

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

2. **Roll Call**

Board Members Present:

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

Staff:

Matthew Ellmann – Executive Director
Ben Appler – Director of Parks & Facilities
Jan Hincapie – Director of Recreation Services
Mike Huber – Director of Golf Course Operations
Katie Iraci – Director of Finance & Administration Apprentice
Victoria Montejo – Accounts Payable & Payroll Clerk

Also, Present:

Carolyn Mondlock – Recording Secretary

Visitors: (in alphabetical order)

Maribeth Lezcano – resident
Mary Straka – resident
Mary Castiello – resident
Don SantAmour - resident

3. **Pledge of Allegiance**

4. **Additions to Agenda** - none

5. **Approval of Consent Agenda Items**

- A. Approval of the Executive Session Minutes of July 23, 2019
- B. Approval of the Regular Meeting Minutes of July 23, 2019
- C. Approval of the monthly expenditures: Accounts payable \$630,313.48; Payroll – July 26, 2019 \$101,139.38; Payroll – August 9, 2019 \$98,649.04.

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. **Public Communication** – *(The Board has set a 3-minute maximum per individual for Public Communication).*

Resident Maribeth Lezcano inquired about the property on Hawthorne that is being donated to the Park District. What would the District do with the property? President Lange replied that the District values land, since there is so little of it. The land would be maintained and eventually could be an open play area.

7. **Written Correspondence(s)** – *There were no written correspondence(s).*

8. **New Business**

- A. Introduction of Victoria Montejo, new Accounts Payable and Payroll Clerk – Director of Finance & Administration Apprentice Katie Iraci announced the hiring of new part-time Accounts Payable and Payroll Clerk, Victoria Montejo, who started on August 12. She had previously worked at the front desk at the Recreation Complex. She has prior experience working in accounts payable and payroll. She has a Bachelor of Business Administration from Robert Morris College and is planning on attending Harper College to earn a CPA certification. She'll be working approximately 25 hours a week. Ms. Montejo thanked the Board and staff. The Board welcomed her.

- B. City of Wood Dale request for use of the parking lot at The Beach for Tree Lighting Ceremony and Fireworks – Director of Recreation Services Jan Hincapie spoke about the City's Tree Lighting Ceremony and Fireworks taking place on December 7, 2019. There will be activities from 2:30 to 5:30 pm, with the fireworks following. The City requests approval each year. They have provided a Certificate of Insurance.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to approve the request from the City of Wood Dale to utilize the parking lot at The Beach Waterpark for the fireworks display, done in conjunction with the annual Tree Lighting Ceremony on Saturday, December 7, 2019. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

- C. Approval of Resolution (R-20-04) a Grant of a Permanent Easement Agreement between the Wood Dale Park District and Commonwealth Edison Company at the Recreation Complex – Executive Director Matthew Ellmann explained that Commonwealth Edison Company is replacing two transformers and looking to loop them to increase reliability to both the Park District and Fire Station adjacent to the Recreation Complex. Most work will be done underground and will not have any negative impact on Park District facilities or operations. Ellmann referred to an exhibit in the Board packet indicating where the work is to be done.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to approve Resolution R-20-04, a Grant of a Permanent Easement Agreement between Wood Dale Park District and Commonwealth Edison Company at the Recreation Complex. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- D. Approval of an Amended Employment Agreement with Matthew Ellmann as Executive Director Executive Director Matthew Ellmann summarized that the terms of his employment contract have been amended to reflect the legal change as to the amount of severance that is allowed.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to approve the amended Employment Agreement with Matthew Ellmann as Executive Director as presented in our deliverable earlier this week. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- E. Discussion of and Approval of Recommended Salary Ranges for FY 2019/2020 Director of Finance & Administration Apprentice Iraci presented the ranges for full-time positions. Commissioner Pokorny asked about the CPI. Director of Finance & Administration Apprentice Katie Iraci explained the range increases of 3% is a combination of CPI (1.9%) and merit (1.1%) based on the District's budgeting guidelines. She confirmed that funds for salary increases are reviewed annually and presented to the Board for review and approval as part of the annual budget process. Iraci said the proposed ranges are based on the classifications of positions and are used to guide in the hiring and advancement process.

No motion is required. The Board was in consensus with the recommended salary ranges for FY 19/20 and took a Voice Vote. *VOICE VOTE, ALL IN FAVOR.*

- F. Approval of Certificate of Deposit Investment with Itasca Bank & Trust – Director of Finance & Administration Apprentice Katie Iraci explained the Park District has a \$100,000 (plus interest) CD maturing at Itasca Bank on August 29, 2019. The CD had a value of \$103,159.62 on July 31, 2019 and is currently accruing interest at a rate of 1.85 percent. Iraci obtained quotes from Itasca Bank and IPDLAF for interest rates for a 3-month \$100,000 CD. A 3-month term should allow the Park District to maintain sufficient cash flow and meet debt and other financial obligations. Itasca Bank offered a rate of 1.20%, while IPDLAF offered a net rate of 2.15 percent. Itasca Bank agreed to match the interest rate.



It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to approve the renewal of funds (principal plus interest) from the CD maturing on August 29, 20-19 at Itasca Bank & Trust for an additional 3-month term. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- G. Approval of Recommended Change Orders with Turner Construction related to the White Oaks Project – Executive Director Matthew Ellmann gave a White Oaks Project update. The construction of the building and related project work has progressed smoothly. The project team has done a fabulous job of communicating, coordinating and executing work. The steel, masonry, roof decking, door framing, plumbing and electrical rough in work were completed and done on schedule with only a few challenges. All material testing (basically concrete) has passed testing requirements.

Recently we brought in a third-party Audio/Visual expert to consult the District on our needs for Audio/Visual/Security Cameras and to help us determine what was the best system for the building. This includes an external security camera system, projection system, screens and speakers for the activity room and covered picnic area.

Ellmann said as with any project, change orders are expected. The project team has worked hard to minimize these and to work within the budget allocation set forth for this purpose. Tonight, we are bringing forth the change orders identified and researched for approval. More change orders are being examined and should be anticipated in the coming months. Some change orders relate to specification discrepancies discovered in the field during construction, while others relate to project improvements recommended for a host of reasons. We prepared spreadsheets to help explain the change orders ready for approval and in the pipeline to inform the board. Ellmann distributed spreadsheets and walked the Board through them.

Ellmann went through the Change Order Summary Spreadsheet presented to the Board that summarized change orders for (4) tree root aeration, (5) maintenance area drainage material, (7) third party testing, (9) building entrance signage, (10) door hardware changes and (11) adjustment of planting around trees.

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to accept and approve change orders numbered 4, 5, 7, 9, 10, 11 as presented to benefit the White Oaks Phase #1 project as recommended by Staff, Turner Construction and Architect Rocco Castellano. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

9. Unfinished Business

- A. Items removed from Consent Agenda – None.

10. Executive Director's Report

Executive Director Matthew Ellmann submitted a written report to the Board. In addition, Ellmann reported the following:

- Staff continue to develop a positive relationship with the Church adjacent to White Oaks Park. A project tour of the White Oaks site has been arranged at their request.
- Turner Construction has been phenomenal to work with; the White Oaks project is on budget and on time.

11. Salt Creek Golf Club Report

Director of Golf Course Operations Mike Huber submitted a written report to the Board. In addition, Huber reported the following:

- He thanked the Board for their support with the Friday night *Grillin' & Chillin'* events.
- Huber was pleased to announce another wedding was booked for 2020. He is seeing interest through the Wedding Wire, The Knot and the 360-Virtual video.

- Golf staff and marketing is working on new menu design, in addition to wedding packages and VIP packages.

12. Recreation Department Report

Director of Recreation Services Jan Hincapie submitted a written report to the Board. In addition, Hincapie gave an update about programming at The Woodlands. Hincapie said staff went to the building and held a brainstorming session to create ideas and programs. They felt a theme was needed to highlight the personality of the building. They came up with this theme for programming at The Woodlands: *to provide quality, safe spaces for the community with opportunities of active and passive programs, events and rentals that promote exploration and appreciation of the outdoors.* At this time, Hincapie and staff are looking at other districts and organizations to see what others are offering, and in what format, and how are they pricing their programs.

A grand opening and ribbon cutting is tentatively set for Saturday, November 23, at 10:00 am. Family activities are being planned, along with giveaways to commemorate the event. Programming ideas have been presented to the White Oaks Citizens' Group for input. A separate pull-out section is being planned for the winter/spring brochure to highlight White Oaks Park.

Currently staff is working on creating rentals and birthday party packages. In addition, staff is looking to see how to get the word out to local organizations, as The Woodlands would be a great place for a staff retreat. Staff is researching the possibility of allowing beer and wine at the site under special permission and are looking at insurance and what other districts are doing. Staff will be prepared to have a discussion about this at a future Board meeting.

Initial test programs include flower arranging scheduled for December 17, presented by Green Thumb Florist. In addition, staff is proposing having a coffee for all the taxing entities; for example, maybe there's a teachers' offsite meeting, or a Chamber-led business before or after hours. Hincapie said the goal is to let people enjoy the beautiful natural backdrop. Hincapie distributed a packet that contained staff research and a calendar of programs currently proposed.

13. Parks & Facilities Department Report

Parks Director Ben Appler submitted a written report to the Board. In addition, Appler reported the following:

- Staff finished up the fencing project at the White Oaks Dog Friendly Area. A service gate has also been installed. The overall footprint has been reduced 10% to move away from some of the larger trees to give them protection.
- Preventative maintenance was done in the gym to basketball standards and on the bleachers. Safety straps were installed in case a cable was to break while raising.
- Parking lot seal coating has been completed at the Recreation Complex and the pool in partnership with the school district as part of their paving bid.

14. Administration & Finance Department Report

Director of Finance and Administration Apprentice Katie Iraci submitted a written report to the Board. In addition, Iraci reported the following:

- Audit fieldwork is in progress since August 12. The final report will be presented to the Board at the October Board Meeting.
- Year-to-date revenue through the end of July is up. A large factor was the bond. Revenues have exceeded expenses so far this year by \$1.5 million.

15. Commissioner Comments & Future Agenda Items for Consideration –

The Board set a Special Meeting on September 3 at 6:15 pm to discuss and approve a contract for painting and staining of the White Oaks project.

16. Executive Session – *there was no Executive Session held*


17. Adjournment

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to adjourn the General Meeting at 7:46 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:



Vice-President



Secretary