

The November 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 Frank Scarpelli. Commissioners responding to roll call were: Jim Bonkoski, John Meschewski, Erin Peterson, Craig Rakow and Frank Scarpelli.

Consent Agenda

Scarpelli asked for a motion to approve the Consent Agenda for: Approval of October 17, 2006 Board Meeting Minutes and Payment of Bills. Bonkoski made a motion with a second by Meschewski to approve the Consent Agenda. The motion passed 5 to 0.

Bonkoski made a motion with a second by Rakow to table the Bond Sale with Speer Financial until Dave Phillips arrives. The motion passed 5 to 0.

Staff Reports

Director of Golf Frank Chiappa introduced Assistant Golf Pro Steve Gillie. Gillie has worked for the golf department for six years. He started in the cart facility and worked his way up the ranks. Chiappa stated that Gillie helped put together paperwork for the proposed new golf rates that will be discussed later in this meeting. Chiappa reported that through the month of October, the number of rounds of golf at Randall Oaks were down by 250 compared to the same time frame in 2006. During the months of March and April, rounds were down by 1,000 versus 2006. The month of August was down 1,700 rounds compared to August of 2006. During the months of May, June, July, September, and October the number of rounds were high which has resulted in the overall season total of rounds being comparable to last year. September and October were phenomenal and the course was busy every day. The golf course was put back into condition after the August rains, and is even in better shape now in many respects. November has gotten off to a nice start as well. The plan is to keep the course open until at least Sunday, November 18th. If the weather holds, the course will remain open until the weekend after Thanksgiving. He has staff available to work Thanksgiving Day if the weather is good. Traffic on the range has been very good. The improvements at the practice facilities over the years has more than paid off and the budgeted revenue dollars have already been matched. Next Thursday, Friday and Saturday the course will host the 20th annual Northwest Illinois PGA Golf Sale. Eight area golf clubs bring merchandise and a big sale is held. This is an opportunity for many people to see our facility. This year Randall Oaks will set up a booth in the lobby with corporate membership and banquet services information available. Chiappa will work on developing marketing strategies over the winter.

Bond Sale – Speer Financial

Executive Director Tom Mammoser introduced Dave Phillips of Speer Financial, Inc. Phillips stated that four bids were received. The low bid was received from Harris N.A, Chicago, Illinois, at the interest rate of 3.60%.

The four bids that were received for the \$1,635,330 General Obligation Limited Tax Park Bonds, Series 2007 are as follows:

<u>Company</u>	<u>Net Interest Rate</u>
Harris N.A., Chicago, Illinois	3.60%
Apple River State Bank, Apple River, Illinois	3.89%
Bernardi Securities Inc., Chicago, Illinois	3.95%
Janney Montgomery Scott LLC, Blue Bell, Pennsylvania	3.984%

Phillips explained the Bond Sale to the Board and reviewed the debt retirement schedule. He stated that the bid from Harris N.A. is the most favorable. Phillips recommended that the Bonds be awarded to Harris N.A., at an amount of \$1,645,870 plus accrued interest, being at a net interest rate of 3.60%.

President Scarpelli asked for a motion to approve the Bond Sale as recommended by Dave Phillips. Meschewski made a motion with a second by Peterson to approve the Bond Sale of \$1,645,870 General Obligation Limited Tax Park Bonds to Harris N.A. at an interest rate of 3.60%. The motion passed 5 to 0.

President Scarpelli reviewed Ordinance #07-09 and asked for a motion to approve the Ordinance.

Meschewski made a motion with a second by Peterson to approve Ordinance #07-09, an Ordinance providing for the issue of \$1,645,870 General Obligation Limited Tax Park Bonds, Series 2007, of the Dundee Township Park District, Kane and Cook Counties, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds. The motion passed 5 to 0.

Citizens to be Heard

None.

Director's Report

1. Proposed Rates 2008 Golf Season – Executive Director Mammoser reviewed the proposed increases to golf fees. At Randall Oaks Golf Course staff is recommending increasing the cart fees by \$1, season pass rates by about 3% (varies by category), and rounding off the resident discount, which is 10% , to a round number to eliminate having to give out change. Staff provided an extensive list of rates from surrounding area golf course competition. Discussion followed with golf consultant, Jeff Huseman, regarding comparisons of other golf course rates. Staff and the Board discussed the new GPS systems that have been installed on the golf carts at Randall Oaks. Gillie explained and demonstrated how the GPS system works. Chieppa discussed the proposed rate increases. Meschewski asked if Randall Oaks provides any amenities for permanent tee time players. Chieppa replied that they have tried different ideas over the years. Next year the course will run a closest to the pin contest for every league every other week of the season and will provide prizes for the winners.

Meschewski made a motion with a second by Bonkoski to approve the 2008 golf rates at Randall Oaks Golf Course as presented. The motion passed 5 to 0.

Mammoser explained that at Bonnie Dundee Golf Course staff wants to decrease the 18-hole weekday non-resident rate with a cart from \$44 to \$39. Staff feels this is a price point that will be an important incentive to draw business. Discussion followed.

Rakow made a motion with a second by Bonkoski to approve the 2008 golf rates at Bonnie Dundee Golf Course as presented to reduce the non-resident weekday rate with cart to \$39. The motion passed 5 to 0.

Mammoser reported that as of October 31 the District has taken in \$998,000 at Randall Oaks in greens fees and carts which is 8.5% ahead of one year ago. At Bonnie Dundee \$605,000 has been taken in through October 31st which is up 2.7% over last year. The Food and Beverage department net as of the end of September is up 31% over last year.

Mammoser would like the District to continue its relationship with golf consultant Jeff Huseman and expand on that relationship for the upcoming season. He invited the Board to ask Huseman any questions they may have. Mammoser stated that the relationship has been a positive experience for the golf department. Huseman presents another golf management mind that is important to have. During the past year the golf department's performance has been very strong which was reflected in the survey results. The financial performance has also been strong and staff believes Randall Oaks has had better financial performance than the area competition. Bonkoski asked how Huseman split his time between Randall Oaks and Bonnie Dundee. Huseman replied that he spent little time at Bonnie Dundee this past season. Mammoser explained that this past season Huseman focused on the customer service training program. He gave some insight on operations at Bonnie Dundee but that was not what he had been contracted to do. Meschewski asked Huseman what other area courses he would compare Randall Oaks with. Huseman stated that Randall Oaks is one of the premium facilities in the market place within the price level. Huseman stated that he feels there is a lot of talent at both Randall Oaks and Bonnie Dundee that is ready to be leveraged. Mammoser stated that the golf market is very competitive and Randall Oaks has an advantage over other courses due to its outstanding location. He believes that focusing on customer service is also very important. Scarpelli asked Huseman to give the Board an overview of his resume. Huseman stated that his family purchased Pinecrest Golf Course in Huntley in 1978. He was involved the management of that course including the areas of grounds keeping, food and beverage, and the pro shop operations through 2003 when the course was sold. Huseman would like to be involved in the District's food and beverage operation to the extent that it relates to golf.

2. Strategic Planning Meeting Update – Mammoser thanked the Board for participating in the strategic planning meeting. He feels he came away with a good concept which can be shaped into a plan. There were three basic ideas that Mammoser will put into a plan for the Board to review. The first idea is that the District needs to find a way to get more information from its users in

the community. The District may want to look at a survey to get an idea of how it is doing as well as get feedback on what residents want in the future. The second item is a list of projects to fit into next year's budget. The District's IT needs improvement, on-line registration needs to be implemented and the idea of converting the use of Kemper Park needs to be explored. The third and largest idea is to look into constructing a recreation center on the west side of the District. Staff will need to thoroughly analyze the situation before the District moves ahead with that project. Mammoser will put together a process to aid in this determination which will be shared with the Board. Discussion followed regarding on-line registration and the District's website. Scarpelli suggested forming a committee to tour other facilities to get ideas for a new recreation center. Mammoser agreed that a committee is a good idea but initially staff needs to do evaluations on what the District will be able to afford. Mammoser also suggested involving the press to create interest from residents, but staff and the Board need to shape a general plan as the first step in the process.

3. Dickens in Dundee – The District Board and staff has been invited to participate in the Dickens in Dundee parade on December 1st at 9:00 a.m.
4. Calls to Santa – Mammoser explained that Special Events Supervisor Jennifer Peterson is coordinating the Calls to Santa program. She is inviting any of the Board members to participate in the program. The calls will be made on Tuesday, December 4th from 6:00 until 7:30 p.m. at the Recreation Center.
5. Tri-Cities Little League – Mammoser was made aware of some concerns with Tri-Cities Little League. There is a meeting scheduled with the League on December 5th. Staff needs to prepare a summary of what has taken place at the ball fields so they understand what the District's role has been. Mammoser would like to have representatives of the District attend one of the League's board meetings to discuss the situation with their board.

President's Report

None.

Old Business

Staff Attendance at PGA Show and GCSAA Conference in Orlando, Florida – Mammoser explained which staff he would like to send to the trade shows.

Meschewski made a motion with a second by Bonkoski to approve permission for Frank Chieppa, Jim Opp and Steve Gillie to attend the PGA Show in Orlando, Florida, and for Mike Sprouse and Fernando Diaz to attend the GCSAA Conference in Orlando, Florida. The motion passed 5 to 0.

New Business

1. NISRA By-Law Change – Mammoser explained that NISRA is proposing a change to its By-Laws language relative to their way of assessing dues. Previously the dues were going to be \$0.175 per year. The new language

would allow NISRA to have their dues not exceed \$0.175. This gives NISRA the flexibility to lower their rates. Mammoser thinks this will be a helpful thing to allow NISRA to reduce their membership fees.

Rakow made a motion with a second by Bonkoski to approve NISRA By-Law change to cap the rate charged to members as presented. The motion passed 5 to 0.

2. Location of December 5, 2007 Board Meeting – Mammoser reported that Randall Oaks will be booked with a holiday party on the evening of December 5th so the Board Meeting needs to be held at another location.

Rakow made a motion with a second by Bonkoski to change the location of the December 5, 2007 Board Meeting to the Recreation and Fitness Center. The motion passed 5 to 0.

Executive Session

At 8:24 p.m., Meschewski made a motion with a second by Peterson to move that the Board convene into Executive Session under sections 2(c)(1), 2(c)(5), 2(c)(11) and 2(c)(21) of the Open Meeting Act for the purpose of discussing personnel, land acquisition, litigation, and reviewing prior meeting minutes. The motion passed 5 to 0.

At 9:15 p.m., Meschewski made a motion with a second by Peterson to move that the Board reconvene into regular session. The motion passed 5 to 0.

Approval of Executive Session Minutes

Bonkoski made a motion with a second by Meschewski to approve the Executive Session Minutes from October 17, 2007. The motion passed 4 to 0 with Rakow passing.

Additional New Business

Rakow made a motion with a second by Meschewski to allow Executive Director Tom Mammoser to enter into an agreement with Jeff Huseman in supervising the Park District golf operations. Mammoser would continue to finalize the agreement relative to the parameters discussed in Executive Session. The motion passed 5 to 0.

Adjournment

Meschewski made a motion with a second by Bonkoski to adjourn the meeting. The motion passed 5 to 0. The meeting adjourned at 9:17 p.m.