

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

2. **Roll Call**

Board Members Present:

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

Staff:

Matthew Ellmann – Executive Director
Ben Appler – Director of Parks & Facilities
Mitch Bowlin – Director of Finance & Administration
Jan Hincapie – Director of Recreation Services
Mike Huber – Director of Golf Course Operations

Also Present:

Carolyn Mondlock – Recording Secretary
Nancy Aldrich – Wood Dale Park District, Human
Resource Specialist

Visitors:

C. Rocco Castellano, Castellano Design Studio
Glen J. Pauls – Wood Dale Baseball Association
Mary Straka – Resident

3. **Pledge of Allegiance**

4. **Additions to Agenda - (no additions)**

5. **Approval of Consent Agenda Items**

- A. Approval of the **Special Meeting Minutes of May 16, 2018**
- B. Approval of the **Budget & Appropriations Public Hearing Minutes of May 22, 2018**
- C. Approval of the **Regular Meeting Minutes of May 22, 2018**
- D. Approval of the monthly expenditures: \$606,353.20, covered by check nos. 83076 through 83221 (\$380,023.40) and payrolls 5/18/18 (\$66,697.10), 6/1/18 (\$76,864.76) and 6/15/18 (\$82,767.94).
- E. Approval of Surplus Property Ordinance #O-19-02, authorizing conveyance of personal property (Exhibit A).

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 - none**

7. **Written Correspondence - none**

8. **New Business**

- A. Introduction of New Employee Nance Aldrich (Mitch Bowlin) – Mitch introduced Nance Aldrich, the new part-time Human Resource Specialist. Nancy said she is happy to be here. She retired from the Arlington Heights Park District where she was Superintendent of Human Resources. She is currently working on the Wood Dale Park District personnel policy manual and will be assisting with recruitment retention. She plans to use more social media to reach out to employees and new recruits. Mitch informed the Board that the position is year-round part-time but non-IMRF. The Board welcomed Nance Aldrich.
- B. Approval of Ordinance O-19-03 of the Wood Dale Park District, DuPage County, Illinois, ascertaining the prevailing rate of wages for laborers, workman and mechanics employed on public works of said park district (Mitch Bowlin) – Mitch stated that the Park Board is required to approve the prevailing wage rates on an annual basis as set forth by the State of Illinois and DuPage County and that it must be filed with the Department of Labor in July. The new rates are presented in the Board Packet and are applicable to construction projects.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to adopt Ordinance O-19-03, An Ordinance of the Wood Dale Park District, DuPage County, Illinois, ascertaining the Prevailing Rate of Wages for Laborers, Workmen and Mechanics employed on public works of Wood Dale Park District. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- C. Presentation and Approval of Bid for the purchase of a 15-passenger vehicle (Ben Appler) – Director of Parks & Facilities, Ben Appler stated that the Park District budgeted to purchase a new bus, but that we intend to keep the two (2006) mini buses for local trips and camp use. The bid opening occurred on June 20 and the lowest bid came in at \$55,934 from Central States Bus Sales. Ben called references, NEDSRA and Darien Park District, and received complimentary reviews about the company. He is hopeful the bus will be available three months from placing the order. Commissioner Stimpson asked if there was a maintenance agreement. Ben informed the Board that there are various warranties.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve Central States Bus Sales bid contract for a 15-passenger vehicle in the amount of \$55,934. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- D. Consideration of an Alcohol Permit Request for the Wood Dale Baseball Association Picnic scheduled for Saturday, July 7, 2018 at Franzen Grove Park (Jan Hincapie)

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, 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 7, 2018 from 10:00 am to 8:00 pm. *VOICE VOTE, ALL IN FAVOR, MOTIONED CARRIED.*

9. Unfinished Business

- A. White Oaks Park Project Update (Matthew Ellmann) – Director Ellmann informed the Board that he has heard through the Illinois Association of Park Districts that the Open Space Land Acquisition and Development (OSLAD) program is likely to be reinstated and \$29 million has been placed in the State budget. The Park District has begun the preliminary stages of preparation to apply for a grant for White Oaks Park. Director Ellmann explained how Phases 2 and 3 are more conducive to meeting the grant criteria of OSLAD.

Director Ellmann informed the Board that he, Attorney Mike Bersani and Mitch Bowlin are meeting with the City Administrator and the Community Development Department to discuss the Intergovernmental Agreement (IGA) for the City's funding of the White Oaks Park project. Director Ellmann also stated that due to the PUD's controversy and the Park Board's request to change the buildings floor and concept plan, mechanical and construction engineers will need to update the specifications and renderings and therefore we will require their supplemental services. He thanked Rocco Castellano for providing his supplemental services at no charge.

Ben Appler informed the Board that he is still working to get Nicor to disconnect the gas service at the Cabin. Also, in meeting with a family that lived in the cabin, it was discovered that the stone is from the original Chicago's Marshall Field's building, torn down decades ago. The Parks department is confident that they can salvage the stone for repurposing. Ben also said some of the oak logs will also be salvaged for possible reuse. He stated that the demolition contractor is in the process of obtaining the required permit from the City, so demolition can begin immediately once the gas line is disconnected.

Director Ellmann spoke about a resident working group that has been meeting with to share project developments and discuss matters of neighborhood concern. He has suggested in either August or September to have the environmental site sub-contractor, V3, out to share with the residents the ecology of the site and the planned changes to help preserve and improve the

wetlands. A date is being coordinated with the resident working group. Commissioner Sbertoli volunteered to be involved with the working group to help assure good and accurate communication and so the Park Board can be responsive to any of their concerns.

Director Ellmann proceeded to speak about the construction delivery method of the project, Construction Manager at Risk. Request for Qualifications (RFQs) are being sought for construction management firms to assure quality and meeting the timeline. Director Ellmann requested two volunteer board members to assist in reviewing the RFQ's and in conducting interviews of firms selected. Commissioners Stimpson and Pokorny volunteered. A special meeting of the Board may be necessary to approve the firm recommended.

- B. Discussion of Mittel Drive Extension Project (Commissioners Sbertoli & Stimpson) – Commissioner Sbertoli reiterated the request being made by the City to prioritize what the district needs in return for providing land in Community Park for the extension of Mittel Drive through the site. Discussion took place about the impact the project would have on the park, the users and the affiliates that use the ball fields. Commissioner Stimpson informed the commissioners that the school board, who owns two-thirds of the ball field land, still have not met with the City to explore the concept.

A lengthy discussion took place about options for moving ball fields with the input of the Wood Dale Baseball Association (WDBA) President Glen Pauls, who was still present in the meeting. The concession stand that is placed in the middle of the four ball fields brings significant revenue to support WDBA. It was mentioned that, tournaments bring in 16 teams on a weekend, occupying all four fields. The Board asked Mr. Pauls to assist staff with preparing a site facility and use inventory and to share the needs of the WDBA into the future. The discussion turned to soccer fields, the popularity of the sport, and what other parks could possibly accommodate soccer fields. Staff is preparing to bring an inventory and recommendations to the Board of Commissioners at the July meeting, so that it can be discussed with the City in August.

Glen Pauls, WDBA President, departed meeting at 7:30 pm.

- C. Items removed from Consent Agenda (if necessary) – none

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

- A. Salt Creek Golf Club/Top Golf Access Drive update – Director Ellmann said the Salt Creek/TopGolf access drive has posed challenges, including traffic and trucks using it as a shortcut to Prospect Avenue. Currently, the Park District, TopGolf, Police Chief and the City of Wood Dale tollway consultant have been meeting to examine the challenges and solutions. This group agreed that a traffic count from an outside consultant was needed to understand the volume of vehicles and to help analyze the issue and provide potential solutions to mitigate the problems. The traffic count was performed, and the results should be provided soon. Additional signs and traffic deviation barriers are being explored. Director Ellmann also explained that the police cannot ticket those using the parking lot as a pass through, because traffic is not avoiding a traffic signal. As a result, city code changes are being pursued by the police. Director Ellmann will continue to work on solutions with the help of those identified.
- B. PDRMA Annual Report – The PDRMA annual report is in the packet. Director Ellmann represents the park districts' best interests on the PDRMA Membership council. PDRMA remains in a strong financial position and works proactively in the management of risk. The Loss Control Program is now being re-evaluated and Director Ellmann was appointed to assist in this regard.

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

- A. Babysitting Examination Update – Staff did an analysis of the babysitting program which included reviewing the financials for the past three years. They also looked at the number of families using the service and whether they were using it for out of building commitments, a visit to the fitness

center or to supplement time before preschool. Staff averaged the number of hours used per week, per month, and by hour. Financials show substantial loss growing over the years, with this past fiscal year losing \$7,304. The findings were:

- o 16 families use the babysitting service
- o Nine are connected to the preschool
- o Six are connected to the fitness center
- o Six were out of the building

The average weekly use ranged from zero hours to 10 hours, with monthly averages amounting to slightly over four hours. Staff is proposing a Breakfast Buddies program to accommodate families that need childcare prior to preschool. It would be a fee-based program, and staff is investigating the services of the Illinois Food Depository to provide a free breakfast. The original recommendation is to discontinue the babysitting program was reaffirmed by staff.

- The pool had its first audit and received a rating of "exceeds expectations." Three audits are performed during the summer pool season by the District's aquatic risk management provider, Ellis and Associates. The goal is to receive a total of three "Exceeds Expectations" ratings. Pool pass prices were decreased, and an increase in sales has been experienced, almost double what was sold at this time last year. Due to increased participation at the water park, the Concession Stand has experienced an increase in sales. The Concession Stand has taken over selling food to the Swim Team, which has been successful, and it relieves the Swim Team from having to provide the service. The question was asked if the Swim Team receives a percentage of the sales. All revenue goes to the Park District. Swim team numbers are up since the afternoon practice has been reinstated, and new families have joined. The working relationship between the Park District and the Swim Team parents is very positive.
- The Di Bella Dance program booked its first birthday party program, which was a success. The birthday party service allows the birthday boy or girl to choose a song and the instructor choreographs a dance number for the party and teaches it to all the guests. They also enjoy cake and receive parting goody bags.
- Staff will explore the possibility of expanding the birthday party service and offering a few themes and activities. This has been done successfully at other park districts.
- The dance staff also offers wedding preparation classes, to help brides, grooms, attendants and family members to prepare for their wedding.
- The Di Bella Dance Program will feature 21 dance class offerings a week this fall. Staff is excited to see the community's response to this diverse offering of classes, taught by top-notch instructors.
- Jan said Arturo is focused on developing a rental program for park sites. A recent rental of the ball fields grossed \$1,200. Once the process is refined, staff will market it to residents and businesses. The discussion of allowing alcohol by renters took place. Allowing alcohol would require a change in our General Use Ordinance. The Board would like to discuss this again in more detail in the future.
- Jan was pleased to report an increase in camp participation, both elementary and teen camps, and a corresponding increase in camp revenue.
- In answer to a question about soccer, staff will be evaluating the program to assess how the park district might better serve the residents. Staff are also planning to conduct a youth survey through the school district digital backpacks to see what programming our public wants.

Commissioner Pokorny requested that financial reports include the expenses, revenue and the net so the value of the program can be measured. Jan said Recreation Staff has been asked to do a seasonal financial report after the completion of each season for the programs under their area of responsibility. By October 15 they'll have an accounting of all the programs in the summer brochure, including expenses, revenues, net, attendance, and recommendations for the future.

Commissioner Pokorny asked about the increase in fitness center numbers. Jan said they've been doing more promotions for fitness, and they are also conducting fitness classes off-site at companies,

which increases awareness of the Center. Commissioner Pokorny also mentioned that he has never seen a member read a magazine while working out, and that doing away with the subscriptions would save money. Staff will explore this possibility along with the benefits and drawbacks.

12. Administration & Finance Department Report (Mitch Bowlin)

- A. Personnel Policy Manual Review Update – Mitch has been working with HR Specialist Nancy Aldrich and Director Ellmann on the personnel policy manual. Nancy added that they obtained samples from different park districts that are comparable with Wood Dale. Staff is working on the new manual in sections and will bring updates to the Board as they are prepared.
- o Mitch reminded the Board that the finance report is included in the Board Packet. He said at this time much finance work is being done to prepare for the annual audit, with fieldwork scheduled to start mid-August. In addition, he is reviewing the new GASB 75 statement that has to do with post-employment benefit costs.
 - o Mitch met with the IT support team that is shared with Itasca and Glen Ellyn as part of an IGA. The discussion centered on the latest support resource being integrated into each of the districts.

13. Salt Creek Golf Club Report (Mike Huber)

- A. Presentation of Monthly Operations Report – Mike informed the Board that the new monthly financial report is included in his report.
- o Mike informed the Board of two jobs being advertised. The full-time golf professional position was posted through the Professional Golf Association. Mike has six applicants to date, with three to four looking promising. A part-time food and beverage sales position is open, and to date there are 13 applications to review.
 - o Mike talked about the Friday Grillin' and Chillin' events. Rain dashed participation at the most recent Friday, but the two Fridays prior were successful. Mike said events like wedding rehearsals, showers, etc. are being explored to increase banquet revenue in the short term.

14. Parks & Facilities Department Report (Ben Appler)

- A. Ben gave an update on the Central Park project: There were three quotes for the backstop fence installation between the basketball court and detention pond, of which Peerless fence came in the lowest and within budget. The fence will be installed this week. Copenhagen will replace plantings to be located on each side of the fence. Copenhagen also enlarged the detention pond, as well as seeded and blanketed the area. An additional camera was installed to focus on a blind spot in which vandals tipped over the port-o-let. Perennials were planted inside the flower boxes at Central Park and around the sign at the Recreation Complex.
- o Ben said they auctioned off obsolete equipment and the cool bus with public surplus, which brought in \$2,500. Items not purchased, such as old driving range lights and signs, were sold for scrap and brought in \$350.

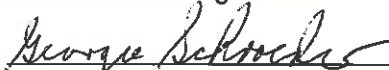
15. Commissioner Comments & Future Agenda Items for Consideration

None.

16. Adjournment

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to adjourn this General Meeting at 8:44 pm. **VOICE VOTE. ALL IN FAVOR.**

Board Member Signatures:


Vice-President


Secretary