

Addison Park District  
October 24, 2011  
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 October 24, 2011 in the Board Room of the Addison Park District, Community Recreation Center, 120 E. Oak Street, DuPage County, Illinois. Those in attendance were Commissioners: Michael Capizzano, Thomas Reed, Joseph Welkomer and President Towns.

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

Also in attendance were: Patrick Bond, Attorney; Mark McKinnon, Executive Director; Janis Jordan, Superintendent of Finance; Michael Walaszek, Superintendent of Recreation; Greg Vitale, Club Fitness Manager; Charles Sims, Golf Operations Manager; and Geri Estvanik, Development and Community Relations Manager.

**2. PUBLIC COMMENT**

None

**3. CHANGE IN AGENDA**

**4. APPROVAL OF MINUTES**

A. President Towns asked to approve the minutes of the Committee of the Whole Meeting, September 12, 2011, September 21, 2011, and September 26, 2011. Commissioner Capizzano motioned for the approval, Commissioner Reed seconded the motion. There were no objections, motion carried.

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

- A. Citizen Advisory Committee appointment of Deborah Gayon as a member of the CAC and recognition of Oscar Oliva for his service and support to CAC. Oscar Oliva will be recognized at the Regular Board meeting and asked the board to approve the new member.
- B. Michael Walaszek will be recognized at the Regular Board meeting for his 25 years of service to the Addison Park District.
- C. Resolution 11-R-10 – Approval at the Regular Board meeting to approve Credential Certificate for the IAPD/IPRA Conference to be held January 26-28, 2012.

**6. RECREATION – President Towns**

- A. Board policy revisions for Policy 6.4 and 6.6. Policy 6.4.1.6's revision stated that organizations will be charged either a monetary fee, or an "in-kind" donation of a capital improvement, and/or field repair or maintenance as agreed to by both parties; the District and Organization. Approval will be at the Regular Board.  
Revision of Policy 6.6.2.4 will be tabled until the next the Committee of the Whole meeting of November 21, 2011 with a clearer explanation of an "affiliate" organization.

President Towns asked for a motion to table the Revision of Policy 6.6.2.4. Commissioner Capizzano motioned to table the policy, seconded by Commissioner Reed. All in favor to table the policy until the next board meeting: all ayes. Motion carried.

- B. Rental fees for Community Groups, Commissioner Capizzano requested to review fees charged for use of our building with community groups. Community group rate is \$10 an hour. New policy 6.6.2.4 will be discussed at the next Committee of the Whole meeting bringing clarity to this issue of Community Groups.
- C. Recreation Report will be given at the Regular Board meeting by the Superintendent of Recreation, Michael Walaszek.
- D. Calendar of events will be read by President Towns at the Regular Board Meeting.

**7. COMMUNITY RELATIONS – Secretary Joseph Welkomer**

- A. Foundation Report will be given at the Regular Board Meeting.
- B. Development and Community Relations/Marketing report will be given at the Regular Board Meeting.

**8. FINANCE & ADMINISTRATION – Treasurer Thomas Reed**

- A. Addison Park District Bond Rating for the third consecutive year has maintained the AA-rating as assigned by Standard & Poor's.
- B. Ordinance 11-07 providing for the issue of \$1,430,000 General Obligation Limited Tax Park Bonds, Series 2011, of the Addison Park District, DuPage County, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds will be approved at the Regular Board Meeting.
- C. Quarterly update of FOIA requests was given by the Superintendent of Finance. For the first two quarters of the fiscal year, we have received six requests under the Freedom of Information Act. We responded to four requests in full and denied two requests. Compared to previous years, none of the requests were for financial or budget data.
- D. Quarterly update of Long-term Capital Program was given by the Superintendent of Finance.
- E. Purchase of payroll/time clock software and equipment was discussed. President Towns asked for a motion to approve the purchase of payroll/time clock software from TimePro for the amount of \$28,552.00 with the pending approval of the contract. Commissioner Reed motioned to approve purchase, seconded by Commissioner Capizzano. All in favor:

all ayes. Motion carried. Item will be approved at the next Regular Board meeting on November 21, 2011.

- F. Resolution 11-R-11, authorizing participation in IIIT (Illinois Institutional Investors Trust) to approve the Agreement and Plan of Reorganization of IPDLAF (Illinois Park District Liquid Asset Fund) at the Regular Board Meeting.
- G. Approval of Accounts Payable through October 24, 2011 in the amount of \$119,563.63.
- H. Approval of Ratification through October 24, 2011 in the amount of \$381,233.05.
- I. Financial report commentary was presented by the Superintendent of Finance for the fifth month ending September 30, 2011.

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

- A. Club Fitness report will be given at the Regular Board Meeting.
- B. Links & Tees report will be given at the Regular Board Meeting.
- C. Parks and Planning report was given by the Executive Director, Mark McKinnon, in the absence of Noel Rolle, Superintendent of Parks & Planning.
  - i. Parks and Planning department have 35 winter projects on the list.
  - ii. Ball field renovation at Centennial fields 1 and 2 in progress.
  - iii. AGSP wants to participate in developing Oak Knoll field; they are willing to fundraise in order to share the cost with the park district for renovations a year from now.

**10. COMMISSIONER COMMENTS**

Executive Director, Mark McKinnon, informed the Board of Commissioners that the Village of Addison has received a grant from FEMA for the purchase of 14 homes adjacent to Cherokee Park. The Village is willing to donate the land to the Addison Park District.

**11. EXECUTIVE SESSION**

President Towns stated that an Executive session will take place after the Regular Board Meeting. Committee of the Whole meeting for November 14, 2011 will be canceled and the Committee of the Whole Meeting on November 21, 2011 will begin at 5:30 p.m.

**12. ADJOURNMENT**

President Towns asked for a motion to adjourn the meeting, Commissioner Capizzano motioned to adjourn the Committee of the Whole meeting, seconded by Commissioner Welkomer.

**ON MOTION BY COMMISSIONER CAPIZZANO TO ADJOURN THE COMMITTEE OF THE WHOLE MEETING, SECONDED BY COMMISSIONER WELKOMER, MEETING ADJOURNED AT 7:46 P.M.**

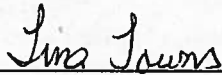
**ROLL CALL**

**AYES:** Commissioners Capizzano, Reed,  
Welkomer and President Towns

**NAYES:** None

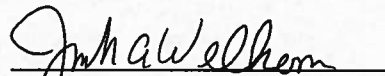
**MOTION CARRIED.**

Respectfully Submitted By  
Jo Ellen Gisler  
Recording Secretary



Tina M. Towns, President

Approved this 21<sup>st</sup> day of November, 2011



Joseph A. Welkomer, Secretary