

1. **Call the Meeting to Order** – The meeting was called to order at 6:30 pm by President Lange.

2. **Roll Call**

Board Members Present:

Dorothy Lange – President
Denice Sbertoli – Secretary
Greg Stimpson – Commissioner

Staff:

Matthew Ellmann – Executive Director
Cheryl Mosqueda – Director of Finance & Administration
Mike Huber – Director of Golf Course Operations
Ben Appler – Director of Parks & Facilities
Jan Hincapie – Director of Recreation Services
Katie Iraci – Accounting Supervisor
David DiVerde – Accounting Supervisor Apprentice

Also Present:

Carolyn Mondlock – Recording Secretary

Visitors: (in alphabetical order)

Mary Castiello – resident
Maribeth Lezano – resident
Don Santamour – resident

3. **Pledge of Allegiance**

4. **Additions to Agenda** - none

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Meeting Minutes of May 28, 2019
- B. Approval of the monthly expenditures: Totaling \$262,879.50 in monthly disbursements in addition to \$85,410.69 for the 5/31/19 payroll and \$89,485.32 for the 6/14/19 payroll.

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

6. **Written & Public Communication** – The Board acknowledged one item of written communication from a former employee expressing his gratitude to the Park District. There was no public communication from the audience.

7. **New Business**

A. Introduction of Dave DiVerde, the new Accounting Supervisor Apprentice

Finance Consultant Cheryl Mosqueda introduced David DiVerde, Accounting Supervisor Apprentice. Dave has over 30 years experience as a Certified Management Accountant and has held various managerial positions with Caterpillar, Inc. He has an MBA from Bradley University. He will transition to a full-time role in six to nine months. Dave said he's appreciative of the opportunity. The Board welcomed Dave DiVerde.

B. Approval of the Amended Agreement between Wood Dale Park District and Wood Dale School District, providing for Summer Day Camp Field Trip Busing Services

- Director of Recreation Services Jan Hincapie reminded the Board that they approved an amendment with the school district the prior month to provide busing for Sunational Summer Camp for their Wednesday field trips. Camp participation numbers have grown, so a second bus is needed. The school district agreed to amend the agreement and have both parties initial the changes. As a formality, a motion needs to be made to approve the amended agreement, authorizing staff to amend, initial and finalize the amendment.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve the updated Intergovernmental Agreement with School District #7 that reflects the addition of one bus for the provision of transportation services for the 2019 Summer Camp Season. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- C. Approval of the Intergovernmental Agreement between School District #7 and the Wood Dale Park District governing the use of Westview Elementary School for the Extended School Program operated by the Wood Dale Park District – Director of Recreation Services Jan Hincapie reminded the Board that an Intergovernmental agreement is approved annually, allowing the Park District to utilize Westview Elementary School for the Extended School program. Dates have been amended in the agreement to reflect the new school year. Hincapie asked for approval of the agreement so the Park District can be ready to provide this valuable service to our residents when school starts in August.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve the intergovernmental agreement between Elementary School District #7 and the Wood Dale Park District governing the use of Westview Elementary School for the Extended School program operated by the Wood Dale Park District. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- D. Ratification of a License Agreement with Power Solutions Inc. for the use of Community Park Parking Lot– Executive Director Ellmann summarized the history of the leasing of the parking lot at Community Park. Power Solutions, Inc. has been subleasing the parking lot to accommodate employees' workday parking needs with the original tenant Oakwood Commerce Partners. Oakwood is terminating the lease. The Wood Dale Park District has negotiated and ratified a six-month lease with Power Solutions, Inc. at \$2,000 a month. The parking will not affect the evening and weekend parking for District and affiliate events.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to ratify the License Agreement with Power Solutions Inc. for the of Community Park parking lot. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- E. Approval of capital unbudgeted expenditure for replacement of an irrigation pump and motor at Salt Creek Golf Club - Director of Golf Operations Mike Huber talked about a few issues that were discovered in the operations of the irrigation pumps at the golf course. The 50hp motor and pump is not working properly. Upon removal and inspection, it was suggested the motor and pump be replaced or rebuilt. Four quotes were received. The lowest quote was \$24,850 to replace the pump, requiring Board approval.

Huber explained the expense is an unbudgeted item, but without this expenditure the course could be severely damaged or lose turf, which would drastically impact aesthetics and overall course operations. Staff has looked at projects earmarked for this budget and have put them on hold in order to replace the pump. He went on to explain mechanical and technical issues going on with the pump. It was also discovered that an intake culvert in the irrigation pond was collapsed in an area and full of silt. This would be another unbudgeted item of approximately \$9,000 to be expended ; however, staff is exploring potential alternatives at this time.

Huber recommends the Board approve the purchase of a new 50hp irrigation pump and motor.

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the capital unbudgeted expenditure for replacement of an irrigation pump and motor for Salt Creek Golf Club. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- F. Discussion of Vacant Property Donation Opportunity Executive Director Ellmann informed the Board that a letter was received by landowner James DiFalco who is interested in donating a

vacant piece of property to the Park District. The 1/3-acre property is one property away from being contiguous with the Park District Recreation Complex. The Park District contacted the homeowners of the two homes next to the vacant property and the homeowner across the street from the property to let them know of the donation. Parks Director Ben Appler said there is not much to be maintained on the property at this time other than the removal of a few trees and mowing.

Executive Director Ellmann explained the importance of a title search, property survey and environmental assessment to minimize any liability of the District by pre-identifying potential hazards or environmental problems. Staff researched the costs of these studies to be in the range of \$5,000 to \$6,500. The Board directed Ellmann to commission the title search, property survey and environmental assessment, as documented in the Land Acquisition Environmental Review policy adopted in July 2017.

8. Unfinished Business

A. Items removed from Consent Agenda – None.

9. Executive Director's Report)

Executive Director Matthew Ellmann submitted a written report to the Board. Additionally, he spent a few minutes talking about how pleased he is with the construction of the White Oaks Park project. He explained that the critical first phase is nearly complete. Phase one includes all the underground work. At this time the foundation and footings are built. The next phase includes the installation of building systems supported by already completed material submittals – detailed drawings, the ordering of products that meet proper specifications, construction management, etc. He said two-thirds of that phase is complete.

Both Executive Director Ellmann and Parks Director Appler commended the work and processes of Turner Construction, saying the company has incredible safety protocols, is very communicative and responsive. Turner saved a tree during an excavation and laid a nice path for visitors to use to safely and more easily access the dog-friendly area.

Executive Director Ellmann said that by late July project work will be vertical with concrete and steel beams, of which composition tests are being conducted to assure quality. Funding for those tests will come out of the construction contingency.

10. Parks & Facilities Department Report)

Parks Director Ben Appler submitted a written report to the Board. In addition, Appler reported that permits for the Dog Friendly Area are currently up to 59. A Dog Ambassador is onsite periodically to check for permits. Visitors not having a permit are being instructed on how to obtain one.

11. Administration & Finance Department Report

Finance Consultant Cheryl Mosqueda and Director of Finance and Administration Apprentice Katie Iraci submitted a written report to the Board. In addition, Mosqueda commended Iraci on doing a nice job on the monthly financial summary. She said that the Finance and Administration department is currently preparing for the annual audit.

12. Recreation Department Report

Director of Recreation Services Jan Hincapie submitted a written report to the Board. In addition, Hincapie said the District is looking to fill the part-time fitness coordinator position vacated by Suzanna Butera, who is relocating out of state. This position is responsible for fitness programming and Fitness Center operation and sales.

Hincapie said Recreation staff is deep into programming for White Oaks Park and will be presenting their ideas soon to the Citizen group to get feedback.

13. Salt Creek Golf Club Report

Director of Golf Mike Huber submitted a written report to the Board. In addition, he presented a 360 virtual tour for Salt Creek Golf Club taken before a wedding. The 360 virtual tour appears on Google when Salt Creek Golf Club is searched and will be placed on the Club's front web page for visitors to view from the *Wedding Wire* and *The Knot*. It gives people who can't visit the facility in person the opportunity to walk through the facility digitally. Huber showed the tour to the Board and used the arrows on the tour to show how to move around the rooms. Still shots were also included of the "wedding-ready" facility.

Huber said he's working on photography with *Golf Now*, the *Course's reservation and financial software program*. Part of the package includes still photography and will focus on the grounds and golf course. Along with the 360 virtual tour, a nice portfolio of photography will be developed to share on the website and on social media.

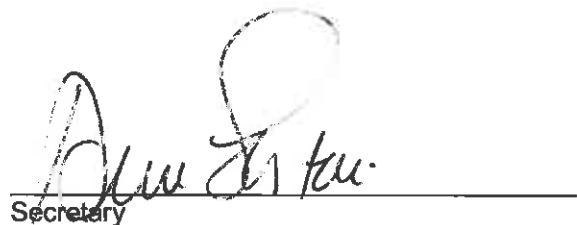
Huber spoke briefly about his financial report, the Grillin' and Chillin' nights, and the kids golf team. He said recreation is working to integrate *The First Tee* program into the camp curriculum. First Tee is an international youth development organization introducing the game of golf and its value to kids and teens. In addition, summer camp is scheduled to bring approximately 90 campers to the course to play FootGolf on Wednesday, July 10.

14. Commissioner Comments & Future Agenda Items for Consideration - none**15. Executive Session - none****16. Adjournment**

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to adjourn the General Meeting at 7:16 pm. **VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.**

Board Member Signatures:



President

Secretary