Addison Park District
March 19, 2012
Committee of the Whole
Minutes

1. **CALL TO ORDER**

The Committee of the Whole meeting of the Addison Park District was called to order at 6:00 p.m. by President Towns on March 19, 2012 in the Board Room of the Addison Park District, Community Recreation Center, 120 E. Oak Street, DuPage County, Illinois. Those in attendance were Commissioners: Capizzano, Reed, Joseph Welkomer and President Towns.

ROLL CALL: PRESENT: Commissioners Capizzano, Reed, Welkomer and President Towns
ABSENT: Commissioner Maxwell

Also in attendance were: Mark McKinnon, Executive Director; Janis Jordan, Superintendent of Finance; Noel Rolle, Superintendent of Parks & Planning; Michael Walaszek, Superintendent of Recreation; Greg Vitale, Facility Manager of Club Fitness; Geri Estvanik, Manager of Development and Community Relations; Charles Sims, Golf Operations Manager; Deb Pfaff, Marketing and Communication Coordinator; Mary Dickson, Attorney.

2. **PUBLIC COMMENT**

None

3. **CHANGE IN AGENDA**

None

4. **APPROVAL OF MINUTES**

A. President Towns asked to approve the minutes of the Committee of the Whole Meeting, February 27, 2012 and Finance Committee Meeting from March 6, 2012. Commissioner Capizzano motioned for the approval, Commissioner Welkomer seconded the motion. There were no objections, motion carried.

5. **COMMITTEE OF THE WHOLE – President Towns**

A. Board Development was presented by Commissioner Reed with a discussion regarding the 12 points of an effective board.

B. Professional Development was presented by Commissioners and department heads regarding the IAPD/IPRA Conference in January. Michael Walaszek, Superintendent of Recreation, liked the session on advantages and disadvantages of social media and how to use it. Commissioner Capizzano remarked about online investigation session regarding the World Wide Web. Commissioner Capizzano also enjoyed the Peoria Park District presentation with regards to working with disturbed youth and children that fall between the cracks. Geri Estvanik, Manager of Development and

Community Relations, discussed the workshops on great leaders, teams and why people follow. Take a look at your team to see their strengths instead of their faults. Another session, *Taking Control of Your Public Participation Process*, was discussed and how it was related to informing staff and residents what is going on in the park district. President Towns attended the annual business meeting and stated that over 4,000 people participated in the IAPD/IPRA Conference. She enjoyed the session on *Conflict in the Board Room* and the session on Roberts Rules. Commissioner Reed discussed several points regarding effective board members and the need to keep personal issues to ourselves. He feels the conference is well worth the cost.

C. Goals & Objectives for FY2012-13 were presented by Mark McKinnon, Executive Director. The consensus of the Board was we are on the right path with the right staff. If you have any questions after reviewing the goals, please contact Mark McKinnon.

D. Mark McKinnon, Executive Director, reported that NEDSRA needed to increase fees because of the decline of the EAV flat fixed rate for their funding formula. Member partner contributions for the Addison Park District will increase by $3,000 a year for a three year period. Approval of Resolution 12-R-07 will take place at the Regular Board Meeting.

E. Michael Walaszek, Superintendent of Recreation, recommended to appoint Laura Barca as a member of the Citizens Advisory Committee. Approval of Laura Barca will take place at the Regular Board Meeting.

F. Resolutions will be presented at the Regular Board Meeting for approval. They include Recognition of Arbor Day, Recognition of Earth Day, and Recognition of Earth Hour, an explanation was given by Geri Estvanik.

6. **BUILDING, GROUNDS, AND FACILITIES** – Vice President, Michael Capizzano

A. Michael Capizzano introduced Greg Vitale, Manager of Facilities at Club Fitness. Greg will give his report at the Regular Board Meeting.

B. Charles Sims, Golf Manager of Links & Tees will give his report at the Regular Board Meeting.

C. Noel Rolle, Superintendent of Parks & Planning, reported graffiti at Panther Park. Update on department: completing playground, installing carpet, fencing at Oak Knoll, sand volley ball court will be installed, turf repair and preparing the pool for opening.

D. Links & Tees had a bid opening for a Walk-Behind Aerator and Triplex Greens Mower. It is recommended to accept the bid from J. W. Turf, Inc., Hampshire, Illinois in the amount of $41,290.00. Approval will take place at the Regular Board Meeting.

7. **RECREATION** – Commissioner Ron Maxwell (Absent)

A. Commissioner Maxwell was absent this evening. Michael Walaszek, Superintendent of Recreation is recommended the approval of a bid for two 14 passenger vans in the amount of $85,534.00. Approval will take place at the Regular Board Meeting.

B. Michael Walaszek gave a statistical information report on all of the recreation department fall programs.

C. Recreation Report will be given at the Regular Board Meeting.

D. Calendar of events will be read by President Towns at the Regular Board Meeting.

8. **FINANCE & ADMINISTRATION – Commissioner Reed**
   A. Approval of Accounts Payable for March 19, 2012 in the amount of $63,379.42.
   B. Approval of Payables for Ratification through March 19, 2012 in the amount of $202,382.64.
   C. Presentation of the Financial Report commentary for ten months ending February 29, 2012 was given by Janis Jordan, Superintendent of Finance.

9. **COMMUNITY DEVELOPMENT – Secretary Joseph Welkomer**
   A. Commissioner Welkomer introduced Geri Estvanik, Manager of Development and Community Relations. A formal report will be given at the Regular Board Meeting. A reminder to "save the date" postcard for the Foundation golf outing have been sent out. Looking for sponsorship for the golf outing.
   B. Development and Community Relations report included the current brochure which will be delivered on April 20th. A Summer Camp Brochure was created and sent out to the schools.
   C. Sponsorship updates will be given at the Regular Board Meeting.
   D. Amended brochure printing bid is requested for approval to consider a 4th program brochure guide.

10. **COMMISSIONER COMMENTS**
    NONE

11. **ADJOURNMENT**
    President Towns asked for a motion to adjourn Committee of the Whole meeting.

ON MOTION BY COMMISSIONER CAPIZZANO TO ADJOURN THE COMMITTEE OF THE WHOLE MEETING, SECONDED BY COMMISSIONER REED, MEETING ADJOURNED AT 8:05 P.M.

ROLL CALL: AYES: COMMISSIONERS CAPIZZANO, REED, WELKOMER AND PRESIDENT TOWNS
NAYS: NONE

MOTION CARRIED.

Respectfully Submitted By
Jo Ellen Gisler
Recording Secretary

Tina Towns
Tina M. Towns, President

Joseph A. Welkomer, Secretary

Approved this 23rd day of April, 2012