

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
Georgia Schroeder – Vice President
Denice Sbertoli – Secretary
Greg Stimpson - Commissioner

Staff:

Matthew Ellmann – Executive Director
Karin Johns – Director of Administration & Finance
Ben Appler – Director of Parks & Facilities
Frank Bonanno – Director of Golf Operations
Michele Silver – Director of Recreation & Projects

Also Present:

Carolyn Mondlock, Recording Secretary
Mike Bersani, Attorney (*arrived 6:34pm*)
Wood Dale Park District Staff:
Sarah Griffin, Intern
Brad Sholes, Accounting Coordinator
Salt Creek Golf Club Staff:
Gina DePhillips, Food & Beverage Manager

Visitors:

Stuart G. Chapman, President, Municipal Services
Associates, Inc. (*arrived 6:40pm*)

3. **Pledge of Allegiance**

4. **Additions/Changes to Agenda** - *none*

5. **Approval of Consent Agenda Items**

- A. Approval of the Special Meeting (B & A Public Hearing) Minutes of June 28, 2016
- B. Approval of the Regular Meeting Minutes of June 28, 2016
- C. Approval of the monthly expenditures: Totaling \$267,758.52, covered by check nos. 79833 through 79987 (\$68,412.73) and payrolls 7/1/16 (\$101,339.50) and 7/15/16 (\$98,006.29).
- D. Approval of Ordinance O-17-3, authorizing conveyance of personal property (Benches, Lights, Refrigerator and Oven)

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the Special Meeting (B & A Public Hearing) Minutes of June 28, 2016; the Regular Meeting Minutes of June 28, 2016; the monthly expenditures: Totaling \$267,758.52, covered by check nos. 79833 through 79987 (\$68,412.73) and payrolls 7/1/16 (\$101,339.50) and 7/15/16 (\$98,006.29); and Ordinance O-17-3, authorizing conveyance of personal property (Benches, Lights, Refrigerator and Oven). **ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.**

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

7. **New Business**

- A. Introduction of new employees – Brad Sholes and Gina DePhillips (*Karin Johns & Frank Bonanno*) – Karin introduced Brad Sholes, the new accounting coordinator. He was formerly the General Manager for the Rockford Aviators Baseball Team. He works part-time at Rock Valley Community College where he teaches sports and wellness classes. Brad thanked the Board for the opportunity to work at the Park District and expressed his excitement for the job.

Frank introduced Gina DePhillips, the new Food & Beverage Manager for Salt Creek Golf Club. He said Gina has been with the Club for a month, has fit in very well, is opening and closing the facility, and has been a great asset to the team. Gina thanked the Board for the opportunity to be part of Salt Creek, as well as Wood Dale. Gina said she comes from the United Center, Levy

Restaurants; and prior to that she worked at the Sheridan. She has a culinary background as well as a hospitality background. Gina hopes to create new experiences and new leads for Salt Creek.

The Board gave a warm welcome to Brad and Gina.

Gina left the meeting at 6:35 pm to close the golf course.

- B. Update and Discussion on Cell Tower Lease and Engaging a Consultant (Mike Bersani) –Director Ellmann informed the Board that he was contacted by a representative of American Tower about the cell tower lease in Mohawk Park. The representative proposed to extend the lease for another term of 20-30 years.

Attorney Mike Bersani stated that the purpose of tonight's discussion is not to talk about specific terms being offered by American Tower or what a response may be. He went on to introduce Stuart Chapman, an industry consultant and expert in this area, who can provide the Board with information about cell towers and whether a lease extension has merits.

Stuart Chapman of Municipal Services Associates Inc. works with public sectors, cities, counties, and park districts regarding wireless communications issues, since 1996. They have watched the industry grow, develop and technologically transform at a rapid pace. Technology that drives smart phones, tablets and devices that talk to each other all require cell sites in more concentration, than has been seen in the history of this technology.

Mr. Chapman stated that the cell tower at Mohawk Park is in a very unique location with only one carrier on the tower. Driving the cellular industry over the last 15 years has been the importance of location. Users have gone from residential to commercial to industrial to mobile. Where this particular cell tower is, it serves all four categories. Soon it will serve traffic along I-390 to O'Hare. Stuart explained how cell tower technology works, communicating through bandwidth and radio frequency. He added that "extensions" are placing more carriers on a tower to cover more territory.

Attorney Bersani explained that the provisions of the current lease are outdated and should be updated per the advice and expertise of Stuart Chapman and his company. He said that consulting fees may be reimbursable through the lease.

The Board gave consensus to investigate the cell tower and potential lease extension more thoroughly with the assistance of Stuart Chapman and his company.

- C. Bi-annual review of Executive Session minutes and approval to not release minutes identified and to destroy auto recording identified (Matthew Ellmann) – Director Ellmann reminded the Board that an examination of Executive Session minutes and recordings is made every six months in accordance with the Open Meetings Act. The examination determines whether any minutes should be made available for public review or keep closed for confidentiality. In addition, audio recordings older than 18 months can lawfully be erased. Director Ellmann and Commissioner Schroeder inspected the minutes and recordings, and based on consultation with Attorney Bersani have determined to recommend to not release any Closed Executive Session minutes.

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, that the Wood Dale Park District Board of Commissioners, having this date conducted the semi-annual review of its closed executive session meeting minutes as required by the Open Meetings Act, find that the minutes previously determined continue to require confidentiality and should not be released at this time. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, that the Wood Dale Park District Board of Commissioners, having this date conducted the semi-annual review of audio recordings of its closed executive session meeting minutes as required by the Open Meetings Act, and find that all audio recordings made of Wood Dale Park District closed executive session meetings held prior to January 26, 2015 (which are November 19, 2014) should be destroyed as permitted by the Open Meetings Act and that all other audio recordings of closed executive session meetings require continued maintenance as confidential non-public records at this time. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- D. Approval of Memorandum of Understanding between Bensenville-Wood Dale Football and Cheerleading Association and Wood Dale Park District (Michele Silver) – Michele explained that the Bensenville-Wood Dale Football and Cheerleading Association (BWFCA) requests the use of Community Park for their practices during the week. They have been long-standing affiliates of the Park District and have been utilizing space for their practices starting in September through mid-November. A Memo of Understanding is included in the Board Packet for approval. The BWFCA has also submitted a Certificate of Insurance, listing the Park District as additionally insured. An affiliate agreement template provided by PDRMA is provided by the Park District.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve the Memo of Understanding for the 2016 Bensenville-Wood Dale Football and Cheerleading season. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- E. Presentation of Intern Project Work (Sarah Griffin) – Michele re-introduced the summer intern, commending Sarah on her excellent work. Sarah's last day at the Park District is August 10, she then heads back to Western Illinois University. Sarah highlighted some of her projects at the Park District:

- White Oaks project (which will be discussed later in this meeting)
- Board packet preparation
- Part-time staff salary project, in which she contacted other park districts to obtain salary information to assess whether Wood Dale Park District is a comparable agency
- Staff evaluation project, in which she compiled common information for staff reference and the requirements that pertain to different areas
- Collected memorial tree information at Salt Creek Golf Club for report that includes memorials, names of trees and locations of them
- Park inventory project to include developing a binder to capture all information for new park regulatory signage
- P-drive mapping project, in which she is organizing the common drive so that files are easier to locate and more accessible to all departments.

Sarah thanked the Board for so much hands-on knowledge and for the opportunity to be an intern at the Wood Dale Park District.

- F. Discussion of proposed Salary Range Adjustments (Karin Johns) – Karin explained that in the original compensation study, it was proposed to bring to the Board on an annual basis to update salary ranges. Staff is recommending a 1.0% increase to the midpoint of all salary ranges which is consistent with the 2015 Consumer Price Index (CPI). The 2015 CPI is what increased the District's 2015 property tax levy, received in fiscal year 2016-17. This only adjusts the ranges at this point. In reviewing the overall compensation plan, it said that each range should have a 48% spread, so when proposing the 2016-2017 ranges, she made sure the minimum and maximum were calculated at a +/-24% from the midpoint. There were a few ranges that expanded slightly from the previous year because of this refinement, with minimums decreasing in some cases. While the ranges need to be adjusted as the policy dictates, actual salary increases have already been issued in-line with the budget.

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the proposed 2016-17 Full-Time Salary Ranges as presented. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

8. Unfinished Business

- A. Items removed from Consent Agenda – None removed.

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

- A. Update on Central Park Design Development Plan – Director Ellmann reported that the Wood Dale City Council approved the special use permit. At this point we're preparing the actual permit requirement documents for storm water and building permits. We plan to get the City to review the construction plans, prior going out to bid. Planning Resources Inc (PRI) has taken us through this process with the City, and the bids are anticipated to be sent out in mid-August. Director Ellmann said that potentially the Board may have to conduct a special meeting between the August and September regular meeting to review the bids in order to keep the planned project schedule on track.
- B. The White Oaks Park re-development concept plan is also progressing. A public hearing is planned for July 27 to present some of the concepts to the public. Director Ellmann reviewed the demarcation survey work that was performed, indicating where wetlands are located on the property. These areas must be taken into account in the design, development and construction plan. Our consultant suggested the Park District take the next step and get a wetland delineation report.

As part of the site survey there's a tree inventory of every tree over 12 inches in caliper. Every tree is marked on the survey and tagged on the tree. The species and quality of the trees were also identified and color-coded on the survey. Director Ellmann is happy to report that there is a good inventory of hearty and sturdy tree species. There are approximately 1,200 to 1,500 trees on the site. Once the delineation survey is complete and the public hearing provides input, concepts can be brought to the Board. The public hearing is important to explain to people what an aerial adventure park brings to the community.

Edge Adventures provided two agreements that were done with landowners in Indiana. Director Ellmann suggested that invitations be extended to the Wood Dale Mayor, City Manager and Aldermen to participate in the field trip scheduled for later in August.

Referring to the Illinois Department of Commerce and Economic Opportunity Grant that was suspended, Director Ellmann was able to get approval for a one year extension.

10. NEDSRA Report

Director Ellmann had nothing additional to report about NEDSRA.

11. Salt Creek Golf Club Report (*Frank Bonanno*)

- Using the new computer system has enabled staff to obtain email addresses from customers that book tee-times both online and through the proshop. Now the Club can get information out quickly. A monthly newsletter will go out communicating what's been happening at the Club/Course and what's coming up.
- The Salt Creek Golf Club received the Daily Herald's Best of the Best Award. Frank expressed that receiving the award was a team effort, commending the Salt Creek team.
- Commissioner Schroeder inquired about safety regulations at TopGolf. She is concerned because she saw golfers on the top floor hitting balls during a lightning storm. Attorney Bersani said that the lease doesn't address safety to that level, but that the risk would fall on TopGolf should a patron be hurt on the property. It was suggested that an email be sent to TopGolf that this was brought to the attention of the Board and ask them to address the concern.

12. Parks Department Report *(Ben Appler)*

- The multi-program room is complete and ready for classes.
- An ad is out for an administrative assistant for the parks department. Many applications have been received and the interview process will start soon.
- Ben brought the 1991 Ford 445C 4-wheel end loader tractor, in for service repairs. An electrical problem was determined and a few other problems were corrected.

13. Business Department Report *(Karin Johns)*

- Safety coordinator position posting has produced some applicants, three of which Karin will be interviewing this week.
- Karin is working to resolve internet issues at the Recreation Complex and the pool.
- The GolfNow financials for Salt Creek are done for March, with April being done soon. Those will be provided to the Board as soon as the fiscal year is complete.
- Karin pointed out that she made corrections to the financials in the Board packet.
- She explained the Capstone Project to the Board. A proposal was submitted by the Park District for University of Illinois students to prepare a draft policy manual for the District as part of their thesis. The District needs to be accepted in order to participate and should receive word about that in mid-August. There is no charge to the District.

14. Recreation Department Report *(Michele Silver)*

- Today there was an additional team added for softball making our numbers six teams in total.
- The Baton team came in first place in State competition.
- The Extended School program is being marketed more heavily at this time.
- Pool numbers from last year to this year have increased. Of course, weather has been a positive factor this year.
- The new pool vending machine is now working well at the pool.
- The seasonal fall brochure is out this week, and Michele is asking for Board feedback about the layout and category changes.
- In an answer to an inquiry by Commissioner Schroeder, Michele informed the Board that Di Bella Dance Center is a cooperative program similar to a contractual program. The dance recital is dependant on the number of participants. Partnering with Di Bella may bring in more participants because more variety of dance is offered.
- Movies in the park has been moved to Community Park.

15. Commissioner Comments & Future Agenda Items for Consideration

16. Adjournment

It was moved by Commissioner Schroeder, seconded by Commissioner Stimpson, to adjourn this General Meeting at 8:00 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

President

Secretary