

Addison Park District
November 21, 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 5:30 p.m. by President Towns on November 21, 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, Ron Maxwell, Thomas Reed, Joseph Welkomer and President Towns.

**ROLL CALL: PRESENT: Commissioners Capizzano, Maxwell,
Reed, Welkomer and President Towns**
ABSENT: None

Also in attendance were: Mark McKinnon, Executive Director; Janis Jordan, Superintendent of Finance; Michael Walaszek, Superintendent of Recreation; Greg Vitale, Club Fitness Manager; Geri Estvanik, Development and Community Relations Manager; Deb Pfaff, Marketing and Communication Coordinator; and Patrick Bond, Attorney.

Visitors: Dave Emanuelson and Tod Stanton from Public Research, Angel Carreras, Barry Gilbert, Len Dicks, and Doug Holzrichter, PHN Architects.

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, October 10, 2011 and October 24, 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. Pool survey preliminary review was given by Public Research group with preliminary findings from the community survey. Dave Emanuelson spoke first regarding the survey regarding the questions presented to the residents by telephone, email, and texting. Tod Stanton spoke regarding the focus groups that were held at Community Rec Center with

the residents of Addison. Mr. Emanuelson and Mr. Stanton will return to discuss the final results with the Board at the next Committee of the Whole meeting on December 12, 2011.

- B. PHN Architect, Doug Holzrichter, was present and shared information with the Board and staff regarding the aquatic trends and design considerations for a new Family Aquatic Center by a power point presentation and included comparison with other park districts. The board will meet again with Mr. Holzrichter at the next Committee of the Whole meeting on December 12, 2011 for further discussions.

(President Towns moved the meeting to Finance and Administration)

6. FINANCE & ADMINISTRATION – Treasurer Tom Reed

- A. Mr. Bob Wujek from Selden Fox presented the Fiscal Year 2011 Draft Audit Report and a qualified opinion letter. The draft will become the Final Audit Report. The audit was discussed and reviewed and will be up for approval at the Regular Board Meeting.
- B. Superintendent of Finance gave a final report on a software purchase from *Time Pro*, a new payroll/time clock system for staff in the amount of \$33,742.00. Funds are available in the Capital Improvement Budget for this purchase. *Time Pro* was discussed at the last Committee of the Whole and will be approved at the Regular Board Meeting.
- C. Approval of Accounts Payable through November 21, 2011 in the amount of \$84,023.33.
- D. Approval of Ratification through November 21, 2011 in the amount of \$336,283.29.
- E. Financial report commentary was presented by the Superintendent of Finance for the sixth month ending October 31, 2011.

(President Towns returned to the Committee of the Whole, 5C)

- C. Recognition of Commissioner Tom Reed for his ten years of service will be recognized at the Regular Board Meeting. Resolution 11-R-12, recognizing the Addison Trail High School Varsity Football team will be up for approval and recognized at the Regular Board Meeting. Recognition of Jean Wendt, volunteer from the Active Adult Senior Club will be recognized at the next Regular Board Meeting on December 19, 2011.
- D. A quarterly report was given by Mark McKinnon, Executive Director, for the Goals & Objectives for the Addison Park District staff. Items were discussed and reviewed by staff the Board.
- E. Citizens Advisory Board appointment of Barry Gilbert was discussed and will be up for approval at the Regular Board Meeting. The appointment and approval of Deborah Gayon as a member of the CAC will take place at the next Regular Board meeting on December 19, 2011 due to it not being published on the agenda.
- F. Policy Revision and Addition
 - i. Board Policy Manual revision of Facility Use for Athletic Organization will be removed and placed on the Committee of the Whole meeting for December 19, 2011.

- ii. Personnel Manual Policy 6.27 – Addition of Footwear Policy for Employees was discussed because of safety issues, it will be up for approval at the Regular Board Meeting.
- iii. Personnel Manual Policy 6.9 – Revision of Proper Dress and Appearance was discussed due to staff dressing for special occasions at the park district, it will be up for approval 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. 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 will be given at the Regular Board Meeting.

9. RECREATION – Commissioner Maxwell

- A. Summer Program Report was given by the Superintendent of Recreation. The report included a statistical summary from the summer recreation activities.
- B. Recreation report will be given at the Regular Board Meeting.
- C. Calendar of events will be read by Commissioner Maxwell at the Regular Board Meeting.

10. COMMISSIONER COMMENTS

- A. Commissioner Welkomer spoke about the vandalism being excessive, especially with the removal of the bleachers.
- B. Commissioner Maxwell thanked Michael Walaszek for his summer report for the summer months and glad to see less cancellations and a breakdown of the participation.

11. 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 7:48 P.M.**

Respectfully Submitted By
Jo Ellen Gisler
Recording Secretary

Tina Towns

Tina M. Towns, President

Approved this 19th day of December, 2011

Joseph A. Welkomer

Joseph A. Welkomer, Secretary