



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
Rick Pokorny – Treasurer
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 – Director of Finance & Administration Apprentice

Also Present:

Carolyn Mondlock – Recording Secretary

Mike Bersani – Park District Attorney
(arrived at 6:38 pm)

Visitors: (in alphabetical order)

Maribeth Lezcano – resident
Jason Sabala – Bensenville-Wood Dale Football &
Cheerleading Association
Calene Zabinski - resident

3. **Pledge of Allegiance**

4. **Additions to Agenda** - none

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Meeting Minutes of June 25, 2019
- B. Approval of the Special Meeting Minutes of July 15, 2019
- B. Approval of the monthly disbursements: Accounts payable \$158,791.49; Payroll – June 28, 2019 \$97,581.84; Payroll – July 12, 2019 \$100,166.47.

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** – no written communication.

Public Communication

Resident Maribeth Lezcano had questions about the recording of general meetings and about the destruction of those recordings. Executive Director Ellmann explained that the recordings serve as a resource for the recording secretary to recall the details of the meeting for the development of the written minutes and once the minutes are approved, according to board policy, the recordings are destroyed. It is regular practice, and there is no requirement that meeting recordings need to be kept according to the Open Meetings Act. The minutes are required to report attendance, time, votes and to summarize the business discussions of the meeting. Resident Lezcano asked that a policy be put in place to keep audio recordings for a longer period of time so that if requested through the FOIA, they could be accessed. The Board agreed to review the request when board meeting policies are up for review.

Resident Maribeth Lezcano also asked questions about the destruction of closed session recordings and about the opening of closed session minutes. Executive Director Ellmann explained that the Open Meetings Act requires the board to review closed session minutes every six months. He conveyed that policy dictates that after 18 months the recordings can be destroyed with board approval. At 6:38 pm, Park District Attorney Mike Bersani entered the meeting and reiterated what Director Ellmann said, adding that the policy is part of the Illinois Open Meetings Act, and that the Board is not obligated to release closed session minutes. Attorney Bersani said a Resolution

designates which minutes are still to remain confidential and which minutes can be released and made available for public inspection.

Jason Sabala of the Bensenville-Wood Dale Football/Cheerleading Association introduced himself and thanked the Board and Park District for everything done to support the football and cheer program. He wanted to attend the meeting and give the Board a "face" to the organization. He explained it is an organization partnered with Pop Warner, with national rules and procedures, and a great way to combine the communities.

Resident Calene Zabinski stated she has received late emails from the Park District, after events had taken place. She addressed Park District Attorney Bersani inquiring about the Executive Director's employment contract. President Lange stated the Board would look into the resident's concerns.

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 setting of a price for sale or lease of property owned by the public body pursuant to 5 ILCS 120/2(c)(6).
- C. 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 Pokorny, seconded by Commissioner Sbertoli, to enter into Executive Session at 6:47 pm to discuss Agenda Items 7.A., B., and C., as listed above. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

It is at this time that Park District staff and members of the public temporarily left the room.

The regular meeting reconvened at 7:50 pm.

Park District Attorney Mike Bersani departed the meeting at 7:51 pm.

8. New Business

- A. Acceptance and Approval of the Proposal for Professional Landscape Architectural and Engineering Services for White Oaks Park Site Improvements of Phase 2 – Executive Director Matthew Ellmann, summarized the redevelopment plan for White Oaks Park and its three phases. He said the project is in the first phase, which included the construction of a building and retrofitting of the parking lot. The second phase is entirely site improvement work. He said the Park District applied for and received notice that an Open Space Land Acquisition and Development (OSLAD) grant for the second phase was awarded through the State of Illinois Department of Natural Resources in the amount of \$397,500.

Executive Director Ellmann further described the grant process and timeframe for the project. Phase 2 is planned for construction to begin in the spring of 2020. In the meantime, specifications, drawings and permit applications will be prepared and filed with the City and County. The landscape architecture firm, Altamanu, Inc., has provided their proposal for design, engineering and wetland compliance work for the second phase of this project. The proposal was included in the Board Packet and is recommended for approval by Director Ellmann

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to accept and approve the proposal for Professional Landscape Architectural and Engineering Services for White Oaks Park. Site Improvements of Phase 2 with Altamanu Inc, SMP Group Design Associates, LLC and V3 at an estimated cost of \$111,370 and to allocate an additional \$25,000 for added needed services for tree inventory, site survey,

permitting or other needed support services. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- B. Approval of Memorandum of Understanding between Bensenville-Wood Dale Football and Cheerleading Association and Wood Dale Park District – Director of Recreation Services Jan Hincapie acknowledged the introduction of Jason Sabala, President of the Bensenville-Wood Dale Football and Cheer Association (BWFC), earlier in the meeting. He thanked the Board and Staff for support of the program. On an annual basis the Park District and the Association revisit the terms of their affiliate relationship and memorialize it in a Memorandum of Understanding (MOE). The annual Memorandum of Understanding is presented to the Board this evening for approval. Dates were changed to reflect the new year. No other changes to the agreement were made.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve the Memorandum of Understanding for the 2019 Bensenville-Wood Dale Football and Cheerleading season. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- C. Approval of Copier Agreement Lease for Maintenance Garage – Director of Finance & Administration Cheryl Mosqueda briefed the Board on the current office copier at the maintenance garage, which is not sufficient to meet the needs or expectations of today's office environment. A 60-month lease for a copier/printer/scanner, with the option to extend for six additional months, leading to a \$1 buyout is proposed. The monthly fee is \$78 and has been included in the approved budget for fiscal year 2019/2020.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve the Minolta copier lease agreement for a term of 60 months with the buyout option extending the lease term six more months at the same monthly lease payment with a \$1.00 buyout purchase at the end. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- D. Approval of Resolution (R-20-01), a Resolution to Maintain Confidentiality and/or Release of Board Closed Session Minutes

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to approve Resolution R-20-01, a resolution to maintain confidentiality and/or release of Park Board closed session minutes. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- E. Approval of Resolution (R-20-02), providing for the Destruction of Verbatim Recordings of Approved Closed Session Meeting Minutes

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to approve Resolution R-20-02, a resolution providing for the destruction of verbatim recordings of approved closed session minutes. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- F. Adoption of Resolution (R-20-03), designating the Director of Finance & Administration to act on behalf of the ICMA-RC retirement plan(s) as Plan Coordinator – Director of Finance & Administration Cheryl Mosqueda explained that the voluntary employee retirement plan through ICMA-RC requires the designation of a Park District representative. The company is requesting the Board pass a Resolution to name a new representative of the Park District to administrate this employee benefit program. Mosqueda said to prevent from needing to repeat this, she recommended a Resolution designating the Director of Finance and Administration position responsible for administering the plan.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve and adopt Resolution R-20-03 designating the Director of Finance & Administration to act on behalf of the ICMA-RC retirement plan(s) as the Plan Coordinator. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- G. Approval of White Oaks Activity & Nature Building Name – At a special meeting held July 15, the Board discussed suggestions for names for the new activity building being constructed at White Oaks Park.

It was moved by Board consensus to name the building to be constructed at White Oaks Park: ***The Woodlands at White Oaks Park.*** *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

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. In addition, Ellmann reported the following:

- A. Update on Mittel Road Project & Community Park

Executive Director Ellmann briefed the Board on the Mittel Road project. He said there was a City/Parks Joint Project Committee meeting on July 9 that Commissioners Sbertoli and Stimpson were in attendance. The City sent a letter to our attorney inquiring about our willingness to enter into an agreement to have them acquire parts of Community Park. In turn the question was, "What would we be requesting in return?"

Ellmann continued. With the Park District attorney, a response was prepared that communicated that it is the Park District's understanding that the City would like to acquire the land and to the extent that it would limit our facility and activities at the site, it is the Park District's request that the facility would have to be replaced but not exactly duplicated, as long as the Park District's level of service to its constituents remains the same or is increased.

The Park District shared a detailed report with the City, stating that the District does not want to eliminate or reduce recreation amenities available in the park for our constituents, and asked that temporary amenities be provided so that services are not interrupted. Ellmann said questions were posed to the City and he was hoping to discuss the answers this evening, but as of this meeting the City has not responded. Those questions are: "Does the City propose an outright acquisition/transfer, land swap or other option?" "Does the City have other land sites in mind and where?" "Is the City providing the funding to replace both land and capital development of these temporary facilities and what is the timetable for this project?"

- B. Donation of Property

Concerning the pending donation of property on Hawthorn, with the Board's permission and in accordance with Park District policy requirements and due diligence, Executive Director Ellmann commissioned an environmental assessment of the property to determine if there are any contaminants or unforeseen liability associated with accepting the donation. He reported that the study was now being performed and that if no hazards or other concerns were noted, he would also have a title search performed.

C. Opportunity Challenge

Executive Director Ellmann approached two State legislators about the Capital Bill for project funding and prepared formal written requests including support material to gain project funding. His lobbying efforts paid off with a \$120,300 award for enhancement projects associated with the new building (*The Woodlands at White Oaks Park*) and a \$40,000 award for an unnamed project. Ellmann does not know when additional funding detail paperwork will be requested, but is preparing for this, so the district is ready and able to receive funds. This grant will be administered by the Department of Commerce and Economic Opportunity.

He added that we have an “opportunity challenge” referring to the building being constructed at White Oaks Park, Ellmann highlighted three areas in which groundwork can be established now in order to possibly save money on enhancements later:

- 1) sunscreen/projection screen – installation of power switch boxes and electrical conduit
- 2) added activity room casework – install a lower grade countertop, until the additional case work is provided
- 3) outdoor fireplace – examine infrastructure options to consider

Ellmann presented basic information and said that any project scope changes to support the future grant award work could be funded through the project’s contingency. The Board gave Executive Director Ellmann consensus for the opportunity to pursue these ideas so that groundwork is established for future enhancements funded by the Capital Bill.

D. Miscellaneous

Commissioner Lange inquired about the Salt Creek Golf Club sign presented in the Marketing Report. Director of Golf Operations Mike Huber responded that the new aluminum sign is being installed near the entrance of the clubhouse to better identify the golf club.

10. Parks & Facilities Department Report

Parks Director Ben Appler submitted a written report to the Board. In addition, Appler reported that department staff is working on replacing the fence around the North Dog-Friendly Area. The current fence is 15 years old and posts are rotting. The new fence is also higher to better contain the dogs.

11. 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 begins on August 12. The auditor will be onsite for approximately two weeks.
- White Oaks construction payout #1 invoice is being processed for Turner Construction in the amount of \$431,564.02. Executive Director Ellmann spoke about the White Oaks construction payout review and approval process.
- The Finance Department is currently interviewing for the vacant accounts payable/payroll clerk position.
- A training on *Internet Security and Phishing* is planned for an upcoming Team Development Meeting on Wednesday, August 14. This training will be conducted by a representative from the District’s IT consultant, Single Path. This comes following a number of suspicious emails coming to the District, using internal staff as the sender.
- By January of 2020, 30 to 35 computers throughout the District require updating from Windows 7 to Windows 10. Approximately seven computers are too old to handle the update and will need to be replaced at an estimated cost of \$600 each. Because some are used at The Beach Waterpark, a portion of the expense can be pushed back to next fiscal year.

Iraci addressed the monthly financial summary and highlighted the revenues from her report. Overall, revenues are up, and expenses are down for the year.

12. Recreation Department Report

Director of Recreation Services Jan Hincapie submitted a written report to the Board. In addition, Hincapie reported that the 29-year-old refrigerator at the Beach Water Park went out of service and is not repairable. Temporary refrigerators were brought in, but some product was not salvageable. A new commercial refrigerator is estimated to cost \$3,000. Staff is looking to purchase the same brand as the recently purchased freezer.

13. Salt Creek Golf Club Report

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

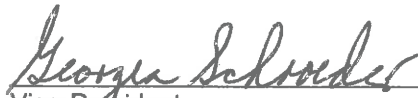
- The 50-horsepower pump and motor in the Pump House was replaced on July 10.
- Estimates are being sought for the smaller pump and motor as replacement is soon to be inevitable.
- One of the ice machines is freezing up. Staff has cleaned and defrosted it and is watching it for any further issues. Huber said the extreme heat may be a factor.

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

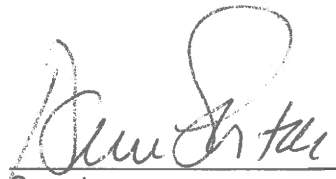
15. Adjournment

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to adjourn the General Meeting at 8:48 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:



Vice-President



Secretary