

HUNTLEY PARK DISTRICT  
Regular Meeting  
September 25, 2019

President Jerry Nepermann called the meeting to order at 7:02 p.m. Commissioners present included; Bill Awe, Jim Blasky and Keith Wold. Melissa Kellas. Also present were Thom Palmer, Laura Pisarcik, Paul Ostrander, Scott Crowe, Rick Walrath, John Cowlin, Matt Szytz, Jim Wiseman, Cailyn Welch. Commissioner Melissa Kellas was not present.

A motion to approve the agenda was made by Commissioner Wold and seconded by Commissioner Blasky. All ayes. Motion carried.

*Jim Wiseman, Executive Director, and Cailyn Welch of the Northern Illinois Special Recreation Association (NISRA) updated the HPD Board...*

Jim Wiseman (JW) explained the challenge of minimum wage facing the organization moving forward. Some positives discussed were the fact that they're seeing some growth and are currently going through an update of their strategic and comprehensive plans.

Cailyn Welch introduced herself and explained her responsibilities, while giving an overview of current programs.

JW- Our vehicles are available to the Park District if they are not in use. The NISRA office will have a new parking lot as it is currently being resurfaced.

A motion to approve the August 28, 2019 regular Board meeting minutes and the September 11, 2019 Workshop meeting minutes was made by Commissioner Wold and seconded by Commissioner Blasky. All ayes. Motion carried.

A motion to accept the Treasurer's Report as presented was made by Commissioner - Awe and seconded by Commissioner Wold. All ayes. Motion carried.

Laura Pisarcik submitted bills, additions, and purchase cards totaling \$251,737.71.

A motion to approve the submitted bills and additions listed above was made by Commissioner Awe and seconded by Commissioner Wold.

Roll Call: Yes – Awe, Wold, Nepermann, Blasky No – None. Motion carried.

## Staff Reports

**Parks:** In addition to Paul Ostrander's submitted report, Commissioner Wold asked how everything looked after Fall Fest with the rain. Paul answered that everything is in pretty good shape considering how much rain we got, no real damage. Commissioner Wold then asked if there were any issues with the baseball fields that would affect programs. Scott Crowe responded that there were not. Commissioner Wold concluded that he thought we did what we had to do, but it was all handled well.

Thom Palmer stated that we didn't have any issues on Friday night either with parking. We only had a few cars park on the south side of the path and near Lion's Chase.

Commissioner Wold stated that if the new smokehouse works like it should, it would be nice to use it. Commissioner Awe asked how much the project cost? Paul answered about \$10,000. Thom followed up by saying it came out of the Foundation funds.

Commissioner Nepermann noted that the parking lot seal coating is looking really good.

**Golf Department Report:** In addition to Rick Walrath's submitted report, Rick explained that rain has really affected us lately. I have been telling my staff that next year will be more telling as it will contain more data to compare year over year. Using the technology, the Landscapes has, we will have better forecasting for the golf events and social events than we have in the past. We are beginning our budget process shortly, looking at some high-level goals for next year. We will be attending a seminar on the process of bringing in more opportunities for golf events, primarily from a sales and prospecting standpoint.

Commissioner Awe mentioned that it seems like the frequency of outings at Pinecrest has decreased. Do you (Rick) think this seminar will help teach the staff how to hold the hands of organizations and getting them back to Pinecrest with their outings? Rick responded - yes, I think this could help us become more efficient as a staff in creating more leads for future outings.

Commissioner Awe asked Rick to go through the General Properties Report.

Rick explained that this report boils down the monetary information coming into the golf course into buckets: playable days, total number of rounds, gross revenues, cost of sales, payroll and other expenses. As we see more data to compare year over year, we'll have a better view of what looks good or not so good.

Commissioner Wold asked if it would make sense to budget playable days.

Rick answered - you're going to use the history to help budget those days, and we'll know more as we collect more of that data.

Commissioner Wold asked – your (Rick) other expenses are just things like cutting the lawn and such? Rick answered - yes, everything else that is not inventory can be listed under other expenses.

Commissioner Wold asked about purchase orders and that there are \$5,000 expense in inventory. Rick responded- the higher inventory expense is because Callaway had just sent us a bunch of their past invoices from earlier in the year and we just paid them. We're virtually paying debts that would have been paid earlier had they invoiced us when we made the purchases.

Commissioner Awe asked for Rick to talk about the Junior Golf Camps. Rick stated- the camps are in-house and are well run. The PGA Junior Golf League is something newer we've added for the first time in a few years, but it is said to be the best program the PGA has put together. It is getting kids excited in a fun and competitive way, while they are in a team environment. We had 6 kids involved in the summer. This fall, in a non-competitive version, we add roughly 11 more kids. It is something that I think if we plan correctly for next year, it can be the centerpiece for instruction at Pinecrest.

Commissioner Awe asked what happened to the trees on hole #7. Rick explained the state of the course and importance of adding/removing trees, stating - I would caution that if we are looking to take down more trees and add more, we need to look at putting them in strategically smart locations that benefit the golf course.

**Recreation:** In addition to Scott Crowe's submitted report, Commissioner Wold asked Matt Szytz to explain how we've improved the information on Google as it states in the report. Matt responded - we now can control all information that Google presents regarding any of our assets, such as Tomaso, Stingray Bay, REC Center, and more.

Commissioner Awe noted that the theater sing-along sounds very interesting! Scott stated it has been a real hit so far. There has been a lot of traction already and the word is traveling fast. I think we will end up having a lot of people attend. It's building the foundation of the Theater group.

Commissioner Wold asked Scott who we all have doing the food handling training? Scott answered - Connie, Stephanie, and Heather. I am already trained.

## **Consent Agenda**

### **1. Approve Purchasing Policy**

A motion to approve the Consent Agenda was made by Commissioner Awe and seconded by Commissioner Wold.

Roll Call: Yes – Awe, Wold, Nepermann, Blasky. No – None. Motion carried.

## **New Business**

A motion to approve the Insurance Coverage Levels Policy Revision as presented was made by Commissioner Wold and seconded by Commissioner Blasky. All ayes. Motion carried.

Motion to adjourn was made by Commissioner Wold seconded by Commissioner Blasky. All ayes. Motion carried.

Meeting adjourned at 8:46 PM.

These minutes are subject to approval at the next regular business meeting.

Respectfully submitted,  
Matt Szytz  
Recording Board Secretary