

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  
Ben Appler – Director of Parks & Facilities  
Mitch Bowlin – Director of Finance & Administration  
Mike Huber – Director of Golf Course Operations

**Also Present:**

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

**Visitors:**

Rocco Castellano – Castellano Design Studio

3. **Pledge of Allegiance**

4. **Additions/Changes to Agenda** – *President Lange and the Board moved New Business Item 7.C. "Presentation and Discussion of the Draft 2018/2019 Fiscal Year Budget" to the end of the meeting.*

5. **Approval of Consent Agenda Items**

- A. Approval of the monthly expenditures: Totaling \$190,750.50, covered by check nos. 82725 through 82776 (\$80,310.83) and payrolls 2/23/18 (\$55,090.96) and 3/9/18 (\$55,348.71).
- B. Approval of Surplus Property Ordinance #O-18-09, 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** – *None.*

7. **New Business**

- A. White Oaks Park Project and Building Plan Update (Rocco Castellano) – Director Ellmann introduced Rocco Castellano, the architect focusing on the building plan at White Oaks Park. Architect Castellano is attending the meeting, to give a review of the plans and communicate developments, as well as to address any questions.

Architect Castellano thanked the Board and started his PowerPoint presentation. He said the site plan involves a phasing approach: Phase 1 – building, parking lot, some adjacent amenities (path around meadow, landscaping, path connecting to trail); Phase 2 – renovation of dog park, pavilion, playground and discovery zone; Phase 3 – Spartan/wilderness trail, connection to Montrose and some bridging paths over the wetlands.

Architect Castellano said the timetable is set to get started on Phase 1 of the project this summer, spanning July 2018 to June 2019. This phase would include Edge Adventures, although their timeline will be different than the park and building construction schedule. The location of the new building is directly adjacent to the maintenance garage. Architect Castellano presented the layout of the building using an expanded 9-foot grid (formerly an 8-foot grid) to accommodate restroom

and multi-use space changes the Board had suggested. He noted the space for Edge Adventures, the new indoor and outdoor restroom configurations (outdoor is family restroom), and the indoor and outdoor activity spaces.

Edge Adventures will have two program components – their offices or transaction space and then equipment storage. They will also have a separate HVAC system since they operate on a different schedule. Architect Castellano went into more individual detail on the building spaces including corridors, storage, outside mechanicals, ductwork, the irrigation harvesting system, ceiling, roof, and sustainable features of the building. He identified materials used throughout the building and passed around samples of tiles, flooring, walls and columns. He also explained the technical details about the types of materials recommended and why and how they are being used.

Architect Castellano answered questions from the Board during his presentation. The Board was complimentary of the building design and the materials being specified.

*Architect Castellano left the meeting at 7:21 pm.*

- B. Discussion of White Oaks Park Building Naming (Matthew Ellmann) – President Lange suggested that the building be named with residents input. She is asking that Architect Castellano produce some drawings that can be placed on easels in the Recreation Complex lobby, so residents can share their ideas on paper. She is suggesting that drawings be displayed for several months, and that the Board reviews the suggestions and then selects a name for the new building. The park will remain White Oaks Park.
- C. Presentation and Discussion of Draft 2018/2019 Fiscal Year Budget (Mitch Bowlin) – MOVED TO END OF MEETING
- D. Discussion of City of Wood Dale TIF Infrastructure Plan Cooperation (Greg Stimpson) – Commissioner Stimpson reported on a meeting with City of Wood Dale representatives. Park District attendees included himself, Commissioner Sbertoli, Executive Director Ellmann and Director of Parks Ben Appler. Some of the items discussed were:
- o White Oaks Project – Director Ellmann gave the city an update and notified them that all the necessary documentation was being prepared for approvals. Deconstruction of the cabin, classroom and shed was discussed, and the park district is requiring contractors to attend a pre-bid meeting to gain an understanding of the project before bidding. The park district is hopeful a bid can be approved so that work can begin by May.
  - o Mittel Drive extension project was briefly discussed. The city was given an inventory of how Community Park is used now, so the city has some idea of the type of facility or operation that will need to be replaced. The Mittel Drive extension project will be discussed in more depth at the April 17 board meeting.
  - o Primarily, Commissioner Stimpson said most of the discussion was about joint projects the city and park district could work on together, such as movies in the park or concerts. Marketing and special event staff from both agencies were in attendance for this meeting.

## 8. Unfinished Business

- A. Items removed from Consent Agenda – None.

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

Director Ellmann reported on the following:

- o White Oaks Project
  - The traffic study is complete, and he is reviewing the report. He is working to address unresolved issues in the PUD application.

- Calvary Lutheran Church has expressed some workable concerns about the use of their parking lot in the pending agreement, and these concerns are being addressed by both parties.
- Edge Adventures have not signed an agreement yet. There is an issue with a clause that includes "exclusivity". Director Ellmann and the attorney are addressing the issue.
  - The Board verbally agreed to an "exclusivity" clause to support Edge Adventures.
- The City intends to form a TIFF that encompasses the pool. Director Ellmann will keep the Board informed of how it evolves.

**10. Recreation Department Report (Arturo Segura and Kristina Sromek for Jan Hincapie)**

**A. Discussion of Program and Service Subsidies – Deferred to next meeting.**

Commissioner Schroeder inquired about the DI Bella dance studio program agreement and transition plan. Commissioner Schroeder wants a restriction in the agreement to prevent the employee from leaving with park district customers. Director Ellmann said our employee policies and procedures address this type of concern.

**11. Finance & Administration Department Report (Mitch Bowlin)**

**A. Monthly Financial Summary – Mitch had nothing further to report about the monthly financial summary, and there were no questions.**

- Mitch informed the Board that after the last meeting, payment was sent to settle the discussed tax objections.
- Electric contracts were bid out through NIMEC. The District signed one-year fixed rate contracts where it was financially favorable, however certain facilities such as the Rec Center and the Pool were better off being left to the variable rate through ComEd. All contracts signed were for one year. The District has the option to exercise up to three-year contracts during these bids.

**12. Salt Creek Golf Club Report (Mike Huber)**

**A. Clubhouse Interior Improvements Update – Mike reported on the following:**

- Staff is currently doing touchups in the clubhouse. Carpet installers have prepped the flooring in advance of the planned carpet installation.
- A small room adjacent to the kitchen is the new home for employee communications and postings required by law. Moving these employee communications away from the eyes of the customer produces a more appealing environment.

**B. Salt Creek Operational Model Changes Update – Mike distributed an operations plan for 2018. He asked the Board to take some time to review it. He gave a brief outline of how the plan is organized with his intent as follows:**

- Drive golf business
- Drive banquets
- Wedding business is the focus in the long-term
- Drive showers, birthday parties, other smaller events in the short-term
- Open restaurant April 2 softly with just lunch
- Open evening and breakfast menus as leagues sign up
- Investigate ways to save costs, especially in food and beverage
- A program called Golf Now Ride can help provide buying power potential and save money

Mike also distributed a financial template that he wants to present to the Board monthly but also use as a tool for staff.

A proposed rate structure for golf and footgolf was presented to the Board. Fees were competitively based on surrounding park district 9-hole and executive courses. Nonresident rates were removed since Salt Creek Golf Course is operating as an enterprise fund. New are early bird and twilight deals.

Clubhouse restaurant – The plan is to have servers to increase the personal experience with the customer. Mike spoke about how staggering servers and cooks will save money, especially with the buffet gone.

**13. Parks & Facilities Department Report (Ben Appler)**

Ben mentioned the pre-bid meeting for the cabin demolition being held on Friday. Consultants from True North and Rocco Castellano will be present to answer questions. Ben handed out nine packets to interested parties, so he is hopeful for a good turnout.

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*The Board and staff took a short recess at 8:25 pm. Meeting continued at 8:32 pm.*

**7. New Business – moved to end of meeting for discussion**

**C. Presentation and Discussion of Draft 2018/2019 Fiscal Year Budget (Mitch Bowlin)** Director of Finance & Administration Bowlin distributed a budget overview along with supplementary materials on the budget. Director Ellmann commended Mitch Bowlin on taking the lead to drive the budget process and to challenge and educate staff in the process.

Mitch gave a PowerPoint presentation and detailed the upcoming 2018/2019 fiscal budget, bringing the Board up to date on the following:

- o Objectives
- o Revenues
- o Tax levy
- o Other revenue sources
- o Future revenue targets
- o Expenses
- o Personnel expense
- o Budget-to-budget comparisons
- o Salt Creek Golf Club
- o Future challenges
- o Opportunities

The Board proceeded to review the Budget in detail. General questions came up and were answered by staff. Some questions referred to NEDSRA and ADA funds, a new mini van/bus, Central Park phase 2 development costs, the Salt Creek parking lot. More discussion referred to:

- o Golf course/clubhouse sales tax – it was noted that nothing is projected. Mike said this is actualized as an expense and is paid out. It goes into a holding account and goes out rather than coming in as revenue and showing as an expense.
- o A golf pro is a new position to improve Salt Creek's golf business, grow leagues and outings, drive youth initiatives, assist with administrative operations and handle pro shop matters and sales.
- o The scholarship program will be supplemented by sponsors. Funds will no longer reduce program revenue. Instead scholarships will be reported as an expense in the Recreation Fund to both improve tracking of scholarship dollars and provide accurate representations of program revenues.

- o The budget anticipates an increase in dance revenue because of the new dance partnership.
- o Arturo and Kristina addressed questions about pool passes and the card transaction process.
- o A lengthy discussion ensued about the budget for staff and board training and conferences. The Board decided to reduce these budget line items combined by 15 percent overall.
- o The Board reviewed the employee event budget and discussed some changes with staff.

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**14. Commissioner Comments & Future Agenda Items for Consideration**  
*Future agenda items for consideration – Director Ellmann’s review.*

**15. Adjournment**

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to adjourn this General Meeting at 10:00 pm. **VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.**

Board Member Signatures:

  
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President

  
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Secretary