

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

2. **Roll Call**

Board Members Present (roll call):

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

Staff:

Matthew Ellmann – Executive Director
Ben Appler – Director of Parks & Facilities
Katie Iraci – Director of Finance & Administration

Also Present:

Other Staff:
Nancy Aldrich – Human Resources Specialist
Ali Geary – Marketing & Public Relations Manager
Dan Lescher – Recreation Supervisor
Arturo Segura – Deputy Director of Recreation
Other: Carolyn Mondlock – Recording Secretary

Visitors: (in alphabetical order)

No visitors were present

3. **Pledge of Allegiance**

4. **Additions to Agenda**

President Lange requested to add recognition of Commissioner Stimpson under New Business.

5. **Approval of Consent Agenda Items (Roll Call)**

- A. Approval of the Regular Board Meeting Minutes of December 3, 2019
- B. Approval of the Closed Executive Session Minutes of December 3, 2019
- C. Approval of the Special Board Meeting Minutes of December 18, 2019
- D. Approval of the Closed Executive Session Minutes of December 18, 2019
- E. Approval of the monthly disbursements, totaling accounts payable \$977,020.67; payroll-December 13, 2019 \$58,414.49; payroll-December 27, 2019 \$61,854.26; payroll-January 10, 2020 \$51,405.96
- F. Approval of Ordinance O-20-03 – an Ordinance establishing an updated Sexual Harassment Policy for the Wood Dale Park District to comply with Public Act 100-0554
- G. Approval of Surplus Property Ordinance O-20-04, authorizing conveyance of personal property

Commissioner Schroeder asked that Consent Agenda Item **A. Approval of the Regular Board Meeting Minutes of December 3, 2019** be moved to 9B.

It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to approve the Consent Agenda as presented, with the exception of Item A: Approval of the Regular Board Meeting Minutes of December 3, 2019. **ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.**

6. **Written & Public Communication - none**

7. Executive Session

- A. Semi-annual review of closed session minutes pursuant to 5 ILCS 120/2.06(d) of the Open Meetings Act.
- B. Discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees or legal counsel of the District, pursuant to 5 ILCS 120(2)(c)(1).

It was moved by Commissioner Lange, seconded by Commissioner Stimpson, to enter into Executive Session at 6:34 pm. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

The Board came out of Executive Session to resume the Regular Meeting at 6:58 pm.

8. New Business

Addition to Agenda: Recognition of Commissioner Greg Stimpson – Executive Director Ellmann said that based on Commissioner Greg Stimpson’s accomplishments over the last five years, he has achieved Master Board Status and is recognized by the Illinois Association of Park Districts who bestow the award on elected officials who meet the standards set forth. Director Ellmann read the verbiage on the plaque and then presented it along with a glass trophy. The Board applauded Commissioner Stimpson, and then they paused to take photos.

- A. Presentation of Annual Highlights (Ali Geary) – Marketing and Public Relations Manager Ali Geary presented the 2019 Annual Highlights of the Wood Dale Park District. She distributed a colorful pamphlet that illustrated agency achievements from the past year. She presented a summary of what the District has accomplished, as well as headshots of staff and Board, and what’s planned for in 2020. Geary shared a video that brought the accomplishments to life. She said the Annual Highlights will be shared on the website, social media and on the Recreation Complex TV displays.
- B. Presentation of the Annual Pool Operations Report (Arturo Segura) – Deputy Director of Recreation Arturo Segura distributed a summary of the 2019 season of The Beach Waterpark that included an analysis of the operation, a financial and participation report and recommendations for the 2020 season. Segura reviewed the handout in a Power Point presentation.

Deputy Segura highlighted the following:

- There were 24 rainout days that impacted revenue and participation at the pool.
- 2019 was the second year an early bird rate of \$49 for individuals was offered.
- Cold weather may have impacted pass sales in May and June. The Georgetown Condominium Association did not buy passes this year as they did in 2018 because they opted not to have the cost in their assessment fee.
- Program revenue reflects two weeks of cancelled swim lessons and swim team lessons due to weather.
- All swim team participants are required to purchase \$49 individual pass in 2020.
- Swim team participation saw the loss of 12 members that aged out of the program. With the merger of the Addison Park District swim team, Seguro expects participation to increase.
- Program operations reflect the unbudgeted expenses of replacing the freezer and refrigerator in the Concession Stand.
- Accomplishments include six active lifeguard saves, a new aqua fit class, freshly painted locker rooms, and a new entry sign.
- Goals include making annual passes to The Beach Waterpark obtainable online, replacing at least one feature in the sand play area, offering at least one new special events at The

Beach, upgrading signage and making it a destination/field trip location for camps and other groups from around the area.

- C. Presentation of the Annual Camp Operations Report (Daniel Lescher) – Recreation Supervisor Dan Lescher distributed a summary of the 2019 Summer Day Camp that included an overview of the camps, financial and participation data, a progress report of 2019 goals, and recommendations for the 2020 season. Lescher reviewed the handout in a Power Point presentation.

Recreation Supervisor Lescher highlighted the following:

- o Staff
 - Of the 17 camp counselors, 12 were new to the program
 - Promoted an experienced camp counselor to Camp Director
- o Funshine Camp (Pre-K)
 - Themed weeks
 - Crossover with activities and interaction with 1st grade camp
 - 9th week offered
- o Sunational Summer Camp (1st-5th grade)
 - Largest increase in campers
 - Diverse field trips and visits from guests/entertainers
 - Used *Epact* – online collection and use by staff of personal information forms
- o Teen Adventure Camp
 - Emphasized adventure and let kids have input as to what they do and to where they travel
 - Campers per week = 20! More than eight campers per week compared to 2018
- o Lescher briefed the Board on specialty camps and camp guests
- o Financial review reflects a 44% increase in net revenue. Net revenue for 2020 will be impacted by the additional cost of transportation and staff wages with the increase in minimum wage.
- o Goals for 2020: looking to rebrand Teen Adventure Camp, increase the number of specialty camps and camp guests, offer a Counselor-in-Training program

- D. Discussion and approval of Executive Director Performance Evaluation form revisions (Nancy Aldrich) – Human Resources Specialist Nancy Aldrich had met with Commissioners Schroeder and Stimpson to review the current Executive Director's Performance Evaluation Form. Based on their meeting, she described the following recommendations:

- o A rating category of "unsatisfactory" has been added, adjusting the rating scale from a 1-3 to a 1-4 scale
- o Several rating criteria were added to provide greater clarity
- o Two new rating criteria were added to the Management section
- o Criteria about mission, vision and values was removed because it is inherent to the position
- o Added criteria to the Goals section

Aldrich asked the Board about the timing of when they would like to receive the Executive Director's Performance Evaluation for completion. The Board agreed to have it submitted by the second February meeting and gave their consensus to accept the revisions.

- E. Presentation and discussion of Golf Entertainment Re-Branding Process Proposal (Ali Geary) – Marketing and Public Relations Manager Ali Geary presented a Rebranding Process Proposal to the Board for the Golf Entertainment Center. She explained this is the first part of the branding process and highlighted the objective: to create a brand that connects with our target audience and stands out from competitors in the Golf Range and Entertainment industry.

As part of the first phase of the rebranding process, Geary recommended four approaches to receive and organize viable information in order to strategically rebrand the new Golf Entertainment Facility. They are as follows:

1. Conduct community focus groups. Geary listed questions and intent.
2. Conduct in-house focus groups. Geary listed questions and intent.
3. Utilize the input from the focus groups to create a SWOT analysis Strength, Weakness, Opportunities, Threats
4. Perform a Competition Analysis

Geary proposed a timeline of March through April to complete the first phase of the rebranding process. The second phase would begin in May and include the naming of the facility, creating a logo and solidifying the brand. The Board gave consensus to move forward with the Rebranding Process per the proposal and thanked Geary for her efforts.

- F. Adoption of Resolution R-20-08, Appointment of new IMRF Authorized Agent (Matthew Ellmann) Executive Director Matthew Ellmann recommended that Katie Iraci, the Director of Finance and Administration, be appointed as our Authorized Agent of the IMRF fund. Ellmann also recommends that Victoria Montejo, Accounts Payable and Payroll Clerk, be appointed as a web assistant in the IMRF functions.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to adopt Resolution R-20-08 for the appointment of Katie Iraci as authorized agent and Victoria Montejo as the web assistant for the Wood Dale Park District for the Illinois Municipal Retirement Fund. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- G. Approval of Resolution R-20-09, Resolution to Maintain Confidentiality and/or Release of Board Closed Session Minutes (Matthew Ellmann)

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve Resolution R-20-09, a resolution to maintain confidentiality and/or release of Park Board closed session minutes. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- H. Approval of Resolution R-20-10, providing for the Destruction of Verbatim Recordings of Approved Closed Session Meeting Minutes (Matthew Ellmann)

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve Resolution R-20-10, a resolution providing for the destruction of verbatim recordings of approved closed session minutes. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

9. Unfinished Business

- A. Approval of Personnel Policy Manual Changes – Sections 2.03, 2.04, 4.06, 4.08, 5.04, 6.01, 6.02, 6.04, 6.12, 6.13 and 8.09 (Nancy Aldrich) – Human Resources Specialist Nancy Aldrich stated that it was requested of her to reword policy 2.04 – Alcohol and Drug Abuse – to reflect staff during non-work hours. Aldrich stated the change as follows: Employees who are age 21 or older may partake in alcohol at Park District facilities or premises where alcohol is served only during non-work or non on-call times.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve and adopt the revised employment policies to comply with federal and state employment law changes. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- B. Items removed from Consent Agenda – Commissioner Schroeder asked that Consent Agenda Item **A. Approval of the Regular Board Meeting Minutes of December 3, 2019** be moved to 9B.

Commissioner Schroeder explained that the motion to come out of closed session in the December 3, 2019 minutes was a motion made inside of closed session and should not be reflected on the regular meeting minutes.

With that correction made, Commissioner Schroeder, seconded by Commissioner Sbertoli, moved to approve the regular meeting minutes of December 3, 2019. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

10. Executive Director's Report (*Matthew Ellmann*)

Executive Director Matthew Ellmann talked about the White Oaks Project. He said there are two contingency items to address.

1. Replacing the existing electric service lines feeding the maintenance garage and the removal of the old service pole in the parking lot. The existing service lines have reached the end of their useful life and are likely to fail at some point. Recommendations are to complete this work now to avoid issues with service later.
2. Gutter drains and strainers were not properly executed by the plumbing company. They are offering a credit and Rocco Design Group is producing an alternate design.

Executive Director Ellmann is requesting permission to authorize the contingencies. The Board reached a consensus. The project can't wait on electrical and the drain scupper work is also vital. They will allow up to \$3,000 additional contingency funds and requested that Director Ellmann report back with final numbers.

11. Recreation Department Report (*Arturo Seguro*)

Deputy Director Arturo Seguro spoke about rental opportunities and activity at The Woodlands. Seguro said he's been giving many tours of the facility and at this time has six functions booked. Discussion ensued about yoga classes at the facility. Seguro said that programs scheduled at The Woodlands have been well received.

12. Finance & Administration Department Report (*Katie Iraci*)

Director of Finance and Administration Katie Iraci informed the Board that the budget for 2020 is in full swing. Staff will be meeting with Commissioner Pokorny in mid-February and Board meetings about budget will begin in March. Discussion ensued about budget meetings and the timeline.

- o The new IT vendor Unified Concepts is transitioning into the park district.
- o Current financials included in the Board packet were highlighted briefly.

13. Salt Creek Golf Club Report

Executive Director Matthew Ellmann is pleased to announce that 20 weddings are booked to date at the golf facility in 2020. He had no other items to add to the Board report.

- Ten candidates are being contacted for the park laborer position and five are set up for interviews. Appler hopes to fulfill the position by the end of February.
- The offices in the Recreation Complex are getting new carpeting and some fresh paint.
- The clubhouse at Salt Creek Golf Club is having carpets cleaned. Preventative maintenance on machinery is also being done.

15. Commissioner Comments & Future Agenda Items for Consideration - none

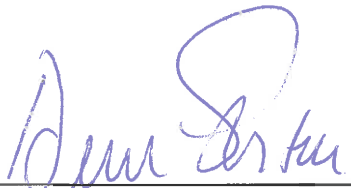
16. Adjournment

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to adjourn the Regular meeting 8:38 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:



President



Secretary