

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 (roll call):**

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

**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  
Cheryl Mosqueda – Director of Finance & Administration

**Also, Present:**

Mike Bersani – Legal Counsel: Hervas,  
Condon & Bersani  
Dave DiVerde – Staff: Accounting  
Supervisor Apprentice  
Joseph Julius – Joseph R. Julius, Ltd.  
Carolyn Mondlock – Recording Secretary

**Visitors: (in alphabetical order)**

Claire Bending – resident  
Peter Benning – resident  
Mary Castiello – resident  
Jana Dorn – resident  
Peter Dorn – resident  
Anthony Lemperis – resident  
Maribeth Lezcano – 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 September 17, 2019
- B. Approval of the Executive Session Minutes of September 17, 2019
- C. Approval of the monthly disbursements, totaling accounts payable \$869,723.47; Payroll – September 20, 2019 \$70,074.66; Payroll – October 4, 2019 \$71,871.76; Payroll – October 18, 2019 \$70,218.78.

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

6. **Public Communication**

Resident Peter Dorn inquired about a property on Hawthorn. He had heard that the Park District purchased a piece of property and was wondering if there's public information available for the use of the property. President Lange said the Park District was offered a donation of a vacant piece of land; however, the offer did not materialize.

Peter Benning, a resident of Bensenville, said he was present because he heard rumors of a proposed sale of Mohawk Park. Executive Director Matthew Ellmann stated the Park District is mindful that the park sits in the middle of an area that is under evaluation for redevelopment. Ellmann further stated that the future of the entire area is up for examination, and the Park District Board has asked him to continue to monitor the situation. He added that this topic is not on the Board agenda for this evening.

7. **Written Correspondence(s)** – Executive Director Matthew Ellmann made note of two pieces of correspondence - thank you notes from School District #7 and the Oakbrook/Westview PTO in support of their initiatives.

8. **New Business**

- A. Presentation & Acceptance of the Financial Report for the fiscal year ended 4/30/19 – Executive Director Matthew Ellmann introduced Joe Julius, the internal auditor of the Park District. Joe Julius said the Board should have previously received the 72-page long audit report. He passed out a summary Financial Analysis to the Board and staff that is an “unaudited” or shortened version of the audit. He explained that “unaudited” means it is not a full report. The figures are good figures, taken from the audit report.

Julius proceeded to explain the trend of revenues and expenditures in the “unaudited” Financial Analysis summary. He noted the following:

- A three-year comparison is illustrated. However, the golf course operation is not included.
- Property taxes collected in the current year show a \$144K increase. Julius noted that 75% of revenue comes from real estate taxes.
- The District shows an increase in revenue from the prior year for fees and programs.
- The financial analysis revenues include the \$500K from the City.
- Overall, 2019 shows a small deficit of \$100K.
- Golf industry has been hard hit, but audit shows the course is performing better.
- Julius reminded the Board that 2018 taxes are collected in 2019.

Julius browsed through the audit report with the Board to explain specific pages that included the pension fund, bonds, etc. Overall, Julius says the Park District is in good standing financially.

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to accept the Audited Financial Report as presented by Joseph R. Julius, Ltd. for the fiscal year ended April 30, 2019. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- B. Approval of the Annual Treasurer’s Report (Receipts & Disbursements) for the period 5/1/2018 – 4/30/2019 – Director of Finance and Administration Cheryl Mosqueda stated each year the Park District Code requires the filing of the annual Schedule of Receipts, Disbursements and Summary Statement of Operations of all funds with the DuPage County Clerk within six months of the conclusion of the fiscal year. Mosqueda is recommending the Board approve the Treasurer’s Report for the fiscal year ended April 30, 2019.

It was approved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to approve the Wood Dale Park District Treasurer’s Report for the fiscal year ended April 30, 2019. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- C. Announcement of the draft 2019 Property Tax Levy– Director of Finance and Administration Apprentice Katie Iraci explained the process of determining the tax levy for 2019, which takes into account allocation among funds, audited fund balances, budgeted expenses for the new year and all rate limits. For the 2019 tax levy year, a 4.9 percent increase is being requested over last year’s levy, which excludes the debt service fund. The total tax levy requested for 2019 would total \$2,909,852. This proposed tax levy will be available for a 30-day public inspection prior to the public hearing in December when the Board approves the tax levy ordinance.

The Board agreed to the proposed tax levy by a Voice Vote.

- D. Selection and Approval of Employee Health Insurance Plan, Coverage Amounts and Employee Contributions – Director of Finance and Administration Apprentice Katie Iraci explained that prior to preparing this proposal, Iraci and Mosqueda attended PDRMA's health benefits meeting. They took into consideration balancing the district's and employees' needs, by running numerous models. As in prior years, the District is proposing for benefit eligible employees, the PPO with HRA (Health Reimbursement Account) and HMO, Dental/Ortho and \$600 Vision plans. The District is recommending a change from the currently offered \$2,500 PPO with \$2,000 HRA plan to a \$2,000 PPO with \$1,500 HRA plan. New this year is a coverage tier for employee and children being offered in the HMO, which does not include a spouse such as in the family plan. Open enrollment meeting with employees is on November 4 in which plans will be discussed.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to approve changing the Employee Health Insurance Coverage PPO plan offering from a \$2,500 deductible with \$2,000 HRA plan to a \$2,000 deductible with \$1,500 HRA plan, and to continue offering the current HMO plan, Dental plus Ortho plan, and \$600 Vision plan. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- E. Presentation of 2020/2021 Budget Timeline – Director of Finance and Administration Apprentice Katie Iraci provided the Board with a timeline indicating key dates within the 2020/2021 budget process, starting with a kick-off meeting for staff on October 31, 2019. A draft of the proposed budget will be presented to Board Treasurer, Pokorny, in February 2020, followed by a draft coming to the Board in March of 2020. The budget is scheduled to be approved after a public hearing in April 2020 and then it will be properly filed with the County.
- F. Request for Authorization to renew Itasca Bank Certificate of Deposit Investment – Director of Finance and Administration Apprentice Katie Iraci informed the Board that a CD at Itasca Bank is maturing on November 28, 2019 with a value of \$103,504.29. Since there is no Board meeting in November, Iraci is asking the Board to grant authorization to renew the CD for a three-month term upon maturity.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to approve the authorization of the Director of Finance and Administration Apprentice, with approval from the Executive Director and Board Treasurer, to renew the \$100,000 Itasca Bank CD for a three-month term upon maturity on November 28, 2019. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- G. Approval of White Oaks Project Construction Change Orders 13, 17, 18, 19, 24, 27, 28, 29, 30, 31 – Executive Director Matthew Ellmann said the White Oaks project continues to be ahead of schedule and under budget. He is requesting the Board approve two motions: 1) approve the change orders that have firm numbers, and 2) give Director Ellmann the authority to approve the pending change orders, as long as they do not exceed the contingency budget.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to accept and approve change orders numbered 13, 17, 18, 19, 24, 27, 28, 29, 30, 31 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.*

- H. Acceptance of White Oaks Pending Project Construction Change Orders 32, 33, 34, 35, 36, 37, and Granting the Executive Director Authority to Approve them

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to provide the Executive Director the authority to approve change orders numbered 32, 33, 34, 35, 36, 37, provided the cumulative amount of all change orders combined does not exceed

the allocated contingency budget for the project. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- I. Approval of a Beer & Wine Policy for the Woodlands facility at White Oaks Park – Director of Recreation Services Jan Hincapie presented a proposed policy that dictates the use of beer and wine at the new Woodlands at White Oaks Park facility. Hincapie highlighted the following:
- Only beer and wine are allowed, no other alcohol.
  - Beer and wine may be served; selling it is prohibited.
  - Renter must be at least 25 years of age.
  - Renters are required to provide a Certificate of Insurance that shows “Host Liquor Liability” included with coverage in the amount of \$1 million. The Wood Dale Park District must be named as “additional insured” on the certificate.
  - Fees associated with rental cleanup are included on the policy
  - A higher damage deposit is required for rentals serving beer and wine.
  - Large parties may be required to secure onsite security.

Discussion ensued about rental fees. The Board requested that the general rental rules and fees were shared. The information was sent out following the meeting to all Board members.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve the Beer and Wine Policy for The Woodlands at White Oaks Park as presented by staff. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- J. Adoption of Resolution (R-20-06) Designating Kathryn Iraci as Freedom of Information Act Officer and Open Meetings Act Officer (Matthew Ellmann)

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to adopt Resolution R-20-06, designating Kathryn Iraci, the Director of Finance and Administration Apprentice, as a FOIA and OMA Officer of the Wood Dale Park District. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- K. Approval of the Fifth Amendment to Lease and Lease Termination Agreement with TopGolf – Park District Legal Counsel Mike Bersani provided a quick summary of the matter of the 5<sup>th</sup> Amendment to Lease and Lease Termination Agreement. Attorney Bersani reminded the Board that TopGolf entered into a 30-year lease with the Park District in 2007 and currently there are 18 years left on the lease. TopGolf wants the ability to terminate the lease, since they built a new facility in Schaumburg and are transitioning their operations over to the new location. Negotiating teams from both TopGolf and the Wood Dale Park District have come close to finalizing the terms of an amended agreement. Bersani went on to explain the essential terms.

1. TopGolf wants the option to terminate the lease, so an amendment to the current lease has been made to give them a termination option. TopGolf is proposing to terminate the lease no later than June 30, 2020, with at least 60 days advanced notice being required. TopGolf has agreed to pay a one-time termination fee of \$650K, with one half of that to be paid no later than February 15, 2020, and the second half to be paid no later than the termination date.
2. TopGolf has also agreed to pay an additional \$850K, amortized over three years in monthly installments of \$23,611.11 per payment. Provisions are stated for late payment penalties. TopGolf will provide a letter of credit in lieu of a payment bond which offers the Park District security should they default on a payment. In addition, a provision for the payment of attorney fees is included should there be any kind of breach or default or any other action that requires an attorney.
3. TopGolf will reimburse the Park District for third party expenses such as attorney fees, consultant fees to evaluate the facility, feasibility studies, 18-year analysis, physical

conditions, etc. TopGolf has agreed to reimburse the Park District in an amount not to exceed \$125K for those expenses beginning in January of 2020.

4. TopGolf will install TopTracer technology in all bays at the Wood Dale facility to include all monitors, other hardware and software. The TopTracer technology is owned by TopGolf. The Park District will receive two years free service, valued at over \$200K. After two years a licensing agreement for the technology may be obtained for the annual software and hardware maintenance as needed for the duration of the service contract.

Director of Golf Course Operations, Mike Huber, explained the features of the TopTracer technology, which is a ball tracking system. TopTracer allows a golfer to play games and contests similar to the current TopGolf game. Golfers can play on varying simulated golf courses. A radar tracks the ball, reads what's happening, and sends it back to the system.

5. TopGolf will remove their field target equipment and turf at their own cost. They will replace the entire outfield with equivalent new turf. Cost is estimated to be \$880K. Weather conditions will determine timing of the installation of the new turf. The Park District has design input on turf targets.
6. TopGolf will remove proprietary equipment, trade fixtures, and personal property and leave the premises in good working order. They have agreed to give the Park District a \$300K credit for the purpose of purchasing items in the facility, such as furniture, kitchen equipment, ball washing equipment, etc. The Park District will have access to the facility upon 24 hours notice for the purpose of evaluating property such as HVAC systems and any other property.
7. TopGolf will continue to make rent payments through June 30, 2020. A provision is provided for a final reconciliation of those obligations by the termination date.
8. Cost-sharing will cease at termination. Currently, TopGolf will pay 50 percent of the cost of seal coating and stripping the shared parking lot.
9. TopGolf will provide the Park District with certification from their Chief Financial Officer for the 2019 rent.
10. TopGolf is requiring a 10-year non-compete provision in which the Park District cannot install any other ball tracker systems. This does not prevent the District from operating the facility as a driving range, giving lessons, or serving food and beverage.
11. Once the termination date is realized and the Park District is given the facility, TopGolf will be released of all their obligations under the lease agreement, except for those just stated in the amended agreement.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to schedule a Special Meeting on November 6 at this location for the purposes of further discussion of the agreement with TopGolf and any other matters. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- L. Selection of IAPD Annual Meeting Representatives & Credentials Certificate – The Board asked that the selection of IAPD representatives be moved to the next meeting.

## 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:

White Oaks Park Construction – Director Ellmann gave a brief update as to finishing touches being put on The Woodlands facility. The facility is on temporary power; however, the District is waiting for ComEd to hook up the main power prior to the HVAC system being activated. The official opening of The Woodlands at White Oaks is Saturday, November 23, 2019 at 10:00 AM.

#### 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:

- The audit has been filed with the County, along with the Comptroller's Report. Both are available on the Park District website.
- Brett Davis, President and CEO of PDRMA, along with Tim Lenac, Risk Management Services Supervisor at PDRMA are scheduled to present at the November Team Development Meeting. They will be discussing PDRMA's history, the services they provide to the District and to employees, and the accident reporting process.

#### 12. Recreation Department Report

Director of Recreation Services Jan Hincapie submitted a written report to the Board. In addition, Hincapie reported the following:

- Hincapie and Recreation Deputy Kristina Sromek spoke at the National Recreation and Parks Conference in September about the Power of Optimism. Sromek connected with the audience through her personal story, and evaluations are just coming in rating her presentation very favorably.
- Recreation staff is getting ready for the new building at White Oaks Park. A flower-arranging class has been scheduled for December 17. Furniture is arriving shortly.
- Hincapie explained the Chamber of Commerce Business Before Hours event planned at The Woodlands for Thursday, December 19 from 7:30 – 9:00 AM. The morning will include self-guided tours of the building, promotion of programs and rentals, and light refreshments. The intent is to showcase the facility and promote future rental activity from the business community.
- Hincapie explained the afterhours call list was developed for internal use in case something happens outside of business hours that would require a call to staff. Hincapie said she will provide the call list to the Board.

#### 13. 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:

- October revenue is \$3,300 ahead of last year.
- The inaugural Halloween Classic Golf and Bears Tailgating Outing experienced rain, however 16 participants still had a great time. Huber is hoping for better weather and turnout next year.
- Weddings booked for 2020 so far are 13, the most Huber has seen since he came to Salt Creek. He commends Renee Carrell for her efforts in sales. Huber and Carrell also evaluated the headcount minimum on wedding packages to assess a minimum dollar amount.

#### 14. Parks & Facilities Department Report

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

- Much of October was spent setting up and taking down the Scarewalk event. New this year were smoke machines, a projector and picture opportunity. The actual walk route was reversed. Good weather produced a good turnout.
- Park staff is currently winterizing the pool and drinking fountains at parks.



**15. Commissioner Comments & Future Agenda Items for Consideration – none**

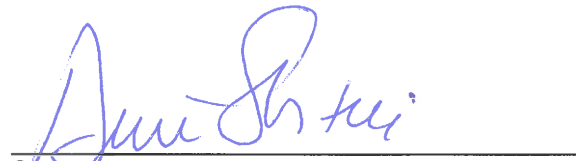
**16. Executive Session - none**

**17. Adjournment**

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to adjourn the Special Meeting at 8:35pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

  
Vice President

  
Secretary