

The February 7, 2007 meeting of the Dundee Township Park District Board of Commissioners held at Randall Oaks Golf Course Clubhouse was called to order at 7:00 p.m. by President Craig Rakow. Commissioners responding to roll call were: Jim Bonkoski, Craig Rakow and Frank Scarpelli. Barb Lachel was absent. June Keibler was absent for roll call but arrived at 7:02 p.m.

#### Consent Agenda

Rakow asked for a motion to approve the Consent Agenda for: Approval of January 17, 2007 Board Meeting Minutes and Payment of Bills. Scarpelli made a motion with a second by Bonkoski to approve the Consent Agenda. The motion passed 3 to 0.

#### Staff Reports

In the absence of Assistant Director Jim Miller, Executive Director Tom Mammoser reported that the youth basketball season is underway. The winter session programs are at the midway point. The registration system has been upgraded through the District's software provider. Mammoser discussed the Recreation Center planned closure on February 16<sup>th</sup> from 8:30 a.m. until 2:00 p.m. Last Saturday the Youth Sports Signup Day was held at the Recreation Center. The District made the senior center available to youth football organizations, little leagues and youth soccer programs to set up booths for registration. The District also utilized the event to promote information about the Park District's youth sports programs. The event was advertised on the electronic sign and a press release about the event was sent to the newspapers. Staff was disappointed with the turnout this year. The cold weather may be to blame for the low turnout. Staff will talk to the groups involved to determine if the event should be held next year.

June Keibler arrived at 7:02 p.m.

Superintendent of Park Services Mike Rea informed the Board that staff put together the bid package for the Huffman Park tennis courts and the bid recommendation will be presented later in the meeting. Staff has also done a bid package for the new water service at Randall Oaks Golf Course Clubhouse to tie in to the Village of Carpentersville's water service. Those bids will be opened on February 19<sup>th</sup> and the project will take place the week of April 2<sup>nd</sup>. Staff did a wonderful job of remodeling the zoo classroom birthday room. A storage closet was built at the Randall Oaks Clubhouse to add storage space. Work continues on the budget for next fiscal year. A new hayride road was roughed in through the woods at Randall Oaks Park. Much time and effort has gone into making and keeping up the ice rink at Prairie Meadow Park over the last couple of weeks. Staff has been doing snow and ice removal at the various facilities and working on day to day work orders. Interviews for the mechanic's position have taken place and the position will be filled soon.

Assistant Director Don Kappel told the Board that the premium only deduction plan was distributed to employees. Certificates of Insurance were reviewed and distributed. The annual Department of Transportation drug test report was submitted. The Sonitrol Security list was reviewed. The charge account lists were reviewed and updated. Kappel completed the review of the Executive Session Meeting Minutes that will be submitted

for approval later in Executive Session. The required annual women's healthcare cancer notification was sent out. The annual Board Meeting notice was posted and sent to the newspapers. Staff driver's license records were checked. The life insurance premium renewal was reviewed and the current carrier was increasing the premium by \$500. Staff decided to go with a different carrier who offered a premium equal to what the District currently pays with a three year lock on increases. Kappel has been working on the budget for the next fiscal year. The Randall Oaks Golf Course liquor license application was submitted to the State of Illinois. The Economic Interest Statement list was submitted to Kane County. The OSHA 300 accident logs were posted at all District facilities. The Bonnie Dundee Golf Course liquor license application was submitted to the State of Illinois. The candidate information for the upcoming election was prepared. The Recreation Assistance Program use report was prepared. All I-9 forms were reviewed for expirations of staff with work permits. Federal and State poster requirements were reviewed and all facilities were notified of the requirements. Dental payments were reviewed and the usual and customary fees were updated. Kappel reviewed the Bartels agreement. Additional information regarding the Autumn Trail Tax Exempt application was supplied to the State of Illinois upon their request. Kane County also requested further information regarding the exemption after the State approved the tax exemption. The block development grant was submitted for the Besinger property renovation. Kappel reported that four candidates submitted nominating petitions for the election in April. The Certificate of Ballot will be sent to Kane County next week.

#### Citizens to be Heard

None.

#### Director's Report

1. Capital Project Review 2007-2008 Fiscal Year – Mammoser reviewed a report regarding capital projects. The first section includes a list of projects the District has done or are in the process of completing for the current fiscal year. The District has had financial resources available during the current fiscal year for projects that had been put off in previous years because of limited resources. One of the major areas that was addressed in the current fiscal year and will continue to be an area of focus in the upcoming fiscal year is the aquatics operation. The Sleepy Hollow Pool filter is a major project at \$238,000. This project is currently underway. The Village of Sleepy Hollow has given its approval to give the District \$150,000 in impact fees from a pending development, the Nature's Crossing. The development is still on hold at this time and the District will not receive the \$150,000 this fiscal year. Several upgrades were made at the Randall Oaks Golf Course Clubhouse. The District's computer system has been upgraded with added hardware and software improvements. A number of vehicles were purchased during the current fiscal year. The final payment was made for the electronic sign at Randall Oaks. Many of the park projects were funded by money from impact fees from the Village of Carpentersville. The Grandview Park project was completed this fiscal year. The park project at Silverstone Lake was

completed and \$269,000 in funds from a grant from the State of Illinois was received. New playgrounds were installed at Kemper and Fairview Parks. A number of improvements were done at Dolphin Cove including refurbishing the water slide. A Thorguard lightning detection system was installed at Dolphin Cove and Bonnie Dundee Golf Course.

Mammoser reviewed a list of proposed projects for the upcoming fiscal year totaling \$1,260,450. The list includes everything that staff requested and Mammoser explained that not all of the projects will be included in the final draft of the budget. He wants to obtain input from the Board as to what projects they would like to see done in the next year. Some of the items on the list are projects that did not get completed last year and will need to be done. Mammoser explained which of the Aquatics projects staff feel need to be done in the upcoming year. The diving well needs to be plastered. All three of the pools will be painted. The Dry-O-Tron at the indoor pool needs to be repaired. The completion of the new filter at Sleepy Hollow Pool will take place and staff wants to make some upgrades to the locker room at Sleepy Hollow Pool.

Vehicle replacements include the vehicle that Assistant Director Jim Miller drives. The District will consider another hybrid vehicle for that purchase. Park Services needs some basic equipment replacement. The Huffman Park tennis court project cost will come out of funds in this year's budget. Paving of the Park Services parking lot was included in this year's budget but since the work was not done it will carry over to next year.

Recreation Center projects include replacing the men's lockers. Scarpelli discussed reconfiguring the layout of the lockers. Staff would like to update the Recreation Center lobby. The proposed figure for this is listed at \$15,000 but Mammoser feels this may need to be increased to \$30,000. Mammoser discussed fitness center equipment purchases. Replacement of HVAC rooftop unit at the Recreation Center is shown on the proposed list but this item may be dropped from the budget.

At Randall Oaks Golf Course Clubhouse the HVAC system needs further attention to the modifications that were previously made. Bids for the water service tie in to the Village of Carpentersville will be opened next week and that project will be completed in April. Staff would like to have the front entryway to the Clubhouse enclosed with a canopy.

Golf course equipment includes some basic machinery that needs to be replaced. There are a few minor golf course improvements included on the project list. Within the Administration Office funds will be set aside to continue to upgrade software.

Funds to develop White Oaks Park are included on the project list. This park is located behind the Carpentersville Village Hall. Netting for the Zoo is a new item to the list. There have been a significant number of golf balls hit off the fourth hole that land in the zoo area. The District needs to address this issue. There are two parks in the Grand Pointe subdivision that will be developed by the District. The playground at South End Park needs to be replaced. The demolition and renovation of the Besinger Center is included on the list of projects.

Mammoser reviewed a report explaining which funds will pay for the projects. The Carpentersville development funds will assist with some of the improvements at Dolphin Cove and the Recreation Center. The West Dundee funds will assist with projects at South End, Huffman and Grand Pointe Parks. The Police fund will cover security related purchases.

The final report reviewed by Mammoser shows what the District anticipates to have on hand at the end of the current fiscal year in the different funds. The Capital Improvement Fund balance will be \$220,000 and that fund will receive another \$160,000 from the annual Bond Sale at the end of November 2007. The Capital Replacement Fund is used primarily for the Recreation Center and Dolphin Cove. Money in that fund comes from the operating budget of the Recreation Department. The balance of that fund should be \$95,000 at the end of the fiscal year. The Future Projects Fund will have a balance of \$1,389,000. The District plans to do all of the new projects without accessing these funds in order to build the fund for possible major projects in the future. The Special Recreation Fund has restricted uses. Certain elements of park projects and building projects can come from these funds. The balance of the Special Recreation Fund should be \$550,000 at the end of the fiscal year. The Carpentersville Development Fund balance is \$550,000 and will be utilized for Carpentersville projects. The Police Fund has a modest balance of \$54,000.

Mammoser stated that the final decisions on the proposed projects will take place in April. A Strategic Planning Workshop will be held in April and discussion will take place at that time regarding the District's direction for the future. Scarpelli suggested that staff should put together a five year project plan to be reviewed by the Board.

2. Consulting Golf Operation – Mammoser stated that there has been previous discussion regarding obtaining assistance for the golf operation. The idea of hiring a General Manager was considered. Several years ago the District hired a consultant to look at the food and beverage operation. Mammoser has spoken with Jeff Huseman who is the owner of Four Star Service. He is the former owner/operator of Pinecrest Golf Course. The main focus of the company is to improve customer service. Their

philosophy discourages discounting but works to maximize the experience of the golfer. Their concept uses strategic marketing as well as word of mouth to build up the amount of play at the course. Mammoser feels that customer service is one of the golf operation's strong points but he sees this as an opportunity to reinforce what is done plus enhance that with some other strategies. Another aspect is that Jeff has already served in a role as a successful general manager. He ran all aspects of the golf operations at Pinecrest, including the golf pros, the food and beverage department and the grounds department. Mammoser believes an outside source could balance the different areas the District has within its golf department. Mammoser would like Jeff to review the District's golf operation and give a third party perspective on it. In the current year's budget there is \$25,000 allocated for special projects including consultants. Mammoser asked the Board if the District can get involved with Jeff to work with the golf operation. The cost of his services would be in the range of \$10,000 for the initial fee. Mammoser stated that golf is a very competitive business and even though the District has excellent staff in place, it would be helpful to get a differing perspective. The Board indicated their approval of the idea.

Scarpelli made a motion with a second by Bonkoski to approve staff hiring a golf operation consultant from Four Star Service. The motion passed 4 to 0.

3. IPRA Conference – Mammoser reported that 17 staff attended the conference along with Commissioner Bonkoski. Mammoser found the conference to be a positive experience. He attended workshops on maximizing board effectiveness, land cash ordinances, and unions that were interesting and informative.

Bonkoski stated he attended sessions on golf operations, marketing and child obesity. He enjoyed the conference and found it very worthwhile.

4. Raceway Woods Pedestrian Walkway – The District has been talking about taking down the corroded steel pedestrian walkway at Raceway Woods. A quote of \$2,500 has been obtained to remove the walkway. It is steel framework from an old bridge that is no longer used and is a danger and staff would like to have it removed. Discussion followed and the Board concurred the structure should be removed for safety purposes. Mammoser will contact Sue Harney of Dundee Township because the removal process will include passing through the Township owned portion of Raceway Woods.

#### President's Report

None.

### Old Business

2006 Tax Levy Update – Mammoser asked the Board for a motion to approve the amended Tax Levy. The Levy amount will remain the same but the manner in which the funds are apportioned will change.

Scarpelli made a motion with a second by Bonkoski to approve Ordinance #07-01, Amended Tax Levy Ordinance for Tax Year 2006 as presented. The motion passed 4 to 0.

### New Business

1. Tennis Court Bids – Mammoser explained that staff is recommending construction of three tennis courts with lights at Huffman Park. He spoke with Joe Cavallaro of the Village of West Dundee and the Village Board thought that lights would be appropriate at that location. Mammoser explained that staff is recommending the bid be awarded to Schroeder Paving. Schroeder did not submit the lowest bid but staff determined that the low bidder did not satisfy the terms of the bid specifications. Scarpelli stated that based on a similar situation where the District rejected the low bidder and went with the next bidder who turned out to have problems and based on the difference of \$45,000 between the bids, Scarpelli stated he would like to table the bid approval until the next meeting. He would like to look at the work of the other bidder before a decision is made. Superintendent of Park Services Mike Rea explained that the low bidder, Brown Asphalt, could not supply a list of similar work that they had performed in the last five years and they gave no references for tennis courts for staff to go and look at. Assistant Director Kappel added that staff does not recommend the bid of Brown's Asphalt because they did not fill out the bid form correctly, none of their figures added up, and they failed to give the required references. Discussion followed.

Rakow made a motion with a second by Keibler to accept the bid of Schroeder Paving of Huntley, Illinois, for Huffman Park tennis courts with lighting and fencing in an amount not to exceed \$115,750. The motion passed 3 to 1 as follows: aye – Bonkoski, Keibler, Rakow, nay – Scarpelli.

2. Barb Lachel Tennis Court Dedication – Mammoser explained that when Barb Lachel ran for the Board, one of the things she expressed a desire for was more tennis courts in the community. After 18 years of service on the Board, Lachel is stepping down from her seat on the Board, and the District is finally putting in new tennis courts. Therefore, Mammoser suggested that it would be appropriate for the Board to consider dedicating the new tennis courts to Barb Lachel in honor of her 18 years of service on the Board and install appropriate signage or a plaque at the site. The Board gave their unanimous consensus to dedicate the new courts to

Lachel and place an item on the agenda of the next Board Meeting for approval.

Executive Session

At 8:25 p.m., Scarpelli made a motion with a second by Keibler to move that the Board convene into Executive Session under sections 2(c)(1), 2(c)(5) and 2(c)(21) of the Open Meeting Act for the purpose of discussing personnel, land acquisition and reviewing prior meeting minutes. The motion passed 4 to 0.

At 8:45 p.m., Scarpelli made a motion with a second by Keibler to move that the Board reconvene into regular session. The motion passed 4 to 0.

Status Determination of Previous Executive Session Minutes

Scarpelli made a motion with a second by Bonkoski to approve the release of Executive Session Minutes for the Board Meetings from December 7, 2005 through November 15, 2006 as presented. The motion passed 4 to 0.

Consideration for Destruction of Verbatim Audio Tape Recordings

Scarpelli made a motion with a second by Keibler to approve destruction of verbatim audio tape recordings of Executive Session Meetings from January 5, 2005 through June 15, 2005 as presented. The motion passed 4 to 0.

Additional New Business

None.

Adjournment

Bonkoski made a motion with a second by Scarpelli to adjourn the meeting. The motion passed 4 to 0. The meeting adjourned at 8:47 p.m.