

1. **Call the Public Hearing to Order** – The meeting was called to order at 4:35 pm.

2. **Roll Call**

Board Members Present:

Dorothy Lange – President
Georgia Schroeder – Vice President
Denice Sbertoli – Secretary
Greg Stimpson – Commissioner

Staff:

Matthew Ellmann – Executive Director
Ben Appler – Director of Parks & Facilities
Cheryl Mosqueda – Director of Finance & Admin
Mike Huber – Director of Golf Course Operations
Gayle Hearn- Admin. & Finance Assistant
Nancy Aldridge – HR Specialist (*left at 6:07 pm*)
Arturo Segura – Deputy Director of Recreation
Jan Hincapie – Director of Recreation Services

Visitors:

Maribeth Lezcano - resident

3. **Pledge of Allegiance**

4. **Additions to Agenda** - none

5. **Approval of Consent Agenda Items**

Commissioner Schroeder requested that Agenda Item 5.A. Approval of the Regular Board Meeting Minutes of December 11, 2018, be re-moved from the consent agenda and moved to Agenda Item 10. Unfinished Business.

B. Approval of the monthly expenditures: Totaling: \$194,254.20 covered by check nos. 83990 thru 84122 (\$35,509.75) and payrolls 12.14.18 (\$55,294.80); 12.28.18 (\$56,865.35 and 1.11.19 (\$45,584.30).

C. Approval of Surplus Property Ordinance (O-19-08) authorizing conveyance of personal property

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the Consent Agenda with the exception of Item 5A as presented. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

6. **Public Communication** – none

7. **Written Correspondence** - none

8. **Executive Session**

A. Semi-annual review of closed session minutes pursuant to 5 ILCS 120/2.06(d) of the Open Meetings Act.

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli to enter Executive Session at 4:39 pm. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

At 5:03 pm a Roll Call Vote was taken upon re-entering the General Meeting. Board members present are Commissioners Lange, Schroeder, Stimpson and Sbertoli.

9. **New Business**

A. Approval of Resolution R-19-05 Appointing NIMEC as the District's Broker to Purchase Electricity Delegating Signing Authority to the Executive Director and Director of Finance to Enter into a Contract with NIMEC Selected Energy Provider for a Period of up to 36 Months. Director Ellmann gave a brief description of what NIMEC is and how it works pertaining to selecting the best pricing and length of contracts for park district gas and electric suppliers for various facilities.

It was moved by Commissioner Stimpson, second by Commissioner Sbertoli to approve Resolution R-19-05 Appointing NIMEC as the District's Broker to Purchase Electricity Delegating Signing Authority to the Executive Director and Director of Finance to Enter into a Contract with NIMEC Selected Energy Provider for a Period of up to 36 Months. *ROLL CALL VOTE, ALL IN FAVOR. MOTION CARRIED.*

B. Presentation of Non-Resident Fee Study (Arturo Segura) Arturo referred to the attachments of his report showing the pricing structure of 80% of the programs offered at the district. After an analysis was completed, Arturo found approximately twelve programming areas that would be impacted should a decision be made to eliminate Non-Resident rates. By removing Non-Resident rates and not increasing Resident rates it could have a profound negative impact on the overall activity fee revenues for the district. The analysis, while not conclusive, demonstrates that financial impact to be over \$19,000. Director Ellmann added that this exercise was important to draw attention to the fact that eliminating non-resident fees would likely necessitate imposing higher resident fees. Various questions were asked by the Board and were answered by Staff members, with board consensus being to not make any policy changes at this time.

C. Department & Employee Work Spotlight (Ben Appler & Garick Schiddell). Ben Appler started by presenting his departments origination chart and giving a brief history and overview of the purposes for the department. He continued by providing some details on the duties and responsibilities of each position within the department. The board thanked him and the department for the spotlight and the work being performed by department employees.

D. Discussion of IAPD Annual Membership Renewal (Matthew Ellmann) Director Ellman started by stating that a few years ago the board questioned the value and benefits of having membership in the Illinois Association of Park Districts. He reminded the commissioners that they asked that this item be placed on the Board Action Calendar each year in January for discussion. Director Ellmann stated that IAPD represents hundreds of park districts and recreation departments throughout Illinois performing research, public awareness and education programs on behalf of the membership. He also informed the board that Commissioner Pokorny spoke to him prior to the meeting and endorsed renewing our membership for another year. A few questions were asked by the Board and answered to their satisfaction. The consensus of the board was to have Director Ellmann renew its membership in IAPD.

E. Approval of Resolution (R-19-06), a Resolution to Maintain Confidentiality and/or Release of Park Board Closed Session Minutes (Matthew Ellmann)

It was moved by Commissioner Sbertoli, second by Commissioner Schroeder to approve Resolution R-19-06, a Resolution to Maintain Confidentiality and/or Release of Park Board Closed Session Minutes. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

F. Approval of Resolution (R-19-07), a Resolution Providing for the Destruction of Verbatim Recordings of Approved Closed Session Meeting Minutes (Matthew Ellmann)

It was moved by Commissioner Sbertoli second by Commissioner Schroeder to approve Resolutions R-19-07, a Resolution Providing for the Destruction of Verbatim Recordings of Approved Closed Session Meeting Minutes. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

10. Unfinished Business

A, Approval of the Regular Meeting Minutes of December 11, 2018. Commissioner Schroeder stated that two corrections needed to be made to the December 11, 2018 minutes. She had made a phone call to the Executive Director and the corrections had already been made prior to the Board Meeting.

It was moved by Commission Schroeder second by Commissioner Sbertoli to approve the Regular Board Meeting Minutes of December 11, 2018 with corrections noted. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

B. Review & Discussion of Personnel Policy Employee Benefit Recommendations (*Nancy Aldrich*) Nancy started by revisiting some of the personnel policies that the Board questioned in past meetings and asked her to research and re-examine. These items were reviewed and discussed with the board conveying support for Nancy's original recommendations. There was particular added discussion, about the proposed employee benefits being recommended for full, part-time and seasonal employees, which were provided in a summary chart. Nancy shared summary results of her survey of benefits to other park districts for comparison. Discussion focused on golf course facility and services access benefits, including facility rentals, banquet and food discounts. Staff reminded the board that the chart was only a starting point recommendation and that any board policy changes were welcomed. The also stated that once the new benefits were agreed upon and approved, that they planned to closely track utilization and financial impact for reporting back to the board. Several questions were asked and answered by different staff members including Nancy Aldrich to the Board satisfaction. The board requested that Nancy research some additional agencies for comparison and to return to the next meeting with the results.

11. **Executive Director Report (Matthew Ellmann)** Director Ellmann started by presenting an IAPD award to Commissioner Stimpson for Outstanding Board Member Service. Congratulations was given to Commissioner Stimpson by all in attendance.

Director Ellmann then gave an update on the White Oaks Project and OSLAD Grant application process. He thanked Commissioner Schroeder & President Lange who accompanied him on a trip to Springfield for the presentation of the White Oaks Project before the grant review panel. Director Ellmann felt the presentation was well received as did Commissioners Lange and Schroeder. More information is being requested by the IDNR (Illinois Department of Natural Resources), which includes having an archaeological survey performed of the site. He also informed the board that new specification plans and drawings have been completed (minus mechanical engineering drawings at this time) that reflect the value engineered changes agreed upon in the fall. Furthermore, that a bid notice is being published and the project is again going out to bid starting Friday, February 1, 2019.

Director Ellmann reported that the Wood Dale Charity Gala is coming up on Saturday, March 23, 2019. In the past, the district has provided a \$200 sponsorship in support of the Gala, which is what is budgeted for again this year. Director Ellmann listed the names of the various charities in Wood Dale to benefit from the event. He stated that in past years we selected Childs Voice and the Historical Society specifically to support. The Board and Director Ellmann had a discussion and it was decided that the board again make a \$200 donation and note that it is for supporting the School District #7 Foundation.

Due to dangerously low temperatures, Director Ellmann informed the board that the Recreation Complex would be closing at 7:00 pm tonight and that staff can elect to work from home or take a vacation day or personnel day over the next two days. Current plans call for the building to reopen on Friday, February 1st. Director Ellmann stated that Ben Appler, Director of Parks & Facilities and Mike Huber, Director of Golf Course Operations, would have staff on hand to check on the facilities, over the course of the two days.

12. **Recreation Report (Arturo Segura)** Arturo started by giving a compliment to Dan Lescher, Recreation Supervisor in charge of Winter Camp. Arturo mentioned that the camp numbers were up from last year and that Dan was doing a great job with the program. He also mentioned a decline in Fitness Studio memberships and that he is giving this more attention to produce higher numbers before the fiscal year closes out. Jan Hincapie, Director of Recreation Services added that the

dance program has been very successful. Jan stated that new families were coming in and registering for our dance programs.

- 13. Finance Department (Cheryl Mosqueda)** Cheryl stated that she wanted to go over the calendar/time line for the 2019/2020 fiscal year budget. She pointed out the time frame listed on her report has the capital plan being discussed at the next Board Meeting on February 26, 2019. A copy of the operating budget will be given to the Board for review at that time as well for presentation at a workshop on March 12, 2019. Revisions from that workshop would be incorporated and put into a tentative Budget & Appropriation Ordinance made available to the public on March 19, 2019. The public hearing will be held prior to the regular board meeting on April 23 and the final draft of the budget is scheduled to be approved at the regular board meeting. Cheryl asked the Board their preferences regarding the presentation of the budget. The Board responded by asking that appropriate staff be available at the meeting should any detailed questions arise. Also, to highlight any significant changes (additions or deletions) in the budget from the prior year.

Cheryl also pointed out that our IT contract for the district has been extended for another 3 months allowing staff more opportunity to analyze whether a new vendor would be more appropriate.

- 14. Salt Creek Golf Club Report (Mike Huber)** Mike started by saying the golf course received two new golf outings for the calendar year, one in May and one in June. Activity continues to flourish with The Wedding Wire and staff securing client tours and facility visits. Mike mentioned that he has given staff the ability to schedule appointments for viewings on the weekends. In the past, viewings were only available during the week Monday thru Friday during business hours.

Mike stated that also attached to his report is a full 2019 calendar of events that Salt Creek is programming. He mentioned Salt Creek trying to add a single seating Mother's Day Brunch this year. Mike also said he would like to see the addition of an Easter Brunch.

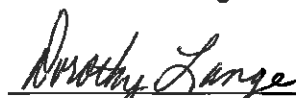
- 15. Parks & Facilities Department Report (Ben Appler)** Ben added that he and his staff continue to do indoor work. Some projects include preparing the new marketing office at the Recreation Complex and maintenance on equipment and vehicles. He also mentioned holding the auction for public surplus items.

- 16. Commissioner Comments & Future Agenda Items for Consideration** none

- 17. Adjournment**

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to adjourn the General Meeting at 6:45 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:



President



Secretary