

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

2. **Roll Call**

**Board Members Present:**

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

**Staff:**

Matthew Ellmann – Executive Director  
Ben Appler – Director of Parks & Facilities  
Mike Huber – Director of Golf Course Operations  
Katie Iraci – Director of Finance & Administration Apprentice  
Arturo Segura – Deputy Director of Recreation Services  
Nancy Aldrich – Human Resources Specialist

**Visitors: (in alphabetical order)**

Rocco Castellano – Rocco Castellano Design Studio, Inc.  
Mary Castiello – resident  
Maribeth Lezcano – resident  
Carolyn Niehoff – resident

3. **Pledge of Allegiance**

4. **Additions to Agenda** - none

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Meeting Minutes of August 27, 2019
- B. Approval of the Special Meeting Minutes of September 3, 2019
- C. Approval of the monthly disbursements, totaling accounts payable \$575,944.11; Payroll – August 23, 2019 \$87,091.26; Payroll – September 6, 2019 \$71,864.58.

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

6. **Public Communication**

Resident Mary Castiello said she toured the Woodlands building on a tour provided by Director Ellmann and was impressed beyond expectations at its beauty.

Resident Carolyn Niehoff spoke about the merging of the Wood Dale Park District Water Rats and the Addison Park District Frogs Swim Teams. She expressed support for this merger to occur and indicated that this was supported by the Wood Dale Swim Team Parent Board.

7. **Written Correspondence(s)** – Executive Director Matthew Ellmann made note of two pieces of correspondence. They were thank you notes from the Itasca Park District and from the Wood Dale Senior Club.

8. **New Business**

- A. Approval of White Oaks Project Construction Change Orders #8, #11, #12, #15, #20, #21, #22, #23, #25 – Executive Director Matthew Ellmann, with assistance from Rocco Castellano of Rocco Castellano Design Studio Inc, walked the Board through a spreadsheet describing change orders presented for review and approval. Executive Director Ellmann explained that these items were discovered during the construction process and are outlined as follows.

#8 – Foundation wall modification (modification made by cutting a hole in the internal foundation to allow needed HVAC ductwork to pass through)

#11 – Adjustment of accommodating tree adjacent to the construction site (a tree that was not specified in the plans between the new and maintenance building necessitated scope fencing layout changes to preserve the tree)

#12 – Approved last month (the rescinding of and acceptance of bid for painting and staining). These precipitates a change in the original contract.

#15 – New manhole and relocation (to accommodate plumbing codes and address a deteriorating manhole)

#20 – Adjust storm line (relocation to accommodate tree root interference)

#21 – Removal of tree roots (removal of discovered dead tree roots interfering with foundation work)

#22 – Large fan steel welded support (proactive steel plate and weld added to secure activity room fan)

#23 – Alternate water heater (due to space constraints, water heater downsized to fit in identified space)

#25 – Added fire suppression system insulation in certain locations (added insulation to prevent possible freezing of water suppression lines identified)

Executive Director Matthew Ellmann, with assistance from Rocco Castellano of Rocco Castellano Design Studio, Inc, reviewed all the change orders recommended and addressed all questions of the Commissioners. Additionally, he made the board aware of some additional change orders to anticipate for approval at the next meeting that are currently being examined.

It was moved by Commissioner Schroeder, seconded by Commissioner Stimpson, to approve the White Oaks Project Construction Change Orders #8, #11, #12, #15, #20, #21, #22, #23, #25, as presented. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- B. White Oaks Security Camera System – Executive Director Matthew Ellmann presented specifications to the Board detailing a Security Camera System for the White Oaks Park facility at a cost of approximately \$8,200. The 16-channel, high resolution system allows for future expansion. Additionally, it can be accessed remotely through a mobile application, so that staff can see “live” footage of the exterior and the main room of the facility. Director Ellmann requested board support for the purchase and indicated that the costs could be covered in the in-house project contingency budget.

The Board gave their consensus through a *VOICE VOTE*, of which *ALL ARE IN FAVOR. MOTION CARRIED.*

Commissioner Schroeder respectfully asked the Board that she be liaison for the second phase of the White Oaks Project. *ALL ARE IN FAVOR.*

- C. Information and Discussion of a Possible Swim Team Merger – Deputy Director of Recreation Services Arturo Seguro said the Wood Dale Water Rats Swim Team and the Addison Frogs

Swim Team have been in discussion about a potential merger of the two teams. Both teams are in favor and will provide documents to explain the reason for the merger and why they are in favor of the merger. Seguro will return to a future board meeting with more details and a draft agreement.

- D. Discussion of Revising the Executive Director's Evaluation Form – The Executive Director's standard evaluation form was created five years ago in order to evaluate the Executive Director's performance each year. The form covers key strategic areas. There are areas on the form that are difficult to complete since the Board doesn't have direct observations of the Executive Director performing his day-to-day tasks and functions. It is suggested to revise the form before the 2020 evaluation.

All Commissioners plan to review the form and make suggestions. Commissioners Schroeder and Stimpson, as a committee, plan to meet with Human Relations Specialist Nancy Aldrich, who can assist in research and offer further suggestions.

- E. Update and Discussion of Employee Reimbursement Policy – Human Relations Specialist Nancy Aldrich informed the Board of changes being made to employee reimbursement guidelines as presented by Illinois law. The changes are vague but may include personal cell phone usage for the job or using your own tools or laptop on the job. Aldrich also stated there is a new procedure that employees must follow for submitting expenses. Aldrich says the Leadership Team is reviewing department areas to identify specifications. She has also been surveying other park districts to see how they cover reimbursable expenses. She will come back to the Board with more information in December and an addendum to the Personnel Policy Manual to review and approve.
- F. Assignment of "Shape of Wood Dale" Presenter to Represent Agency on 11/13/19 – President Lange agreed to represent the Wood Dale Park District at the Shape of Wood Dale on November 13, 2019.

## 9. Unfinished Business

- A. Items removed from Consent Agenda – None.

## 10. Executive Director's Report

- A. Misc. Updates – Executive Director Matthew Ellmann made a verbal correction to his written report where he referred to vacant property on Hemlock, when he meant to indicate it as Hawthorne.
- B. Executive Director Ellmann reminded the Board that various tax objections and appeals come forth regularly, but the Park District pays into the Legal Consortium that makes recommendations on the appeals and objections. Director Ellmann typically makes the decision to accept their recommendations so that the Park District avoids litigation.

## 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:

- Distributed updated monthly financials for the month of August to the Board. He pointed out a large piece of equipment was purchased in addition to a dance floor. Looking at golf shop sales, the clubhouse is up 85 percent.
- There a new general manager at the TopGolf facility. He said the manager is refreshing and there is good synergy to help each other grow programs.
- Requesting consensus to allow the Executive Director Matthew Ellmann to enter into a contract not to exceed \$24,750 for sealcoating, patching and striping of the parking lot at Salt Creek Golf Club. The project is included in the capital improvement budget and is a joint project with Top Golf. The Board gave consensus.

## 12. Recreation Department Report

Deputy Director of Recreation Services Arturo Seguro submitted a written report to the Board. In addition, Seguro reported the following:

- Festravaganza was successful with 450 participants.
- Recreation programs are in full force right now for the Fall season.
- Revived Adult Softball League with Itasca Park District now running with four teams.

## 13. Parks & Facilities Department Report

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

- In last year's budget the District started a park sign replacement program incorporating the new logo and brand. Appler noted bubbling on the first installed sign at Franzen Grove. The sign representative came out and confirmed that it's inferior product. The company is picking up all signs purchased and replacing them at no charge.

## 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:

- The annual audit is moving along well, and a final report should be ready for the Board's review in early October.

## 15. Commissioner Comments & Future Agenda Items for Consideration – None

## 16. Executive Session

- A. Discussion of the purchase of real property, including whether to acquire real property for use by the Park District, pursuant to 5 ILCS 120/2(c)(5) and to discuss the setting of a price for sale of property owned by the Park District, pursuant to 5 ILCS 120/2(c)(6).

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to enter into Executive session at 7:56 pm. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

A short break was taken, and Executive Session began at 8:07 pm.

The board came back into regular meeting session at 8:40 pm.

## 17. Adjournment

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to adjourn the General Meeting at 8:41pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

  
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Vice-President

  
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Secretary