

The December 19, 2007 meeting of the Dundee Township Park District Board of Commissioners held at the Randall Oaks Golf Course Clubhouse was called to order at 7:01 p.m. by President Frank Scarpelli. Commissioners responding to roll call were: Jim Bonkoski, John Meschewski, and Frank Scarpelli. Erin Peterson was absent for roll call but arrived at 7:07 p.m. Craig Rakow was absent.

Consent Agenda

Scarpelli asked for a motion to approve the Consent Agenda for: Approval of December 5, 2007 Board Meeting Minutes, Budget Report, Payment of Bills, and December Personnel List. Bonkoski made a motion with a second by Meschewski to approve the Consent Agenda. The motion passed 3 to 0.

Staff Reports

Assistant Director Jim Miller reported that youth basketball practices have begun and games begin on January 12 for the 3rd through 8th grade children and January 26 for the 1st and 2nd grade children. There are 535 children in grades K-8 participating in the basketball program. The senior Christmas luncheon was held last week at D'Andrea Banquets in Crystal Lake and 242 seniors participated. Miller explained that the District is planning a Fine Arts Festival. There will be events planned for the first Friday of January, February and March at 7 p.m. with different types of entertainment at the Recreation Center. Saturday Live is held the 1st and 3rd Saturdays of the month for youth ages 10-14. A Teen Job Fair will be held on March 13th. Last year a few other employers participated in the fair and Miller hopes there will be 10-15 employers taking part in the fair in March. The fair always attracts a large number of job seekers.

Assistant Director Don Kappel explained that he has received approximately 34 applications for the Superintendent of Park Services position. He is reviewing applications and will be selecting candidates for interviews soon. A survey was sent to residents of the White Oaks development seeking their input on ideas for the park the District will construct there. He has received 15 responses back from 66 surveys sent out. He has been working on the Eichstaedt/Salow encroachment matter. The District finally signed off with FEMA regarding the storm damage claim. PDRMA has also made their determination regarding the storm damage. Kappel expects the District will receive the checks for compensation soon. He believes the compensation will be around \$30,000. Executive Director Tom Mammoser explained that staff will handle the first phase of the interview process for the Superintendent of Park Services position. The Board will be invited to participate in the second interview phase if they wish. Two Board members can be involved in the process without having to post notice of a meeting. Mammoser hopes to begin the second interview phase the week of January 14th. Kappel reported that a list of certificates of insurance were sent to staff for review. Kane County sent a revised agreement for the buckthorn removal at Kemper Park.

Commissioner Erin Peterson arrived at 7:07 p.m.

Kappel stated that Park Services staff is working on renovating the bathrooms at Prairie Meadow Park after they were vandalized. They are also finishing up new pens at the zoo.

Plumbing and electrical work has been done at the Recreation Center. Staff has been working on getting the refund for off road fuel tax. Preparation has started for the ice rink. Tree removal and snow removal has taken place and staff is working on the Park Services budget.

Citizens to be Heard

None.

Director's Report

1. IAPD Membership – Mammoser explained that the annual membership dues for the Illinois Association of Park Districts are due. The dues for this year will be \$6,182 which represents a 2.6% increase over last year. The dues are based on the District's EAV. There are 415 different agencies that are a part of IAPD and consist primarily of park districts, forest preserve districts, and special recreation associations. IAPD works on research and education for the agencies. Their focus is primarily at the Board level and upper administrative level. They hold workshops on an annual basis that deal with legislative and lobbying information. Their offices are in Springfield and they work with the politicians and watch over bills that are presented in Springfield. They alert member districts as to favorable or unfavorable bills. They have been very instrumental in securing the OSLAD fund which makes grant money available to park districts across the state. Basically they are in business to promote public awareness. They are different than IPRA, Illinois Park and Recreation Association, that mainly focuses on staff and professional development for park districts. The conference that is held in January is a joint effort of IPRA and IAPD. The dues are included in the District's budget as part of the ongoing operational costs.
2. Boys and Girls Club Financial Update – Mammoser reported that the fiscal year end for the Boys and Girls Club is the end of December. The anticipated year end balance for the Club will be \$65,000. That does not include the \$100,000 that the Village of Carpentersville and an anonymous donor have promised to the Club, nor \$15,000 expected from another grant. Last year the Club ended the year with a negative \$72,000 balance. During the course of 2007, the Club brought in the funds to erase the \$72,000 deficit. The Club raised \$72,000 in business, corporate, individual and Club Board member donations. The golf outing netted \$46,761 and the annual dinner netted \$10,664. The Club has had a good fiscal year but it is going into 2008 with a \$225,000 reduction in 21st Century grants. The Club is still looking to hire an executive director with a focus on resource development and board development. The Board has gone through two hiring cycles in the process and is still looking to fill the position.
3. Park District Technology Committee Update – The Committee met last week to review the results of the technology audit by Excalibur Technology. The audit revealed that the District is not in good shape technology wise with its

existing equipment. There is not a lot of continuity to the systems in the different departments of the District and the operating systems on individual PC's vary considerably. The first step the District needs to take is to determine what the software platform will be. Presently, the District uses AEK as its platform. AEK software handles the financial and registration information. The District will consider a change in that platform. A couple of years ago the District made a few upgrades that AEK offered. Some of the upgrades resulted in other shortcomings in the system. The District will take a hard look at another system and a vendor who could walk the District through the transition process as smoothly as possible. Once that decision is made the District will be in a position to upgrade equipment. One of the disappointing factors of the process is that until the District makes a decision on the software, no progress will be made on implementing web registration. Assistant Director Miller stated that staff will visit different agencies after the first of the year to see how their systems operate and ask questions. Miller stated that Excalibur's recommendation was to have four different servers that would handle different functions such as registration and finance. The system would be centralized and would allow for more control and a better data backup plan including disaster recovery. Discussion followed regarding different options and ideas including wireless options.

President's Report

None.

Old Business

None.

New Business

1. NISRA Accessibility Audits – Mammoser explained that last year members of NISRA decided to group together and obtain a cost estimate to update an accessibility report which was required by the Americans with Disabilities Act in the early 90's. NISRA received information from the interested districts on their specifics such as size, number of facilities and parks. A cost estimate was calculated by the National Center on Accessibility and the District's portion is \$64,010. The District has a transition plan that was completed in 1992 which is now out of date. There have been many changes in the ADA guidelines since 1992. The \$64,010 expense would be for a report with recommendations. Mammoser talked to contacts who have had the report done and received mixed responses. The District has not had a lot of issues since the Act originated in 1992. Mammoser checked with NISRA who indicated they have not had any issues with NISRA participants using our facilities. Therefore, Mammoser recommended that the District hold off on committing to the assessment until more research can be done on the matter.
2. January 2, 2008 Board Meeting – Mammoser stated that Scarpelli will not be at the January 2nd meeting. Mammoser explained that there may be executive

session issues that could be discussed, but there is not much new District business that will happen between now and January 2nd. He gave the Board the option of cancelling the meeting.

Meschewski made a motion with a second by Peterson to cancel the January 2, 2008 Board Meeting. The motion passed 4 to 0.

3. Ordinance #07-10 Disposal of Unneeded Equipment – Mammoser presented an Ordinance authorizing the disposal of unneeded equipment that lists miscellaneous items owned by the Park District that are no longer necessary, useful to or for the best interest of the Park District to retain. The Ordinance gives the District permission to sell or dispose of the items as it sees fit in the most expedient way. Discussion followed regarding the 2004 Ford Explorer which needs to have the engine replaced.

Meschewski made a motion with a second by Bonkoski to approve Ordinance #07-10 an Ordinance Authorizing the Disposal of Unneeded Equipment, with the modification of item #1 from new to used or rebuilt engine. The motion passed 4 to 0.

Executive Session

At 7:53 p.m., Meschewski made a motion with a second by Bonkoski 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 4 to 0.

At 8:55 p.m., Bonkoski made a motion with a second by Peterson to move that the Board reconvene into regular session. The motion passed 4 to 0.

Approval of Executive Session Minutes

Bonkoski made a motion with a second by Meschewski to approve the Executive Session Minutes from December 5, 2007. The motion passed 4 to 0.

Additional New Business

None.

Adjourn Meeting

Bonkoski made a motion with a second by Meschewski to adjourn the meeting. The motion passed 4 to 0. The meeting adjourned at 9:00 p.m.