

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
Rick Pokorny – Treasurer
Greg Stimpson – Commissioner

Staff:

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

Also Present:

Kristina Sromek – Deputy Director of Recreation Services
Carolyn Mondlock – Recording Secretary

Visitors:

Rocco Castellano – Castellano Design Studio
Maribeth Lezcano – Resident
Jim McConachie - Resident

3. **Pledge of Allegiance**

4. **Additions/Changes to Agenda** – *None.*

5. **Approval of Consent Agenda Items**

- A. Approval of the Executive Session Meeting Minutes of February 6, 2018
- B. Approval of the Special Meeting Minutes of February 20, 2018
- C. Approval of the Regular Meeting Minutes of February 27, 2018
- D. Approval of the Regular Meeting Minutes of March 20, 2018
- E. Approval of the Special Meeting Minutes of April 2, 2018
- F. Approval of the monthly expenditures: Totaling \$274,670.80, covered by check nos. 82777 through 82899 (\$172,019.13) and payrolls 3/23/18 (\$52,172.08) and 4/6/18 (\$50,479.59).
- G. Approval of Surplus Property Ordinance #O-18-10, authorizing conveyance of personal property (Exhibit A).

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

6. **Public & Written Communication** –

Resident Maribeth Lezcano was present to voice questions raised from the Community Development Commission (CDC) meeting with the City of Wood Dale and the Wood Dale Park District the previous evening concerning the White Oaks Park project. She commended the Park District on its due diligence of the project. Despite public meetings, focus groups and surveys held/done by the Park District, she feels, along with others she has spoken with, that the presentation was the first time the residents have seen the concept plan in its entirety and the enormity of it. She noted the plan was neither on the Park District's nor the City's website as of this evening's Board Meeting. Maribeth shared several questions raised by residents in attendance at the CDC meeting and requested that the project be halted to give residents more time to digest the concept and ask more questions.

Jim McConachie identified himself as being with the Construction Workers Union and asked that the lowest bidder on the White Oaks cabin demolition project be reviewed closely before the Board proceeds with the approval of the contract because information has been revealed, which he did not state, about that contractor.

7. New Business

- A. Approval of Bid for the Demolition and Asbestos Abatement for the Cabin, Classroom and Barn at White Oaks Park (Ben Appler) – Ben summarized his memorandum to the Board included in the Board packet about the existing conditions assessment for the cabin (including classroom and barn), determining that the costs were too high and the uses too limited to justify a renovation. Consultant True North performed a pre-demo asbestos and lead study that indicated asbestos was present in the floor tile and chinking. True North wrote up bid specifications for the asbestos and abatement demo. Ten companies were present at the pre-bid meeting to have questions answered by True North. Bids were opened and announced with six companies providing bidding. The lowest qualified bid was from A-1 Fowler. True North interviewed five of the six references provided, and all reviews were favorable. Therefore, Ben asked the Board to approve the total bid in the amount of \$61,800 from A-1 Fowler.

Mitch declared that A-1 Fowler is a nonunion contractor. The Park District is not required to hire a union contractor, but the District's requirements are to post the project as a prevailing wage job, meaning the contractor is required to pay the prevailing wage for any labor done. The responsibility falls on the contractor to comply.

Director Ellmann discussed the process the District has diligently gone through to evaluate the condition of the park, cabin, other site facilities and environment over the past two years. The District has an obligation to get back to the contractors, so a decision could be delayed, but could impact project development plans and the construction schedule. He suggested calling a special meeting if there was a need for more discussion. The board voiced no concern with moving forward as planned.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to accept the demolition and asbestos abatement proposal from A-1 Fowler for the cabin, classroom and barn at White Oaks Park. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- B. Acceptance of Environmental Consulting Service Contract with True North for the Oversight of the Cabin, Classroom and Barn Structure Demolition and Abatement (Ben Appler) – Ben reminded the board that True North was retained to develop the bid specifications for remediation (asbestos abatement) and that it is best to have them continue their work to assure the contractor is removing all asbestos properly and within the specifications defined in the bid. They will also perform geotechnical oversight to assure the cabin basement is correctly filled and compacted. The contract total is \$12,435. Director Ellmann explained these are highly technical skills required to comply with EPA regulations and standards, which are above the District's realm and expertise.

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to accept the demolition, asbestos abatement consulting services and oversight proposal from True North for the cabin, classroom and barn at White Oaks Park. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

- C. Update on White Oaks Park Project and Budget (Rocco Castellano) – Director Ellmann gave a summary of the previous evening's public meeting and presentation to the City's Development Commission conducted to receive PUD approval for the White Oaks Park project. Staff and project consultants were on hand to answer questions from those present. The public meeting was well attended. Director Ellmann said there were a wide range of questions and concerns from the community surrounding the project. He said typically these public meetings are a process whereby the City provides their report and recommendations, followed by the Park District's presentation, a question/answer period, and then closing statements. This public meeting turned into a 3-hour question/answer period, whereby Park District staff and project

consultants addressed the community's understanding of the project and the impact on the neighborhood.

A main concern of residents is the understanding of the operation of Edge Adventures. Seen as an amusement by some, Director Ellmann explained the operation is more of a physical challenge course. He explained how the operation works, and what it will do for the park and community. He reminded staff, Board and audience in the room this evening that the project has already had multiple public meetings and has been on the agenda 15 times, giving the public additional opportunities to come to a Board meeting and learn about the project. Addressing a question of an outdated plan on the website, Director Ellmann acknowledged that the District will update the website with the new concept plan but that the differences are minimal.

Director Ellmann introduced Rocco Castellano who was present to give a project update and inform the Board where the District stands in the process, where costs are being evaluated and how things will evolve. Mr. Castellano said the project scope of the expected use of the building has been carried into the design phase. He proceeded to go on and discuss technical details of the project.

To control costs, Mr. Castellano listed and explained alternatives to consider:

1. Elimination of sun shade and trellis; however, removal would also remove the benefit and beauty, in addition to sun shading reduction of operating costs. The board decided to add the elimination of the sun shade and trellis as a deductive alternate thru the bidding process.
2. Reduce costs associated with the thin wall concrete rainscreen system at the north and west building elevations. Either the concrete panels will be simplified or substituted with a composite panel rainscreen system. The board agreed to add the alternate system as a deductive alternate thru the bidding process.
3. Substitute the decorative CMU (cinderblocks) with painted CMU. The board rejected this savings consideration since painted CMUs require regular maintenance and increased costs over time.
4. Simplify storefront system. This is all fixed windows on the building and adjacent to doors. A 6" deep system is designed to bridge the thermal envelope of 3" insulation space to get maximum benefit of insulated value. This can be made 4" to realize a savings. The board decided to add the 4" deep system as a deductive alternate thru the bidding process.
5. Replace exterior wood soffit system with a plaster system; however, plaster will have more maintenance over time and has an adverse impact to the design intent of a structural wood deck that was thought to emulate the outside of the building and bring the inside out. The board decided to add the substitution as a deductive alternate thru the bidding process.
6. Remove wall cabinet inside Edge Adventures space as they will be outfitting the space themselves. This cabinet will be excluded from the bid documents
7. The classroom allowance is really a flexible meeting or activity room that can house a television or a whiteboard. Mr. Castellano is recommending reducing cost by half.
8. Cut shelving for Edge Adventures storage. The storage shelving inside the Edge Adventures Storage Room will be excluded from the bid documents.
9. Simplify lighting fixtures. This simplified design will be incorporated into the bid documents.
10. For furnishings – use current park district inventory or allocate from another budget. Select site furnishings will be excluded from the bid documents.
11. Wheel stops are the concrete auto barriers in front of parking spaces. Eliminate the two rows of wheel stops in the island portion of the parking lot. These wheel stops will be excluded from the bid documents
12. Reduce bike racks by half. This reduction will be incorporated into the bid documents.
13. Substitute the sod for seeding. This substitution will be incorporated into the bid documents.
14. Reduce plantings budget costs to reflect Altamanu' s planting plan.

President Lange forwarded a question by Commissioner Schroeder who was not present this evening. She had a question about the underground HVAC and ductwork system, which Mr. Castellano explained in good detail and offered to have a conversation with Commissioner Schroeder, so she has a better idea of that system.

Mr. Castellano distributed the Board a schedule and the phasing plan that they reviewed for several minutes. He explained the color-coded phases and matched the project rendering to the project plan. He talked about the bid process and timing of construction. Expected construction start date is August 1. Mr. Castellano went into detail about the construction schedule.

Mr. Castellano concluded his review of the project. The Board had no further questions.

Mr. Castellano left the meeting at 7:46 pm.

- D. Discussion and Approval of Resolution R-18-11, approving the 2018/2019 Board Meeting Calendar (Matthew Ellmann) – Director Ellmann presented the next fiscal year Board Meeting calendar, explaining that Board Meetings are typically the fourth Tuesday of each month, with the exceptions noted in the Board packet memo.

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to approve Resolution R-18-11, Board Meeting dates for Fiscal Year 2018/2019. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- E. Authorization to place the Budget & Appropriation Ordinance – FY 2018/2019 up for public inspection and to schedule a Public Hearing for May 22, 2018 at 6:15 pm (Mitch Bowlin) – The draft Budget & Appropriation Ordinance for Fiscal Year 2018/2019 needs to be put up for public inspection prior to the Public Hearing scheduled for 6:15 pm on May 22, 2018, and prior to filing with the County.

At Board direction, staff applied a 15 percent reduction in training for board and staff. Staff added \$15,000 for scholarship funding as an expense line which was an oversight in the original draft budget. In the golf fund there's an initial \$95,000 for an item we are responsible for with TopGolf which is supposed to be billed this year, but if not, this is a contingency if they do not bill us until later.

The Board was in consensus to place the Budget & Appropriation Ordinance for Fiscal Year 2018/2019 up for public inspection.

- F. Discussion of Redevelopment Plan and Project for the Wood Dale Road Corridor TIF District (Matthew Ellmann) – Director Ellmann explained in detail the second Tax Increment Financing (TIF) that the City of Wood Dale is planning to create, known as the Wood Dale Corridor Re-Development Area Project. The TIF District will have tax revenue implications to the park district and other taxing bodies within the TIF District. Director Ellmann described what is determined to be a "blighted" area and the number of acres of land and number of parcels affected. He said a preliminary meeting on April 2 to review the TIF included the city, library, fire district, park district, township and school district. The Park District's only requirement as a joint reviewer of the TIF is to evaluate if the plan conforms to TIF regulations. Not supporting the plan may change the cycle of how it goes through the City Council, for they ultimately hold the authority to approve or deny the TIF's formation. Director Ellmann reviewed the TIF thoroughly and informed the Board that it meets all the criteria. His recommendation is to accept the conditions and to vote in favor of the formation of the TIF.

8. Unfinished Business

- A. Discussion of Community Park and City TIF Project Position (Matthew Ellmann & Greg Stimpson) – Director Ellmann summarized the City's first TIF to reposition the industrial area for future

development and stimulate growth. The Park District was asked to entertain the possibility of having them extend Mitel Road through Community Park. Director Ellmann distributed a draft handout entitled, "Community Park Assessment for the Park/City Joint Projects Committee – March 2018" which he is working on to define the extent of the TIF and impact on District property. The document provides an overview, amenity inventory, facility programming and scheduling, and level of service which benchmarks how the District compares to state and national standards for a community. Discussion ensued about the number of ball fields, tennis courts and other amenities the District has and how they may be impacted by this TIF. Director Ellmann asked the Board how far they want him to proceed with his preparation or would they rather have time to process the information and discuss later. Commissioner Stimpson said the Board needs time to absorb the information. He's been sitting in on the meetings and said the City still has much discussion to do before they can move ahead on this project. President Lange asked Director Ellmann to discuss the TIF and Community Park with School District #7 Superintendent John Corbett and to also reach out to the baseball affiliate.

B. Items removed from Consent Agenda – None.

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

- A. Attendance at "Reach for the Stars" on June 7 – Director Ellmann mentioned NEDSRA's BBQ Bash and the Reach for the Stars banquet, in which the Park District has a table for ten. He asked the Board to let him know who is planning to attend.

Other:

- o Director Ellmann updated the Board on discussions and the agreement with the Calvary Lutheran Church about overflow parking for White Oaks Park. He went over in detail provisions of the agreement requested by the Church, some of them to include the reserving of spaces just for church use, exceptions due to church services and events, the Park District's responsibility to replace parking lights and maintain the parking lot surface, in addition to picking up trash. The Church would like to have occasional services at White Oaks Park.
- o With last night's CDC meeting, the White Oaks project moves to the Committee of the Whole at the City which is a week from Thursday, April 26, 7:30 pm at City Hall. He encourages the Board to attend.

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

- A. Discussion of Program and Service Subsidies – reported on Budget Subsidies. She highlighted six programs that are not meeting the District's pricing and revenue policy.
1. Babysitting – lost just under \$4,600 in 2016/17 and has been losing money for at least the last four years; only a small number of customers use it. Staff recommends eliminating this program at the end of the spring session.
 2. Baton – participation numbers have decreased drastically. Staff will meet with the Baton instructor to discuss compensation. Currently, instructors are being paid per student versus per hour. Staff will analyze this and attempt to bring compensation for classes in line with other like programs. Marketing of the program will also be reviewed to see if there are other avenues to promote the program.
 3. Gymnastics – Program is done at Elk Grove Gymnastics. Staff want to make sure the contractor is meeting the needs of the community. Staff will also analyze compensation for the competitive team to bring it in line with the newly acquired dance program.
 4. Affiliate and Community Groups – several groups use facilities and resources without compensating the District. Examples were provided. Before the next budget she and staff plan to collect data to be able to analyze the extent of the subsidies, so the Board can take this into consideration during the development of the 2019-2020 budget.

5. Senior Club – The District currently subsidized the Senior program by just under \$2,980, which included BINGO, two luncheons and the Sequoia mailing. Staff proposed the elimination of one lunch to be in line with the contribution of other community partners. Staff also proposed to meet with the Club to assure adherence to the Bylaws, including the attainment of annual financials.
6. Salt Creek Golf Club events involving food and beverage – assisted by Mike, data will be collected and what other districts are doing will be investigated. Mike would like to implement a policy to protect the whole of the District that standardizes community group pricing and leaves neither gray areas nor offers special favors.

Jan and Mike are tracking donation requests. Decisions are made on the realistic chance of earning back business.

11. Finance & Administration Department Report (Mitch Bowlin)

- A. Monthly Financial Summary – Mitch had nothing additional to report.
- B. Pool Parking Lot Project Update and Request for Special Meeting to Approve Lowest Responsible Bid – Mitch reported the school district is going out to bid for the resurfacing of the parking lot at the pool, which will be split 50/50 with the park district. However, the bids are not being opened till tomorrow morning and considered by the school district tomorrow evening. Staff would like for work to commence before the next Park District Board Meeting, so he is suggesting a special meeting be called to approve the lowest responsible bidder. It was agreed that a Special Meeting should be called and held based on Commissioner availability to be determined.
- C. Discussion of the Process and Timeline for the Review and Adoption of Personnel Policy Changes – After some discussion, Director Ellmann and Mitch will provide the Board with parts of the Personnel Policy and Procedures manual by topic for review during future Board meetings.

Other:

- o Architect Rocco Castellano who is overseeing the White Oaks building project has not yet been paid for his services due to contractual and insurance delays. Mitch requested Board approval to pay him as soon as a settled agreement is received. The Board was okay with this.
- o The Park District auditor provided a proposal to reduce fees on this coming year's fiscal audit and brought a two-year extension for the Board to consider. The board asked for it to be placed on the next regular meeting agenda.

12. Salt Creek Golf Club Report (Mike Huber)

- A. Purchasing of budgeted John Deer Tractor – Mike said a tractor is budgeted in capital in the next fiscal year budget. The current tractor has broken down and last year cost Salt Creek \$12,000 in repairs. At this time a tractor is being rented. Mike and Ben occasionally share the parks tractor, but with the summer season upon the crews, sharing is becoming difficult. Mike is looking for consensus from the Board to purchase the new tractor, so delivery can be realized sooner. He is purchasing it through NGPA, which is a pre-bid joint purchasing agreement. The Board gave Mike consensus to move forward.

13. Parks & Facilities Department Report (Ben Appler)

Ben had nothing additional to report. Commissioner Stimpson asked about the status on the new mini bus. Ben said Kristina has begun the process by getting information from NEDSRA about how they bid for their busses. He has been in contact with a few bus companies and will work to develop specifications to go out to bid soon.

14. Executive Session

- A. The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, pursuant to 5 ILCS 120/2(c)(1) of the Illinois Open Meetings Act.

It was motioned by Commissioner Pokorny, seconded by Commissioner Stimpson, to enter into Executive Session at 9:26 pm. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

The Board took a brief break at 9:26 pm and started Executive Session at 9:31 pm.

It was motioned by Commissioner Stimpson, seconded by Commissioner Pokorny, to come out of Executive Session back into the Open Meeting at 9:45 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

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

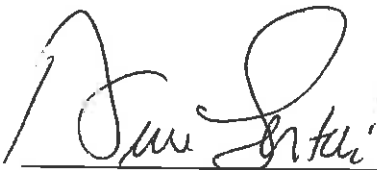
16. Adjournment

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to adjourn this General Meeting at 9:46 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:



President



Secretary