

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  
Rick Pokorny - Treasurer  
Greg Stimpson – Commissioner

**Staff:**

Matthew Ellmann – Executive Director  
Karin Johns – Director of Finance & Administration  
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

**Visitors:**

None

3. **Pledge of Allegiance**

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

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Meeting Minutes of July 26, 2016.
- B. Approval of the monthly expenditures: Totaling \$475,922.87, covered by check nos. 79988 through 80177 (\$274,104.72) and payrolls 7/29/16 (\$103,658.94) and 8/15/16 (\$98,159.21).
- C. Approval of Ordinance O-17-4, authorizing conveyance of personal property (Exhibit A).

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the Regular Meeting Minutes of July 26, 2016; the monthly expenditures: totaling \$475,922.87, covered by check nos. 79988 through 80177 (\$274,104.72) and payrolls 7/29/16 (\$103,658.94) and 8/15/16 (\$98,159.21); and Ordinance O-17-4, authorizing conveyance of personal property (Exhibit A). *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

6. **Written & Public Communication** – No correspondence was received for the Board, but Director Ellmann said he received a Thank You letter from the City of Wood Dale for the Park District's support of Prairie Fest.

7. **New Business**

- A. Discussion of proposed Resolution regulating reimbursement for Wood Dale Park District Employee and Board Member Development Expenses and Amendments to Board of Commissioners Manual (Mike Bersani) – Attorney Bersani spoke about recently signed legislation that was enacted to address local governmental expenses, requiring the adoption of policies related to travel reimbursement and prohibiting reimbursement for entertainment expenses. The statute applies to any local government and requires a resolution to be passed by the local government within six months of the effective date of the statute, which is January 1, 2017.

Attorney Bersani explained – as summarized from the Board's packet of evening materials - at a minimum, a local government's travel policies must regulate the reimbursement of all travel, meal, and lodging expense of officers and employees, including: (1) the types of official business for which such expenses are allowable; (2) the maximum reimbursable amount for such expenses; and (3) a standardized reimbursement expense form that includes minimum documentation such as cost receipts (or cost estimates if the expenses have not been incurred), the name and job title or office of the individual who received or is requiring the travel, meal, or lodging expenses, and the date and nature of the official business in which the travel, meal, or lodging expense was or will be expended. When the new regulations become effective January 1, 2017, travel, meal, and lodging expenses of any Board Member may only

be approved by the public body after submission of the required documentation and approval by a roll call vote at an open meeting. Expenses of employees or officers that are not Board Members would also require approval by a roll call vote at an open meeting if they exceed the maximum allowed under the regulations of the local public agency. Entertainment expenses, which are defined and include shows, amusements, theaters, circuses, sporting events, or any other place, or public or private entertainment or amusement cannot be reimbursed unless those expenses are ancillary to the purpose of the program or event.

The Wood Dale Park District Board already has these policies in place, according to Attorney Bersani. However a resolution needs to be adopted to set forth expense regulations and amended in the Board Manual. The Board agreed that using IRS figures for mileage and per diems per city would be reliable and standard. The Board would need to set ceilings, suggested at budget time, for items that fluctuate, such as airfare and lodging. Expenses that go over the maximums need to be approved by the Board with a roll call vote.

The Board considered and discussed the recommendations of Attorney Bersani and directed staff to prepare final language for the amendment of the Board Manual and a resolution for consideration at the September Board Meeting.

The second part of this discussion, as explained by Attorney Bersani, is his intent to pass on the legality of sections of current Board Policies, for example, allowing Commissioners and their family members and past Commissioners certain discounts and/or waiver of fees. He said the Park Code is very simple and straightforward prohibiting Park District Commissioners' from receiving any compensation for their positions; however, it is generally recognized that some things may be given, such as apparel, because it promotes the park district.

In addition, Commissioners can participate in programming and activities free of charge because in the role as Commissioner one should be observing things firsthand. There are other park districts that allow family member benefits and past commissioner benefits, and in Attorney Bersani's opinion, that's illegal under the Park Code. So his recommendation is the Board remove family benefits.

President Lange asked about employee benefits; the Board would like to review the personnel policy manual. At this time, the policy is still being reviewed by staff. It is also part of a project grant applied for where UIC students would help identify areas that need to be addressed, saving staff time and possibly producing new ideas. Director Ellmann said staff will continue the process of updating the personnel policy manual, with the Board reviewing updates at a future date.

## 8. Unfinished Business

- A. Central Park Development Project Update – Director Ellmann said construction plans will be complete by the end of August. Bids go out on September 7 with a due date of September 22. The bids will be brought before the Board at the September 27 Board Meeting. Currently, because of permitting and city requirements, the project is three weeks behind schedule. Once a contractor is selected, groundbreaking is anticipated for mid-October. Director Ellmann informed the Board that soil boring tests were conducted ahead of time to educate contractors about the condition of the soil and subsoil surface, so it's less likely the contractor will have to build those costs into their proposals. The results are not yet in, but Director Ellmann believes they won't be problematic. He pointed out amenities on a diagram planned for phase 2. Some discussion was held about a handicapped restroom, drainage in the park, and some other infrastructure concepts.
- B. Items removed from Consent Agenda – None removed.

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

A. Progress on filling positions (Safety Coordinator, Director of Finance & Admin, Recreation Supervisor) – Director Ellmann reported that an offer was accepted for the Safety Coordinator by a former director with a stellar career who is doing safety consulting. Two finalists are being interviewed for the Director of Finance & Administration position this week with the hope of that position being filled by mid-September.

### B. Miscellaneous updates

- **White Oaks Park Development** – Director Ellmann stated that a well attended and spirited community meeting was held to explain ideas for improvement and engage community input. He explained that there is a process of educating the community and that the Park District is trying to improve the park and make it exciting and entertaining for people's use.

He presented a wetland delineation survey to the Board that identified five wetland areas, four of them substantial and one regulatory. Substantial means the highest regulatory requirements need to be met. The delineation identified two protective plant species, and evaluated wildlife. Of the 18 acres, a little over five acres is designated wetland. He showed the Board an illustration of the five wetland areas.

The next steps include a field trip to Rum Village, an Aerial Adventure Park with the City's Community Development Department, two architects, and President Lange. Director Ellmann stated it is the Board's responsibility to explore all options. After more due diligence and research, the District can determine how to proceed. Another meeting may need to be scheduled to further educate the community. It was suggested by Commissioners Sbertoli and Stimpson to send out an information letter to residents, because the park belongs to the whole community. Director Ellmann recommended the consultants develop two concept plans, one with the aerial park and one without. These plans will be presented to the Board at either the September or October Board Meeting.

- **Cell Tower Lease** – Director Ellmann and Attorney Mike Bersani met with Stuart Chapman of Municipal Services Associates earlier today to discuss the approach and strategy for negotiating the cell tower lease. Mr. Chapman suggested that the Park District survey other park districts to assess other lease arrangements. Meanwhile, he will review the lease to see where it may fall short. It was discussed that the reimbursement of fees of Mr. Bersani and Mr. Chapman would be negotiated as part of the lease. At this time, the District is exploring all avenues dealing with the cell tower.

## 10. NEDSRA Report

Director Ellmann had nothing additional to report about NEDSRA. It was agreed by the Board that since Director Ellmann covers NEDSRA in the Executive Director's report, this agenda item should be removed as a line item from future Board Meeting agendas.

## 11. Recreation Department Report *(Michele Silver)*

- Bark in the Park event was canceled due to weather conditions. Word was dispersed quickly with emails and Facebook. Commissioner Schroeder questioned as to how sponsorships are being handled. Michele said they generally ask the sponsor of a canceled event if they would like to place their money in another event or elsewhere in the District. If not, the District will refund their money.
- The pool is closed for the season and staff was commended for their work. The pool received an "exceeds" rating on its final audit, making for three "exceeds" ratings this year.
- Camp is over as well, and she commended camp staff.
- New website design – Michele handed out a photocopy of the homepage of the new website design. She listed and spoke about the key points that changed. The new site is easy to maneuver, eye-catching and mobile friendly. The domain name is changing to [wdparks.org](http://wdparks.org), and

searches for wooddaleparkdistrict.org will be redirected to the new domain. The site launches September 9.

- Commissioner Pokorny asked about the decline in fitness center memberships. Michele explained that nice weather outdoors, corporate members moving, and construction are all factors. She believes the decline includes mostly residents.

## 12. Business Department Report *(Karin Johns)*

- Legislation has increased to a \$25,000 minimum for bid amount requirements. Next month the Board will be presented with an updated purchasing policy for approval. The minimum mirrors that of the IAPD platform. Some things are exempt from bid, such as professional services and technology but those exemptions are generally brought to the Board for approval.
- The auditors are onsite and working at this time. All figures are unaudited and the accruals not yet posted, so some numbers may have to be readjusted.
- New employee Brad Sholes has successfully caught us up on the golf financials.
- Karin reminded the Board of the staff outing at Arlington Race Track.
- Phone system – she is waiting on AT&T site surveys for the maintenance garage and golf course. The next step is an install date 45-90 days after the site surveys are completed. Then the switch to AT&T with the new devices and staff training will take place. Karin is working on transitioning this project over to Michele.

## 13. Salt Creek Golf Club Report *(Frank Bonanno)*

- Frank commended Salt Creek staff's advertising of FootGolf with another outing this weekend. He said FootGolf is up 30% this year compared to last year. The course will be kept open for FootGolf through October 1.
- The final Friday night barbeque accommodated 190 guests. Frank said the summer events averaged 160 customers, up from 140 the previous year.
- Salt Creek is targeting former loyalty members with a certificate to encourage them to come back and golf.
- Frank distributed a map from the Illinois Tollway Authority that redirects traffic around the Salt Creek facility as a result of the Elgin-O'Hare expansion project. He explained traffic flow from all directions, both temporary and some more permanent.

## 14. Parks Department Report *(Ben Appler)*

- Ben said the culvert near the cabin/dog park was restricted underneath, which caused standing water. The Highway Department responsible for the culvert sucked it out and it is draining better. The Highway Department also removed five dead trees on the parkway.
- Five candidates are being interviewed for the Parks Administrative Assistant position.
- Ben showed the Board examples of new park regulatory signage containing varying rules so that they can be changed out depending on park condition and situation. The signs are pictorially universal to accommodate any language.
- Upon pool closure, the parks team did a walkthrough to identify ideas for next year and things that need repair. The spa filter needs to be replaced. In addition, the sign in front of the park needs replacement.

## 15. Commissioner Comments & Future Agenda Items for Consideration

### 16. Executive Session

- A. Discussion of the appointment, employment, compensation, discipline, performance and dismissal of specific employees pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act.
- B. Discussion of pending, probable or imminent litigation pursuant to 5 ILCS 120(c)(11) of the Open Meetings Act.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to enter into Executive Session at 8:07 pm for the purpose of discussing the appointment, employment, compensation, discipline, performance and dismissal of specific employees pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act; and pending, probable or imminent litigation pursuant to 5 ILCS 120(c)(11) of the Open Meetings Act. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

The Board entered back into the general meeting at 8:33 pm.

## 17. Adjournment

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to adjourn this General Meeting at 8:33 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

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President

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Secretary