

The March 7, 2007 meeting of the Dundee Township Park District Board of Commissioners held at the Recreation and Fitness Center was called to order at 5:31 p.m. by President Craig Rakow. Commissioners responding to roll call were: Jim Bonkoski, June Keibler, Craig Rakow and Frank Scarpelli.

Consent Agenda

Rakow asked for a motion to approve the Consent Agenda for: Approval of February 21, 2007 Board Meeting Minutes and Payment of Bills. Scarpelli made a motion with a second by Keibler to approve the Consent Agenda. The motion passed 4 to 0.

Declaration of Board Vacancy

Rakow explained that the District needs to recognize the fact that there is a vacancy of a Park Commissioner on the Board.

Scarpelli made a motion with a second by Bonkoski to recognize the vacancy of a Park Commissioner. The motion passed 4 to 0.

Appointment to Board Vacancy

Rakow stated that the Board would like to appoint Bud Lachel to fill the vacancy on the Board.

Rakow made a motion with a second by Scarpelli to appoint Bud Lachel to fill the vacancy of Park Commissioner. The motion passed 4 to 0.

Oath of Office Bud Lachel

Commissioner Bud Lachel was sworn into office by President Rakow.

Staff Reports

Assistant Director Jim Miller reported that winter programs will be winding down over the next couple of weeks. The adult basketball league is over. The youth and high school basketball programs will be over after two more weekends. Spring programs begin April 9th. Registration is underway for the preschool program for next year. The District operates four preschool sites and there are currently 225 children enrolled. A Teen Job Fair will be held next Thursday, March 15th at the Recreation Center. There are four other organizations that will participate with the District in the fair. This is the second year the fair has been held and there was an overwhelming response from applicants last year.

Superintendent of Park Services Mike Rea informed the Board that staff met with the contractors at Randall Oaks Clubhouse to determine the location for the water main booster pump associated with the water connection to the Village of Carpentersville. Work will begin on the project next week. The demolition of the interior of the pressure tank will take place the week of April 2nd to make the final connection to the Carpentersville water main. Snow removal has occupied a good deal of staff time over the last week. The large rock structure has been removed at Dolphin Cove in the sand play area. The zoo is being prepared to open for weekends in mid April. The Sleepy

Hollow pool filter project is progressing. The filter piping has been connected and the electricians will run power to inside the building. The outdoor ice rink is done for the season.

Assistant Director Don Kappel told the Board that the Personnel Policy Manual that was approved by the Board of Commissioners on February 21st is currently being printed and will be assembled and distributed to staff in the near future. Kappel will meet with each department to review the manual and give staff a chance to ask questions. The new format of the manual should make it easy to incorporate future revisions. He attended an IMRF workshop on supplemental insurance and distributed information from the workshop to staff. The ballots for the upcoming election were certified and submitted to the County. He attended the bid opening for the Randall Oaks boring project. The Grandview Park design will be reviewed. He has been working on the Bonnie Dundee corporation situation and sent information to a CPA/Attorney to review for another opinion. The West Dundee liquor license for Randall Oaks was submitted. Scarpelli stated that the District should find out if there is any exception for the Bonnie Dundee Corporation to the revenue tax that Governor Blagojevich is proposing because of its parent organization being a not for profit.

Citizens to be Heard

None.

Director's Report

1. 2007-08 Fiscal Year Budget, First Draft – Executive Director Tom Mammoser reviewed a summary of the 2007/08 fiscal year budget. Mammoser explained that the Budget Summary Comparison shows a history of the District's budgeted amount and the actual amount in the funds at the end of the fiscal year. Typically the actual ending balances of the funds are well ahead of what is budgeted. The District tends to budget conservatively on revenues and more liberally on expenses. The District projects to end the year in good shape with the majority of the fund balances being above what was budgeted. The Corporate and Recreation fund balances are healthy. The Capital Improvement fund is going to be below budget because the District did not receive the \$100,000 in funds from the Village of Sleepy Hollow as anticipated for the pool filter project. The District hopes to get those funds in the future when the Sleepy Hollow residential development is approved.

The Corporate fund covers maintenance and upkeep of parks, pays for salaries of Park Services Department and a majority of administrative staff salaries. This fund is primarily supported by tax levies. Out of the Corporate fund, \$200,000 was transferred to the Future Projects fund. After analyzing what the District projects the carry over to be at the end of the fiscal year, an additional \$200,000 was transferred to the Future Projects fund. Salaries for two new full time positions in the Park Services department have been placed in the budget. A horticulturist and

a general laborer will be added to that department to assist staff with the upkeep of parks due to the increase in acreage that has been added to the District over the past five years. Several new parks are slated to come on hand to the District in 2007. Included in the 2007-08 budget will be an additional \$200,000 transfer to the Future Projects fund and a \$150,000 transfer to the Special Projects fund. The Special Projects fund will pay the salary of the Marketing Director and there will be funds on hand to assist with information technology needs, software needs and consulting services.

Another major fund is the Recreation fund which is responsible for all the recreation programs, services and related facilities. This fund receives \$1.2 million in tax dollars and brings in another \$2.6 million in fees and charges. This fund pays for all recreation staff salaries and the cost of maintaining recreation facilities specific to Aquatics as well as the Recreation and Fitness Center. Aquatics is an area that the District subsidizes. This year the District will subsidize the Aquatics operation for an amount of \$153,000. Recreation Programming will produce revenues in the amount of \$164,000. The After School Care Program and the Day Care Program will bring in a net surplus. The Fitness Center is projected to produce a net of \$97,000 this year. Mammoser explained that any money the Park District has on hand at the end of the year will roll into the next fiscal year. The ability to carry funds over to the next fiscal year is helpful to build a surplus and have a reserve on hand.

Projects using money from the Capital Improvement fund were discussed at the last Board meeting. These projects will be revisited during discussion of the second draft of the budget.

The Recreation fund transfers money annually to the Recreation Capital Replacement fund and is used to replace infrastructure in Aquatics and at the Recreation Center. \$150,000 will be transferred into the Recreation Capital Replacement fund next fiscal year.

The District anticipates to have \$1.5 million in the Future Projects fund at the end of the 2008 fiscal year. These funds could be used to develop a new recreation center, land acquisition on the east side, or development of the Bartels property. A strategic planning workshop will be held in May and staff will begin to discuss ideas for future projects. Over the next six years, the District will only receive \$160,000 per year in new capital improvement funds. The Future Projects fund gives the District the ability to shift funds to assist with future capital project needs.

The Special Recreation fund is used to provide special recreation, to pay membership dues to NISRA, and to provide ADA and inclusion needs. A

reserve is being built in this fund that will help with any construction projects that contain accessible elements.

The Golf Operations budget is an area of the budget that needs additional work before the final draft is complete. In general, the golf operation continues to struggle. Mammoser anticipates that Randall Oaks will come close to breaking even this year. Bonnie Dundee will probably need to be subsidized by about \$20,000. The District is not in a position to make the pay back this year for the golf project. Last fiscal year the District made about \$95,000 at Randall Oaks. Mammoser stated he will have more on the golf budget as the budget process moves further ahead.

Mammoser explained that a 5% increase for salaries has been budgeted but actual increases have been in the 3-4% range per the direction of the Board. A 20% increase is included for medical benefits. The budget also reflects an increase in the minimum wage that will take place in July 2007. In general, Mammoser feels the budget is healthy and the District is in a position to start planning for future projects. Discussion followed regarding the five year plan that tracks capital improvements. Staff and Board discussed potential capital projects such as the Recreation and Fitness Center roof, HVAC units and the pool dry-o-tron that will need replacement in the near future. Mammoser stated he is available to meet with the Board to discuss the budget in more detail if they desire.

2. Boys and Girls Club – The Boys and Girls Club has decided to move Mike Berger into a Director of Operations position and hire a new Executive Director. Berger will work with the sites, the programs, the site directors and services that are provided to the children. The Executive Director will work on resource development, fund raising, building community relationships and cultivating donors. The intent is to use the national Boys and Girls Club and local not-for profit resources to find a good candidate for the Executive Director position. Mammoser would like to fill the position in two to three months. He has a meeting scheduled tomorrow with a representative from the regional office to discuss how they can help with the process.
3. Donations in Memory of Barb Lachel – Mammoser stated that the District has received donations in memory of Barb thus far totaling \$2615. He spoke with Bud Lachel last week regarding an event related to the dedication of the tennis courts at Huffman Park this summer and possibly creating an annual tennis event. Those plans need to be shaped and further discussed with the Lachel family and District staff. Lachel stated he would like to see a tennis clinic for young children. Perhaps a “Fun Day” could be held and some type of a mini tournament.

President's Report

Rakow thanked Bud Lachel for accepting the invitation to serve on the Board until the new commissioners are elected and take seat on the Board.

Old Business

None.

New Business

1. Ratification of NISRA 2007-08 Budget – Mammoser explained that the 2007-08 NISRA Budget requires ratification from 2/3rd of its member districts. The budget has already been approved by the NISRA Board of Directors. He recommended that the budget be approved by the District.

Scarpelli made a motion with a second by Bonkoski to ratify the 2007-08 NISRA Budget as presented. The motion passed 5 to 0.

2. Illinois House of Representative Tom Cross Letter – Scarpelli suggested that staff send a response to the letter stating that the District has been doing many of the items mentioned in the letter through the Boys and Girls Club and the After School Program. Mammoser stated he will send a letter to Tom Cross.

Executive Session

At 6:12 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 5 to 0.

At 6:32 p.m., Scarpelli 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

Scarpelli made a motion with a second by Bonkoski to approve the Executive Session Minutes from February 21, 2007. The motion passed 4 to 0 with Lachel abstaining.

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 6:33 p.m.