

1. **Call the Meeting to Order** – The meeting was called to order at 6:31 pm

2. **Roll Call**

**Board Members Present:**

Dorothy Lange – President  
Georgia Schroeder – Vice-President  
Denice Sbertoli - Secretary  
Rick Pokorny - Treasurer  
Greg Stimpson – Commissioner

**Staff:**

Ben Appler – Director of Parks & Facilities  
Cheryl Mosqueda – Director of Finance & Admin  
Mike Huber – Director of Golf Course Operations  
Jan Hincapie – Director of Recreation Services  
Gayle Hearn- Admin. & Finance Assistant  
Katie Iraci – Accounting Supervisor

**Visitors:** Anthony Miceli – Speer Financial  
Aaron Gold – Speer Financial

3. **Pledge of Allegiance**

4. **Additions to Agenda:** *None*

6. **Approval of Consent Agenda Items**

A. Approval of the Budget & Appropriations Public Hearing Special Meeting Minutes of April 23, 2019

B. Approval of the Regular Meeting Minutes of April 23, 2019

*Commissioner Schroeder noted that upon reviewing the minutes of April 23, 2019 that under page 2, item B, Approval of Budget and Appropriation Ordinance, the number should be 09-09-19, not 09-19-00 as written in the draft minutes. The change was made, and the amended minutes are prepared for signature.*

C. Approval of the BINA Public Hearing Meeting Minutes of April 23, 2019

D. Approval of the Special Meeting Minutes of April 29, 2019

E. Approval of the monthly expenditures: Totaling: \$241,881.02 covered by check nos. 84506 thru 84617 (\$106,652.49) and payrolls 5.3.19 (\$66,760.71) and 5.17.19 (\$68,467.82).

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson to approve the Consent Agenda as amended. *ROLL CALL VOTE, Vice-President Schroeder abstained, MOTION CARRIED.*

7. **Written & Public Communication:** There was no written or public communication.

8. **New Business**

A. Election of Officers

President Lange opened the floor for nominations of officers for the election. The current officers were nominated for the board officer slate for the upcoming year.

It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder to approve the nominated slate of officers for the election as they currently stand. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

Dorothy Lange – President  
Georgia Schroeder – Vice-President  
Denice Sbertoli - Secretary  
Rick Pokorny - Treasurer

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny to approve the election of officers as nominated on the slate. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

Executive Director Ellmann thanked the officers for their past service and thanked them for their continued commitment of service on behalf of the residents of Wood Dale.

B. Approval of Ordinance (O-20-01) providing for the issue of approximately \$925,000 General Obligation Limited Tax Park Bonds, Series 2019, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof

A brief overview of the process was presented by Aaron Gold, Assistant Vice President and Anthony F. Miceli, Senior Vice President of Speer Financial. Three bids were received. Their recommendation is that the best bid of 2.424% should be accepted and that the Bonds be awarded to Itasca Bank and Trust Co., of Itasca Illinois. Closing of the bonds will be on June 11, 2019. Board officers will be asked to come to the Recreation Complex prior to the closing to sign several documents.

Commissioner Schroeder asked about the Ordinance referring to the Assistant Secretary signature required if the Board Members are not available. She asked how we would deal with that if we don't have an Assistant Secretary. It was determined that an Assistant Secretary would be appointed to sign the documents if a situation warranted this. She also asked why there was a clause regarding changing the signees, wondering why we would want to do that. Speer clarified that the document included was a template for the bonds, but the signees would be specified on the final bond document, so it wouldn't apply once the document passes this stage.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli to approve Ordinance O-20-01 providing for the issue of \$925,000 General Obligation Limited Tax Park Bonds, Series 2019, of the Wood Dale Park District, DuPage County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to Itasca Bank and Trust Co. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

C. Approval of Professional Services Agreement with Mosqueda Consulting

Director Ellmann reported that for the last six months, Chery Mosqueda has effectively executed the duties of the Director of Finance & Administration position as an independent contractor. This includes managing and leading the Finance, Human Resources and Information Technology Services for the District. This was a temporary arrangement until a suitable permanent replacement could be found and secured. During this process, it was determined that with proper and specific training, Internal employee, Accounting Supervisor, Katie Iraci could be transitioned into the position with the help of other members of the staff, under Ms. Mosqueda's direction. Additionally, that the identified replacement (Dave DiVerde) for Katie Iraci, should be trained as well for replacement of the Accounting Supervisor. The contractual agreement for Mosqueda Consulting, has been modified to reflect the new terms to extend her time as department head and to accommodate this transition.

Commissioner Schroeder wanted to make sure that Director Mosqueda had enough hours to do the job and the training of the two staff. Executive Director said that he was certain that this would work and reminded the Board that Katie Iraci will be doing much of the training for the new Accounting Supervisor because she was the person holding that job.

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny to approve the Professional Services Agreement with Mosqueda Consulting and to authorize the Executive Director to execute the agreement on behalf of the Wood Dale Park District. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

D. Approval of Authorization and Access to Park District Bank Accounts

Board approval was requested for Katie Iraci, Accounting Supervisor to have the authorization and access to financial accounts associated with the management of the Park District's finances. This level of approval does not grant access to funds but allows for viewing and communication with financial institutions on behalf of the Wood Dale Park District. This is the same access given to Itasca Bank and IPDLAF for Director Mosqueda upon her arrival.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli to approve Exhibits A and B for Itasca Bank and IPDLAF that grants access and authorization to allow the Accounting Supervisor who is in training for the Director of Finance and Administration position the ability to communicate and conduct internal business transactions on behalf of the Park District. ROLL CALL VOTE, MOTION CARRIED

E. Approval of a License Agreement for use of Community Park Parking Lot

Director Ellmann reported that the Park District has had a parking lease in place for private parties to use Community Park's Parking since 1992. The lot was originally leased by Oakwood Commerce Partners L.P and is now in control of National Bank and Trust of Chicago. The lot has been subleased from National Bank and Trust of Chicago by Power Solutions, Inc. for more than a year. Upon notice of termination from National Bank and Trust of Chicago, Power Solutions has indicated an interest in leasing directly from the Park District.

Secretary Sbertoli asked if the current rent was enough to maintain the lot. Director of Parks and Facilities Appler reported that the lights were replaced a few years ago. Director Appler also said that snowplowing was a minimal cost and that the current rental cost should more than cover the cost of routine maintenance. Executive Director Ellmann and Staff will research the costs associated with the maintenance and upkeep of the lot and requested authority to execute a temporary use license for no less than two months and no less than \$2,000 per month.

Commissioner Schroeder wanted to make sure that the Board was covered under the word "officials" on the agreement. Executive Director Ellmann confirmed, through conversations with the attorney, that the Board was covered.

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli to approve a License Agreement for use of Community Park Parking Lot by Power Solutions Inc, and to authorize the Executive Director to execute the agreement, subject to attorney review. ROLL CALL, ALL IN FAVOR, MOTION CARRIED.

F. Approval of an Intergovernmental Agreement with Elementary School District #7 for Summer Day Camp Transportation Services

As the "Camp Sunsational" Day Camp program has grown and the Park District's "Cool Bus" has been retired, there is a need for school bus transportation for weekly field trips. Rather than renting from a commercial entity, staff contacted Elementary School District #7 to negotiate the use of their buses in their off-season, with the school district providing licensed school bus drivers as well as the buses. An intergovernmental agreement was developed to govern this usage. The Park District will pay the direct cost of the drivers of \$33.25 per hour and for the established cost of wear and tear and gas at \$2.05 per mile for the buses. The program runs from June 12 through August 7.

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder to approve the Intergovernmental Agreement with Elementary School District 7 for the provision of Transportation Services for the 2019 Summer Camp Season. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

G. Approval of granting Wood Dale Baseball Association Permission to have limited alcohol on Park District property for their Annual Association Picnic on Saturday, July 6, 2019

Director of Recreation Services Hincapie reminded the board that each year the Wood Dale Baseball Association holds their Association picnic in Franzen Grove and asks for permission for individuals over the age 21 to be able to bring and consume beer and wine during their picnic. Each year the Park District secures special event insurance for the day and charges the cost for the insurance back to the Association.

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny to grant Wood Dale Baseball Association permission to have beer and wine on Park District property (Franzen Grove) for their annual association picnic on Saturday, July 6 from 10:00 am – 8:00 pm, provided they secure and reimburse the Park District for the necessary liability and host liquor insurance coverage. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

#### H. Approval of Amendments to Employee Benefits Policy

Director of Recreation Services Hincapie reported that following the approval of the Personnel Policy Manual, some incorrect information was discovered on the Employee Recreation Benefits Chart. The revised chart was presented for review and approval by the Board. The two minor changes involve providing a free pass to Fitness Center staff, rather than a discount, and free non-alcoholic beverages to employees on duty.

It was moved by Commissioner Stimpson, second by Commissioner Pokorny to approve the revised Employee Recreation Benefits Chart, as recommended by staff. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

#### I. Discussion and Approval of Executive Director Work Goals

Each year the Park Board collaborates with the Executive Director to establish direction through the approval of annual work goals. This allows for the Board and Executive Director to work together to establish priorities for the use of staff time and resources. This also serves as a performance measurement tool for the Board when completing the annual evaluation of the Executive Director.

An update of past year goals was presented previously. Executive Director Ellmann asked for the Board's input on the 2019-2020 goals so they reflect their priorities and he can be responsive to their needs and concerns.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny to approve the Executive Director's work goals for Fiscal Year 2019/2020. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

### **9. Unfinished Business**

#### A. Approval of the Guaranteed Maximum Price Amendment to the A1A A133 Standard Form of Agreement Between the Wood Dale Park District and Turner Construction Company as Constructor for the construction of a community assembly building as part of the White Oaks Re-development Project – Phase 1

Executive Director Ellmann noted that the White Oaks Park Improvement Project is utilizing the services of a Construction Management company to oversee the first phase of construction and to manage all the sub-trades performing the work. Turner Construction Company was selected as the Construction Manager. The Board awarded trade contracts following competitive bidding, and those awards were coordinated into a Guaranteed Maximum Price proposal. Based on the information, the board adopted a "Letter of Intent" for professional services with Turner that led to the approval of a A1A Standard Form of Agreement between owner and Construction Manager as well as general conditions for the project and assignment of the awarded trade contracts to Turner Construction Company.

The completion of the project has been changed to November 30, 2019. The original date was November 16, 2019, but weather has caused a slight delay. Documents have been extensively reviewed by the Attorney. Executive Director Ellmann reminded the Board that any change order will come to them

for consideration. In the event of a decision that needs to be made quickly, a phone call or e-mail may be made to the Board members.

President Lange asked when the building will be “under roof”. Director Ellmann responded that the building will be going up during the summer months. Interior construction is scheduled from August 30 to November 22. A banner with a picture of the building will be erected on the property to alert residents and people passing by of the project. President Lange also noticed that dog park visitors aren’t parking across the street. Executive Director Ellmann said they will be asked not to park in the driveway when construction is underway.

Director Ellmann also reported that the Kick-off Construction Meeting for the project was held on May 28, 2019, with weekly meetings to follow. Safety is a priority and visits to the site will be restricted and monitored. If anyone wants a tour, please contact Executive Director Ellmann.

Secretary Sbertoli asked about the Naming of the Building initiative. Director Ellmann mentioned that the initiative is being promoted by marketing and he encouraged anyone to submit names. He also reported that Marketing Manager Geary will provide monthly updates. The plan is to bring suggested names to the Board, or the Board could designate representatives, to review the submittals. Secretary Sbertoli suggested considering selling naming rights to the building.

It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder to Approve the Guaranteed Maximum Price Amendment to the A1A Document A133-2009 Standard Form of Agreement Between the Wood Dale Park District and Turner Construction Company as Constructor for the Construction of a Community Assembly Building as part of the White Oaks Re-development Project – Phase 1 ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

B. Items removed from the Consent Agency - None

## 10. Executive Director’s Report

- A. Executive Director Ellmann canvassed the Board regarding their interest to attend the National Recreation and Parks Congress, September 24-26, 2019. The NRPA Congress provides opportunities to network with other agencies, learn of trends and mandates in the field and it showcases new equipment, services and supplies available in the industry. The budget includes attendance for three Board members and/or staff. Commissioner Stimpson, Secretary Sbertoli and Treasurer Pokorny stated that they will not attend. Vice-President Schroeder and President Lange are considering attendance. Executive Director Ellmann has been recruited to serve on the Risk Management Committee, which is an honor and a positive reflection on the agency.
- B. This is the 90<sup>th</sup> anniversary of the Illinois Association of Park Districts. Anyone wanting to review the book should let Executive Director Ellmann know.
- C. Executive Director Ellmann offered the Board the opportunity to review the Annual Report of Park District Risk Management Agency (PDRMA). Anyone wanting to review the report should let Executive Director Ellmann know.
- D. The Northeast DuPage Special Recreation Association (NEDSRA) Annual Report is also available for review. Anyone wanting to review the report should let Executive Director Ellmann know.
- E. In response to a resident request, Executive Director Ellmann followed up as directed by the Board, regarding the telecasting of Board Meetings and the provision of the Board Packet prior to the meetings.

Executive Director Ellmann reported that Forty-two agencies were surveyed in the Chicago Metropolitan Area. Of the 42 agencies ten agencies provide their board packets to the public, seven of which provide the packets after the meeting. Of the 42 agencies surveyed, six provide either a video or audio recording of their meeting. The majority of the six agencies doing so are considerably larger than Wood Dale and have greater financial resources. Staff recommended

having a hard copy of the meeting packet available at board meetings so people attending the meeting can utilize it while at the meeting to follow along and view supplemental material.

Secretary Sbertoli reminded the board that this was a request from a citizen, not the Board. She also pointed out that this is an expensive endeavor and therefore not provided by many districts. Based on this information and the expense associated with starting this practice, the Board is not interested in broadcasting meetings or providing board packets online. The Board does support having a Board packet available at the meeting and posting special meetings on the Park District's Facebook page to keep the public informed.

**11. Recreation Department Report** (*Jan Hincapie*)

- A. Director Hincapie gave an update on the process of cooperating with the Senior Club to become a program of the Park District or to become an Affiliate of the Park District. The goal is to make sure they are covered by insurance and have access to tax-exempt status, either through the Park District or through acquiring 501c3 status on their own. A letter with all the pertinent information was presented to the Senior Club Board for review and was mailed to all voting members in early June. The members will be given the opportunity to make their choice through a paper vote at the August meeting of the Senior Club.
- B. Recreation staff had their first brainstorming meeting for the new building at White Oaks. Recreation Supervisor Lynam will serve as the program coordinator and clearinghouse for the building. A "teaser" about the upcoming opening and programs will be included in the Fall brochure. Detailed program information will be included in the Winter-Spring, 2020 brochure. Staff is also working with the Marketing Department on the Grand Opening/Ribbon Cutting event to be held in early 2020. Staff may be returning to the Board to discuss the possibility of allowing beer and wine at the new building for rentals and programs.

**12. Administration & Finance Department Report** (*Cheryl Mosqueda*)

- A. Katie Iraci provided a brief summary of the April and May financial reports.
- B. The levy allocation letter was received. The District EAV was higher than was anticipated, so more taxes will be received.
- C. Nancy Aldrich is back coordinating human resources, working an average of 18 hours each week.

**13. Salt Creek Golf Club Report** (*Mike Huber*).

- A. The first "Grillin' and Chillin'" was held with approximately 30 people, which was a bit slower than last year. Financials show that \$50 additional was spent. Weather was questionable at first but turned out beautiful. It was an increase over last year for the first week. The standard menu has one item change, which was a bratwurst changing to an Italian Sausage. Skirt steak tacos were very popular, so it will be featured a few times during the year.
- B. Golf numbers are still low due to the weather. Despite lower numbers, Golf Shop revenue is up by \$400 versus last year. Last May and June were cold also.
- C. Renee Carrell was promoted to the Sales and Banquet Manager position.
- D. There were back-to-back weddings over the Memorial Day weekend. All went well. The business continues to grow.
- E. Unaudited financial reports show that the new plan for the facility is proving to be successful.
- F. Women on Course, a national program, will be held on June 4. It serves as an introduction to golf and Salt Creek and creates an appreciation of golf.

**14. Parks & Facilities Department Report** (*Ben Appler*)

- A. Parks staff are busily preparing the pool. New signage has been erected and looks great. The Little Library is in place. All mechanical systems started up with minimal issues. Locker rooms have been painted and the changing room in the Women's locker room has been modified to comply with the Illinois Accessibility Guidelines and the Americans with Disabilities Act.
- B. A Police Report was filed for the vandalism in Ashwood Park. Someone pulled into the park at around 2 am and instead of pulling out, they drove around the park and got stuck. They didn't hit

- the playground equipment. The alleged offender was issued four fines and will likely be asked to make restitution, so staff are calculating all the labor and material costs incurred for restoration.
- C. The freezer at The Beach Waterpark Concession Stand needed to be replaced after 29 years. It was replaced with the same brand in hopes of getting another 29 years!
  - D. Director Appler is interviewing for the Dog Area Ambassador. The role of the Dog Area Ambassador is to check permits, enforce leash laws, perform small maintenance projects and walk the trail to check for dogs. They will also report on attendance at key periods during the week as well.

**15. Commissioner Comments & Future Agenda Items for Consideration:** *None*

**16. Executive Session:** *None*

**17. Adjournment**

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli to adjourn this General Meeting at 8:20 pm. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

  
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President

  
\_\_\_\_\_  
Secretary