotions to stimulate additional play.

Superintendent of Golf Maintenance Mike Sprouse explained that as in the past the golf maintenance operation was closed between the holidays. Upon returning, staff resumed the winter equipment maintenance program. Sprouse has been working on the budget. Two staff members took an exam today to renew their pesticide license. Tomorrow and Friday three other staff will go for bi-lingual training for the same exam. The nice weather before the holidays allowed staff to do some outside work. In the spring staff will remove 25-30 Cockspur Hawthorne trees near the Acorn Course at Randall Oaks.

He met with Park Services staff to discuss constructing an enclosure to hold two portable toilets. Staff is selling firewood this year from the parking lot at Randall Oaks and that venture has had some limited success. Rakow asked if the District has any ash trees on its property. Sprouse responded that the District does have a fair number of ash trees on its property. A meeting will be scheduled with the Village of West Dundee on the Weisman property that is being developed by Opus. Sprouse has some concerns regarding the out flow of water from the subdivision onto District property. Executive Director Tom Mammoser stated that he forwarded correspondence regarding the matter from Westin to the Village of West Dundee. West Dundee will have their engineer review the situation and Mammoser will schedule a meeting next week to discuss the matter.

Food and Beverage Director Jeff Howard told the Board that there are holiday parties scheduled for the next two Saturday nights. Overall, the number of holiday parties was down slightly from last year but the revenue generated by the parties was comparable to last year. Bookings for weddings are doing very well for this year so far. As of today, there are as many weddings booked as were held the entire last year. Howard believes the electronic sign has been a positive force in bringing in new business. On Sunday he and Dianna Knop will attend a bridal show at the Holiday Inn in Crystal Lake. Randall Oaks is one of five banquet/food and beverage facilities that will be allowed into the show. Menus and pricing have been revised and are being printed. Cleaning projects throughout the clubhouse are well underway. He has been working with the golf department to coordinate hosting league preseason meetings including food service at the clubhouse. Staff has been using the off season to review and revise policies and procedures throughout the clubhouse for food and beverage, banquets and beverage carts.

Citizens to be Heard

None.

Director's Report

1. Golf Rates 2007 – Mammoser reported that staff is proposing to make some minor increases in golf fees for the upcoming season. For season passes, staff is recommending increases of between 3%-4.35% based on the specific category of pass. Last year there were 40 season pass holders at Randall Oaks and 23 at Bonnie Dundee. There was a substantial increase last year in season pass rates and that did not have a negative impact on pass sales. Revenue increased significantly at both courses in the season pass area.

Three years ago the District established the difference between resident and non-resident rates as a percentage as opposed to a dollar amount. Over the past three years, the District has gone through a step process to reduce the resident discount from 25% to 15% last season. The intent was to establish the resident discount at 10%. This year staff is proposing to reduce the resident discount from 15% to 10%. Mammoser estimates the potential revenue impact to be approximately \$10,000 for the season at

Randall Oaks and a bit less at Bonnie Dundee. Mammoser presented some financial information relative to the golf operation at Randall Oaks. The greens fees, carts and season pass revenues at Randall Oaks for the past season was \$1,004,309 which was a 4.7% reduction from the previous year. Revenue for Bonnie Dundee for the past season was \$615,090 compared to \$657,169 the year before. The primary reason for the reduction in revenue was the weather. There was some bad weather early in the season and on weekends that hurt play. Rounds at Randall Oaks went down about 1,800 and down about 900 at Bonnie Dundee. The percent of resident play last season was 37% at Randall Oaks and 35% resident play at Bonnie Dundee. Mammoser reviewed statistical breakdowns of season golf pass rates for both courses. He presented a comparison of proposed golf rates for Randall Oaks relative to rates for other area golf courses. Mammoser stated that the price for a resident to golf at District courses is still a value and one of the lower cost options available. Mammoser presented a summary of the daily averages by month at Randall Oaks for greens fees, carts and snack bar as well as for Bonnie Dundee in the same categories. This report is very helpful to assess how the District is doing in growing play and comparing business on various days of the week. Mammoser also presented a report on the breakdown of the food and beverage operation at Randall Oaks. There has been a 13% net increase in the revenue in 2006 over 2005. Jeff Howard's leadership has been helpful in growing the business and the quality of the product continues to be good. The summary of the food and beverage operation at Bonnie Dundee shows a decrease in revenue over the past year which is reflective of a decrease in play as well as the fact that the District does a lot of discounts at Bonnie Dundee. Mammoser stated that staff strives to be as profitable as possible at Bonnie and the operation has grown from what it was in 2004 but it is a product of the amount of play and the type of player that is attracted to the course.

Scarpelli made a motion with a second by Bonkoski to approve the 2007 golf rates as presented. The motion passed 5 to 0.

2. Recreation Center Building Closing February 16th – Mammoser explained that the District has been informed by Com Ed that they need to replace a transformer on District property at the Recreation and Fitness Center in front of the Day Care operation. There is an oil leak on the transformer. They have worked with District staff to select the date of Friday, February 16th to shut off power for approximately four hours. The building would be shut down from 8:30 am. until 2:00 p.m. There would be no day care service on that day. The District will notify fitness members, lap swimmers and all people who use the facility on a day to day basis. Com Ed wants to fix the problem now in order to avoid a complete failure that would result in the Recreation Center being down for a long period of time.

3. IPRA Conference January 25-27 – Mammoser reminded the Board that the Conference will be held next week at the Hyatt Regency in Chicago. Fifteen staff will be attending as well as Jim Bonkoski.
4. Membership Card Upgrade – The District is in the process of changing the membership card system for fitness, aquatics and golf. A universal ID card will be used which will contain a bar code that will be programmed appropriately for the number of memberships each person holds. One ID card with the bar code could be used for golf, fitness and a pool pass. The card will include a photo and will be generated through the computer system. The necessary equipment has been purchased and software has been upgraded to accommodate the process of issuing the ID cards. The District hopes to begin initiating use of the cards in February. The card will be available to be used for a number of years. The bar codes will be upgraded as necessary. Swiping equipment will be installed at the fitness center, the golf courses, and within the pools that will track usage and validity of the cards. There will be two different colored cards, one for residents and one for non-residents. The system will also allow the District to initiate gift cards at some point in the future as well.
5. Employee Annual Dinner – Mammoser informed the Board that the employee annual dinner will be held this Friday at Randall Oaks Golf Course Clubhouse. The theme of the dinner is sports and sports related attire should be worn. The party starts at 6:00 p.m. with dinner served at 7:00 p.m.
6. NISRA Meeting – Mammoser reported that he attended a NISRA meeting today and learned that Lake in the Hills is interested in joining NISRA. Keibler asked how the addition of Elgin into NISRA is going. Mammsoer stated he thinks it is going well but he is not sure it is helping the Dundee Township Park District that much.

President's Report

None.

Old Business

Besinger Center Demolition Update – Mammoser stated that staff has been working on finalizing the cost for the demolition. \$70,000 had initially been budgeted for the project. Superintendent of Park Services Mike Rea has been gathering estimates relative to underground storage tanks and asbestos removal. Rea stated that there are two underground fuel tanks on the property. An approximate cost to remove the tanks is \$11,000 not including any removal of hazardous material. The cost estimate to remove material inside the building is \$12,500. The cost to take the building down is estimated to be \$44,000 so Rea feels the project can be completed within the budgeted amount. Mammoser reported that he sent a letter to the Besinger Family informing them of what

the District intends to do with the property. Kappel has been working on a community development grant to restore the area. It is the District's intent to make the area a green space and open up the park. The deadline for the grant application is Friday. Kappel explained the grant process. It will be a two-phased grant. The remediation portion will utilize Riverboat grant funds. The concept is to make a nicer open green space. A portion of the parking lot will be converted to green space. Fencing and old landscaping will be removed. A picnic shelter, a half court basketball court and a seating area will be put in. Discussion followed on the underground fuel tanks.

New Business

1. Pay Request Sleepy Hollow Pool – Mammoser presented the pay request in the amount of \$41,377 for the Sleepy Hollow Pool filter replacement project.

Scarpelli made a motion with a second by Bonkoski to approve pay request of Lamp Incorporated in the amount of \$41,377.00 for the Sleepy Hollow Pool filter project. The motion passed 5 to 0.

2. Permission to Bid Water Connection Randall Oaks Clubhouse – Mammoser explained that the District is looking at connecting the Randall Oaks Golf Course Clubhouse to the Village of Carpentersville water service. Many years ago when the Glen Eagle Subdivision was built, the Village needed to come across to the District property, and an arrangement was made at that time for a future tap on. The District has had issues over the past few years with the well, the hard water, and the water pressure. Staff feels that it is time to move ahead with the water connection to the Carpentersville system. The cost is expected to be approximately \$40,000. Discussion followed regarding tap on fees and water bills.

Scarpelli made a motion with a second by Lachel to grant permission to go to bid for Water Connection at Randall Oaks Clubhouse. The motion passed 5 to 0.

3. IAPD Membership Dues – Mammoser presented an invoice from the Illinois Association of Park Districts for membership dues in the amount of \$6031.67.

Scarpelli made a motion with a second by Lachel to approve payment in the amount of \$6031.67 for the 2007 IAPD Membership Dues. The motion passed 5 to 0.

Approval of Executive Session Minutes

Scarpelli made a motion with a second by Lachel to approve the Executive Session Minutes from December 13, 2006. The motion passed 5 to 0.

Additional New Business

None.

Adjournment

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