

The May 16, 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: June Keibler, Bud Lachel, Craig Rakow, and Frank Scarpelli. Jim Bonkoski was not present at roll call but arrived at 7:03 p.m.

#### Consent Agenda

President Rakow asked for a motion to approve the Consent Agenda for: Approval of May 2, 2007 Board Meeting Minutes, Budget Report, Payment of Bills, and May Personnel List. Keibler stated that she would like the items voted upon separately. Scarpelli made a motion with a second by Lachel to approve the May 2, 2007 Board Meeting Minutes. The motion passed 3 to 0 with Keibler passing. Scarpelli made a motion with a second by Lachel to approve the Budget report as presented. The motion passed 4 to 0. Scarpelli made a motion with a second by Lachel to approve the Payment of Bills as presented. The motion passed 4 to 0. Scarpelli made a motion with a second by Keibler to approve the May Personnel List. The motion passed 4 to 0.

Jim Bonkoski arrived at 7:03 p.m.

#### Helms Woods Agreement with Kane County Forest Preserve District

Executive Director Tom Mammoser stated that this matter was discussed at the April 4, 2007 Board Meeting when Drew Ullberg of the Kane County Forest Preserve was present. The Forest Preserve has provided a document prepared by their legal counsel that contains a general concept of the agreement. The agreement states that the Park District will contribute \$16,200 toward the buckthorn removal on the 9 acre segment of Kemper Park owned by the Park District that adjoins Helms Woods. The document needs some modifications to the indemnification language. Keibler stated that three years should be a good time coverage to eradicate the buckthorn. Scarpelli asked if the Park District had explored the idea of turning the heavily wooded area of the property over to the Forest Preserve in exchange for another piece of property. Mammoser stated that he has not pursued that with upper management of the Forest Preserve yet.

Keibler made a motion with a second by Bonkoski to approve the Helms Woods – Woodland Management Project Agreement, a cooperative agreement between the Forest Preserve of Kane County and the Dundee Township Park District, with modification relative to indemnification. The motion passed 5 to 0.

#### Acknowledgement of Outgoing Commissioners

Mammoser acknowledged the contributions that Bud and Barb Lachel and June Keibler have made to the Park District during their years as Commissioners. Rakow presented season golf passes for the next three years to Bud Lachel. He thanked Lachel for filling in for Barb for the past couple of months. Rakow stated that Barb was a very dedicated Commissioner for 18 years. Mammoser added that the new tennis courts at Huffman Park will be dedicated to the memory of Barb Lachel later this summer after the construction is completed. There will also be a tennis clinic held at the new courts and the District will work with Lachel to coordinate the clinic.

Rakow stated that Keibler has been a great Board Member throughout the 13 years she served on the Board. She has been extremely dedicated to the Park District and always made herself available. He commented on June's superior knowledge of environmental issues. Mammoser presented a park bench dedicated to Keibler and stated that she can decide where she would like the bench to be placed. Keibler stated that she has been honored to serve on the Board of Commissioners. In addition to a wonderful Board she feels that the Park District has an outstanding staff of dedicated employees. She stated that over the years she has noticed that the leadership staff has always done a good job of giving opportunities to employees to grow and expand in their positions.

#### Swearing in of Board Members

Rakow administered the Board of Park Commissioners Oath of Office to John Meschewski and Erin Peterson.

#### Recess and Reconvene Meeting

Scarpelli made a motion with a second by Bonkoski to recess the meeting. The motion passed 5 to 0.

Scarpelli made a motion with a second by Bonkoski to reconvene the meeting. The motion passed 5 to 0. Commissioners responding to roll call were: Jim Bonkoski, John Meschewski, Erin Peterson, Craig Rakow and Frank Scarpelli.

#### Election of Officers

Mammoser clarified the procedure for the election of officers. Scarpelli suggested a slate of officers as follows: Craig Rakow as President, Jim Bonkoski as Vice President, Erin Peterson as Secretary, John Meschewski as Treasurer and Frank Scarpelli as Legislative Liaison. Rakow stated that he has served as President for a number of years and he feels it is time for someone else to serve as President. He asked that he not be considered for President.

President – Rakow opened the nomination for election of office of President. Bonkoski nominated Frank Scarpelli for office of President with a second by Meschewski. A vote on the nomination to elect Scarpelli for the office of President was taken and passed 4 to 0 with Scarpelli abstaining.

Vice President – Rakow opened the nomination for election of office of Vice President. Rakow nominated Jim Bonkoski for office of Vice President with a second by Meschewski. A vote on the nomination to elect Bonkoski for the office of Vice President was taken and passed 4 to 0 with Bonkoski abstaining.

Secretary – Rakow opened the nomination for election of office of Secretary. Meschewski nominated Erin Peterson for office of Secretary with a second by Bonkoski. A vote on the nomination to elect Peterson for the office of Secretary was taken and passed 4 to 0 with Peterson abstaining.

Treasurer – Rakow opened the nomination for election of office of Treasurer. Bonkoski nominated John Meschewski for office of Treasurer with a second by Scarpelli. A vote on the nomination to elect Meschewski for the office of Treasurer was taken and passed 4 to 0 with Meschewski abstaining.

Legislative Liaison – Scarpelli nominated Craig Rakow to serve as the Dundee Township Park District’s Legislative Liaison with a second by Meschewski. A vote on the nomination to elect Rakow as Legislative Liaison was taken and passed 4 to 0 with Rakow abstaining.

### Staff Reports

Superintendent of Golf Maintenance Mike Sprouse explained that staff is finishing up tree planting in non-playable areas of the golf courses. Work continues on drainage irrigation on the 14<sup>th</sup> hole at Randall Oaks Golf Course. Mowing is a big part of daily work. Flowering plants have come in and will be planted over the next week. The new forward tee on hole 18 was opened last week. The paving of the path system that is scheduled to be done this season will begin in June. Sprouse explained about a new variety of turf grass that is more disease resistant and uses less water.

Director of Golf Frank Chiappa informed the Board the golf season has gotten off to a good start this year. The comparable figures for May are much better than May of last year. April was down about 1000 rounds from last year due to some bad weather. College staff is returning. There are 3 evening leagues on Monday, 2 on Tuesday, 2 on Thursday and 1 on Friday. All morning leagues except for one have started. The Ladies Teacher League will start the second week in June after school is out. Demo Day was held on Sunday, May 6. Seven vendors had equipment and products available for patrons to try. Chiappa estimates over 200 people attended and a lot of merchandise was sold. June promises to be a good month with a number of shotgun tournaments scheduled. Chiappa announced that Assistant Golf Pro Steve Gillie and his wife had a baby boy on April 25<sup>th</sup> named Seth Logan.

Bonnie Dundee Golf Course Manager Jim Opp told the Board that after a poor April, May is doing much better at Bonnie Dundee Golf Course. Saturday play has been rather slow and he is working with Director of Marketing, Helen Shumate, on ideas for how to improve weekend play. Opp explained that they are trying a unique concept at Bonnie Dundee in that the course will consist of 6 different golf courses that will be available to the public at different times. At certain times of the day a seven hole course will be offered on the back nine for a reduced cost for people who do not have enough time available to play 9 holes. A five hole course will be offered on the front nine utilizing holes 1 through 5. Within that five hole course also lies a short course. Those holes will average in length from 110 to 218 yards. This will be great for beginners or children. Instructions will be offered and there is a ladies league that will start in June using the short course. Opp explained the different options that will be offered at different times of day. The short course has been named “Wee Bonnie Five”. An article will be published in the Sun Times regarding the new configuration at Bonnie Dundee. He will also submit

a press release to the local papers and publicize via e-mail notices. Opp is very excited about this new concept.

Food and Beverage Director Jeff Howard told the Board that April was a good month. He feels the Food and Beverage Department did well for the fiscal year that ended in April. The Mother's Day Brunch was successful. There were two seatings at 10 a.m. and 1:30 p.m. and 250 people were served. Staff decided to scale back the number of reservations from the 325 that came to the Easter Brunch and set up the room configuration a bit differently. Summer will be very busy and weekends are booked solid for the month of June. Scarpelli asked about a Father's Day Brunch. Howard stated that the outside grill is usually very popular with the golfers that day and the golf course is always busy on Father's Day but there is not much call for a brunch. Scarpelli asked when the banquet menu prices were last reviewed. Howard stated that the menus and pricing were revamped at the end of last year.

#### Citizens to be Heard

None.

#### Director's Report

1. Budget and Appropriation Preview – Mammoser explained that the Budget and Appropriation Ordinance is required by law and it must be filed within the first quarter of the fiscal year. Action will be taken on the Ordinance at the June 20<sup>th</sup> Board Meeting. The Budget and Appropriation Ordinance gives the District the legal authority to spend Park District money. It is the approved budget with 20% added to expenses to ensure there is adequate spending authority throughout the fiscal year. The District does not anticipate spending the total amount and usually ends the year below the budgeted expenses. Mammoser reviewed the Budget and Appropriation Report with the Board. Mammoser also reviewed a historical summary of budgeted end of year balances compared to actual end of year balances.
2. IAPD Training Session – Mammoser explained that the Illinois Association of Park Districts is holding a training session for Commissioners on June 19<sup>th</sup> at the Oakbrook Park District from 6:00 p.m. until 9:30 p.m. Mammoser asked any Commissioners who are interested in attending to let him know. He explained that the IAPD is headquartered in Springfield and monitors legislation that affects park districts on state and national levels. They also lobby on behalf of park districts. It is a good agency and the District has been a member of the IAPD for many years.
3. Randall Oaks Golf Course Stormwater Update – Mammoser reported that a plan was submitted by the engineer representing Opus. Opus is the developer of the property to the south west of Randall Oaks Golf Course. The plan is intended to correct the drainage impact that the development

has had on the golf course. The plan has been given to Burke who is the engineer for the Village of West Dundee. The District engineer, Westin, also received a copy of the plan. West Dundee has preliminarily agreed to reimburse the District for the cost incurred for Westin to review the plan. A meeting will be set up for all parties to discuss the plan.

4. Potential Grant Projects – Staff recently met with Laura Ross, the District’s grant writer. There are grants available through the Illinois Department of Revenue. OSLAD grants are state based. There is a \$400,000 match for development grants and a potential \$750,000 reimbursement for land acquisition grants. The current grant cycle requires grants to be submitted by July 1, 2007. Mammoser does not think there are any projects imminent for this year’s grant cycle. Several potential projects were discussed with Laura Ross dealing primarily with the development of the Bartels property. If there were to be a conversion at Bonnie Dundee Golf Course from golf to park land, Ross thought that would be a suitable grant project. Potential land acquisition across from CMS was discussed as well as potential land acquisition of the Heuser property. Ross thought that either one of those would be good projects for grants. Mammoser stated he will need to work with the Board to establish priorities and develop a direction for future projects. Ross indicated that the status of grant funding remains healthy. Scarpelli stated the District may want to explore the possibility of purchasing the Heuser property as a joint effort with the Village of West Dundee or the School District. Mammoser stated that staff will do preliminary research on the Heuser property.
5. Kane County Department of Transportation Meeting – Mammoser explained that he has a meeting scheduled for next Wednesday with representatives from the Kane County Department of Transportation regarding the Long Meadow Parkway/Bolz Road Bridge project. Kane County owes the Park District ten acres of land if the parkway comes to fruition. The County wants to discuss that aspect of the agreement.
6. NISRA Meeting – On Monday, June 18<sup>th</sup>, NISRA will hold a new Board member orientation. Mammoser will let the Commissioners know where the meeting will be held. Mammoser stated that the NISRA golf outing will be held at Prairie Isle this year. NISRA took bids for the outing from different courses. The District offered the use of Randall Oaks Golf Course at no charge for the golf and NISRA would have only had to pay for the food. The NISRA golf committee chose to have the outing at Prairie Isle.
7. Tri-Cities Little League Meeting – Mammoser reported that staff had a meeting with representatives from Tri-Cities Little League earlier in the evening. The District had some concerns with the public relations

between the District and the public that is served by the League. One of the issues that came out of the meeting was that there needs to be a better long term plan on how the District meets the needs of the League. The League has an e-mail newsletter and they will allow the District to communicate through that means to their membership. A long term plan will be established and another meeting will be held in August to further discuss the matter.

#### President's Report

None.

#### Old Business

None.

#### New Business

1. Permission to Bid Playground at Grand Pointe – Mammoser stated that staff is asking for permission to bid playgrounds for the Grand Pointe parks. Assistant Director Don Kappel explained that a traditional playground will be installed at the north park. The east park will consist of a linear playground with a set of swings. Kappel explained how the concept for the playgrounds evolved and that residents of the subdivision had input as to the type of amenities they wished to see. The District will bid and pay for the project and be reimbursed for the cost of the project by the Village of West Dundee.

Rakow made a motion with a second by Bonkoski to grant permission to go to bid for playgrounds at Grand Pointe. The motion passed 5 to 0.

2. Food and Beverage Employee/Board Member Discount Policy at Randall Oaks – Mammoser reviewed a draft of a policy for full time employee/Board Member discounts at Randall Oaks Banquets. The policy was created to ensure that employee discounts are handled in a consistent manner. The policy proposes a 20% discount on food. Alcoholic beverages would not be discounted. Banquet rooms can be booked on a Saturday evening during the off season, November 1 through March 31, as long as the minimum number of guests or dollar amount is met. If an employee wants a Saturday evening between April 1 through October 31, the event needs to be booked no more than ten weeks in advance. In order to receive the 20% discount, the event must be for an immediate family member, which is defined as spouse or children of the full time employee or Board Member.

Meschewski made a motion with a second by Rakow to approve the Full Time Employee/Board Member Food and Beverage Discount Policy for Randall Oaks Golf Club and Banquets. The motion passed 5 to 0.

3. Procedure for Park Development in West Dundee – Scarpelli stated that he would like to see staff develop a written procedure for the development of parks that could be submitted to Joe Cavallaro at the Village of West Dundee to ensure consistency of the procedure for park development in the future. Kappel stated that after the situation with the development of the Grand Pointe parks, he feels that Cavallaro will be more than willing to embrace any suggestions from the Park District. Mammoser suggested that rather than creating a policy, a letter of recommendation could be sent to Cavallaro asking the Village to involve the Park District early on in the planning stages of any future park developments.

Approval of Executive Session Minutes

Rakow made a motion with a second by Meschewski to approve the Executive Session Minutes from May 2, 2007. The motion passed 5 to 0.

Additional New Business

None.

Adjournment

Peterson made a motion with a second by Bonkoski to adjourn the meeting. The motion passed 5 to 0. The meeting adjourned at 8:46 p.m.