

The August 15, 2007 meeting of the Dundee Township Park District Board of Commissioners held at the Al Price Building at Randall Oaks Park was called to order at 7:00 p.m. by President Frank Scarpelli. Commissioners responding to roll call were: Jim Bonkoski, John Meschewski, Erin Peterson, Craig Rakow and Frank Scarpelli.

#### Tour of Zoo

Executive Director Tom Mammoser stated that Randall Oaks Park and the zoo have a great significance within the community. During the spring through the fall, thousands of people visit the zoo and park each weekend. It is a regional facility on a high profile transit route. This is one of the main facilities of the Park District that the general public has contact with. There have been some dramatic improvements made to the zoo and barn since Superintendent of Park Services Mike Rea came on board with the District. Zoo manager Brian Mangiaracina and his staff have done a nice job of controlling the facility. Mangiaracina has been with the District seven years. The District receives a great number of compliments relative to the zoo and park. There are many more people who utilize this facility on an annual basis than Dolphin Cove or the golf courses. Mammoser explained that the shelters are reserved by the public in advance and staff is responsible for cleaning the parks and getting the shelters ready in the morning. Staff monitors the park area and zoo during the day. Mangiaracina explained that he has two animal care staff members who take care of all the animals at the zoo. Staff took the Commissioners on a tour of the zoo.

Mammoser stated that one of the biggest limitations of the park and zoo facility is the parking situation. He hopes when the property on the east side of Randall Road is developed and the ingress and egress at the park entrance changes that the parking situation can be improved. The development of the property on the east side of Randall Road is currently stalled.

#### Staff Reports

Superintendent of Park Services Mike Rea stated that former employees as well as current staff have contributed to the changes and upgrades at the zoo. He wants to continue to incorporate new ideas to keep things fresh for the public. Staff is waiting to hear about plans for the property across Randall Road so they can create a master concept plan for changes at Randall Oaks Park.

Mammoser stated that Park Foreman Larry Bahnsen has been with the District 4 years. Bahnsen is in charge of all Park District grounds which is a very challenging job. There have been tremendous improvements including the irrigation systems at Huffman and Prairie Meadow Parks that resulted in upgrades to the soccer fields. Mammoser has noticed in the past few months that park signage has improved with the addition of colorful flower beds.

Assistant Director Don Kappel reviewed the hierarchy of the Park Services Department. He stated that the Park Services Department is a transitioning department. Since 2002, the District has gained 30% in its park land. Ten parks have been added and the number of ball fields have doubled from 9 to 18. There are 81% more playgrounds, with 17 new

playgrounds installed in the last five years. Six new staff were hired during the last year. Since 2003 another four new staff were hired. Out of 18 full time staff, 10 of them have worked for the District since 2003. The majority of the new hires have replaced employees who retired or who sought other employment. This is a relatively new staff with a new management structure that is changing and evolving. He credits the department for adapting to the changes. It is a challenge for the Park Services Department to maintain the 36 square mile radius of land under its control. He feels there is a good foundation of employees to take the District into the future.

Park Forman Larry Bahnsen stated that in addition to general park maintenance and turf upkeep, staff is involved in construction projects. He reviewed recent projects that include port-o-potty enclosures at Randall Oaks Golf Course, a brick patio by the community shelter and new pens at the zoo. Staff also takes care of any minor repairs that other departments request through work orders. Currently staff is preparing soccer fields. There are 10 practice fields and 8 game fields that are maintained. The game fields are mowed every day of the week. Fields are aerated 5 or 6 times throughout the year and the goal mounds are aerated every other week. He places a big emphasis on landscaping including shrubbery work and plantings around signs and trees. Bahnsen discussed the irrigation systems at Huffman and Prairie Meadows Park.

Superintendent Rea informed the Board that the water quality at Sleepy Hollow Pool is great and there are no problems with leaks. The Besinger demolition was delayed by the recent heavy rains but progress has resumed. The underground work on the storm sewer and water line is done. The permit for removal of the last underground tank has not been received yet. The playgrounds at Grand Pointe Park have been installed. The landscape material will be installed in September. The lights at Huffman Park should be installed next week. The new Park Specialist, Jessica Boston, started on August 6<sup>th</sup> and is doing a great job.

#### Consent Agenda

President Scarpelli asked for a motion to approve the Consent Agenda for: Approval of August 1, 2007 Board Meeting Minutes, Budget Report, Payment of Bills, and August Personnel List. Bonkoski made a motion with a second by Meschewski to approve the Consent Agenda. The motion passed 5 to 0.

#### Citizens to be Heard

None.

#### Director's Report

1. Randall Oaks Golf Course/Opus Update – Mammoser reported that there is a meeting scheduled for next Monday which will involve the District's engineer, Opus's engineer, West Dundee's engineer, golf staff and Village staff. Mammoser hopes that the stormwater problem can be resolved at the meeting and plans can be finalized for the work to be done. Seven inches of rain fell at Randall Oaks Golf Course over the last 8 days. The good news is that the water is moving through the property. The system is

functioning better than it did prior to the Opus development. That is primarily due to repair that Opus did to the drain tiles in the farm field. The District still has a concern about the elevation levels and the berm that was constructed immediately west of the wetland off of the School District property. Mammoser hopes the meeting next week will bring a resolution to the problem.

2. Boys and Girls Club Update – Mammoser had spoken with the Commissioners after the shooting that occurred at the Morningside playground nearly two weeks ago. He stated that from the media perspective he only had one contact with the press. He has not heard anything from the general public or the Village of Carpentersville. He did have discussions with the police. There were some concerns initially but nothing has materialized. He spoke with Mike Berger today who reported that attendance at the Golfview School Boys and Girls Club Unit and the Knox Unit is back to normal. Mammoser stated that neither the Park District nor the Boys and Girls Club have received any negative publicity as a result of the incident. The incident was reported to PDRMA and the District will need to replace some posts on the playground equipment.

Mammoser reported that the Club is in the process of screening candidates for the new Associate Executive Director position. He has been involved in 4 telephone interviews. Commissioner Peterson has asked to be considered as a candidate for the job. The Executive Director of the Elgin Boys and Girls Club will determine if Peterson is chosen for the final pool of candidates and Mammoser would step back from the interview process if that were the case. Mammoser does not see any immediate conflict with the situation at this time.

3. NISRA Orientation – Mammoser stated that NISRA attempted to conduct an elected officials orientation a couple of months ago but it was cancelled due to a lack of registration. NISRA put together a binder for all elected officials that explains their different services as well as mission statement goals, financial information and by-laws. Mammoser distributed the informational guide to each Commissioner. NISRA is funded by 12 different member agencies many of which are park districts. The Dundee Township Park District levies a special recreation tax and pays dues to NISRA through that tax. The District's number of resident participants for last year was 63 and they were involved in 324 different events. NISRA provides a lot of programs for individuals that the District could not do on its own. The District pays about \$278,000 to NISRA in membership dues. For this the District gets the benefit of NISRA staff who are specifically trained to deal with people with disabilities. Assistant Director Jim Miller added that NISRA staff also helps our Park District staff with inclusion needs for our programs. Scarpelli stated that two years ago Senate Bill 1881 was passed that allowed the District to increase its special recreation

levy from 1.75 cents to 4 cents. The additional 2.25 cents helps with inclusion costs mentioned by Miller. Also any ADA modifications or compliances can be paid for out of the additional funds.

4. Teeple Barn Top Section – Mammoser reported that he received a call yesterday asking if the Park District has any interest in preserving the top section from the Teeple Barn. Today he was told the Fisher Company may want to keep it. If it is offered again, he will discuss the matter with the Board at that time.
5. Board/Staff Workshop – Mammoser would like to set a date in November to hold a Board/Staff workshop. He suggested Saturday, November 10<sup>th</sup>. He is looking for direction from the Board for the format of the workshop. Scarpelli feels a one day session would be better than spreading it out over a series of sessions. Rakow agreed he would prefer a one day session. The workshop will be a strategic planning session. Staff will determine major needs and get ideas from the Board on tangible direction. Scarpelli asked how a possible recreation staff retreat could figure into the Board/Staff workshop. Mammoser stated a retreat with the recreation staff prior to the Board/Staff workshop would be the most beneficial.

#### President's Report

Scarpelli stated that he was at the Boys and Girls Club Knox building on Monday of this week. He was surprised with the changes and improvements made to the inside of the building including removal of walls to create a larger computer lab and kitchen. He would like to hold a future Board Meeting at the center. Scarpelli suggested either the first meeting in September or a meeting next January. Mammoser stated it would probably be best to let the school year get underway before the Board holds a meeting at the Knox Center, but the meeting could be held before January.

#### Old Business

1. PACE Agreement – Mammoser presented an extension to an existing agreement with PACE for the interim dial-a-ride service. The District along with the Villages of East Dundee, West Dundee, Sleepy Hollow, Carpentersville and Dundee Township agreed to provide funding for the transportation on a temporary basis from January 1 to August 1 until a new Ride in Kane program started. It is not clear at this time when that program will begin. There are some issues with the program and the State's funding of the program. The document is an extension of the intergovernmental agreement that was passed previously. The agreement calls for the District to contribute \$15,000 for the balance of the year through December 31, 2007. It could be terminated prior to then if the other program gets up and running. From an expense level, Mammoser is not concerned about the allocation because it is much less than what the District spent when it was doing the program on its own. The District spent about \$65,000 on an annual basis to run the program as well as used

staff time to administer the program. Mammoser recommended that the Board agree to the extension of the agreement. Scarpelli asked if the District could hold off on approving this agreement and use it as leverage with the Township for the other issues at hand. Mammoser stated that there is a 90 day window to resolve the Bartels issue. He does not want to hold up the PACE agreement for that long of a time period.

Rakow made a motion with a second by Peterson to approve the Inter-Governmental Agreement for Interim Dial-A-Ride Service for Dundee Township with a term of July 1, 2007 to December 31, 2007 as presented. The motion passed 5 to 0.

2. Facility Use Policy Revision – Mammoser stated that several meetings ago the Board discussed the District’s policy relative to facility use. Scarpelli had asked for added language to the policy based on recent encounters. Language was added at Section 2H of the policy that basically has to do with being able to request from a group the cost of security for their event if necessary. There were a few other minor changes made to the existing policy from 1985 relative to constitutional rights and the use of public property.

Meschewski made a motion with a second by Bonkoski to approve the Facility Use Policy as presented. The motion passed 5 to 0.

3. Pool Closing Schedule – Mammoser reported that Sleepy Hollow Pool will close for the season on Sunday. The District will attempt to keep Dolphin Cove open through Labor Day. The indoor pool maintenance is scheduled to be completed by August 25<sup>th</sup>. The District is short on staff with college kids leaving this week and high school kids are becoming involved with fall school activities. The District will not operate a facility that is not adequately guarded. Hours will be reduced as necessary.

#### New Business

1. Sick Leave Policy Revision/Attendance Bonus Policy – Mammoser stated that the District has had a reimbursement program that was offered as an incentive for employees who did not use their sick days. Employees were reimbursed \$10 a day for each day not used at the end of the calendar year. Staff has recommended that the District make changes to that policy so there would not be a concern with IMRF policy concerning accumulated sick days. The revised policy allows employees a bonus of \$125 for not using any of the 10 sick days; \$75 for using 1-2 sick days; and \$25 for using 3-5 sick days.

Rakow made a motion with a second by Bonkoski to approve revisions to Personnel Policy Manual Section 2-11, Sick Leave With Pay, as presented

and to approve the addition of new Section 2-30, Employee Attendance Bonus, as presented. The motion passed 5 to 0.

2. Health Insurance Review – Mammoser explained that Assistant Director Kappel works on the health insurance renewal each year. He stated that the District is in a fairly good position this year based on past history of the renewals. Staff recommends staying with the current provider Blue Cross Blue Shield with an increase of 8.6%. The District budgets for a 20% increase each year. The District had a large number of employee claims over the past year. Employees pay 13% of the District's cost of premiums. Kappel stated the District wants to continue the program to offer a \$200 rebate as incentive to employees to not select insurance if they have insurance through a spouse, to select the HMO program or to select the second PPO program with a higher deductible. The District looked into other dental programs but the District can administer its own dental program at a much lower cost than what insurance companies offered. Discussion followed regarding the rebate incentive program. The Board concurred with staff recommendations.

#### Executive Session

At 8:54 p.m., Scarpelli made a motion with a second by Bonkoski to move that the Board convene into Executive Session under section 2(c)(21) of the Open Meeting Act for the purpose of reviewing prior meeting minutes. The motion passed 5 to 0.

At 8:58 p.m., Meschewski 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

Meschewski made a motion with a second by Bonkoski to approve the Executive Session Minutes from August 1, 2007. The motion passed 4 to 0 with Rakow passing.

#### Additional New Business

President Scarpelli brought forth a concern relating to land/cash donation and the poor condition of turf that exist when the park is delivered to the District. He suggested that the Village could require a bond from the developer ensuring the District's satisfaction. Mammoser explained the current process and noted that bonding in the Kimball Hills development has been complicated. Kappel states that the process currently in place has been successful at Deerpath and Silverstone Park and after the experience at Grand Pointe the Village of West Dundee might be willing to consider utilizing the process for future parks in their Village.

#### Adjournment

Meschewski made a motion with a second by Rakow to adjourn the meeting. The motion passed 5 to 0. The meeting adjourned at 9:10 p.m.