

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  
Greg Stimpson – Treasurer  
Denice Sbertoli – Secretary  
Rick Pokorny - Commissioner

**Staff:**

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

**Also Present:**

Carolyn Mondlock – Recording Secretary  
Brad Thomas – Recreation Supervisor  
Mike Bersani – Attorney (*arrived 7:17pm*)

**Visitors:**

None

3. **Pledge of Allegiance**

4. **Additions/Changes to Agenda**

Agenda Item 14.A. “Discussion of event sponsorship opportunities” was moved to 7. New Business.

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Meeting Minutes of March 22, 2016
- B. Approval of the Special Meeting Minutes of April 5, 2016
- C. Approval of the monthly expenditures: Totaling: \$248,242.80, covered by check nos. 79319 through 79463 (\$121,864.63) and payrolls 3/25/16 (\$64,259.95) and 4/8/16 (\$62,118.22).

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

6. **Written & Public Communication**

None presented.

7. **New Business**

14.A. Moved from Recreation Department Report – Discussion of event sponsorship opportunities and philosophy (*Brad Thomas*) – Director Ellmann informed the Board that Brad Thomas has been working to secure sponsorships for the 5K race. At this time, he has not been able to secure as many sponsorships as in 2015 and would like to pursue other avenues of sponsorship, such as Town & Country, a beverage distributor of both alcoholic and nonalcoholic beverages and a local bar and restaurant, Crossroads. As Director Ellmann explained, while these businesses may not be straightforward wholesome recreation-type businesses, many of these types of businesses are sponsoring sports events. The topic is on the agenda this evening to get the Board’s comfort level with these types of sponsorships.

Brad said sponsorship businesses get their name on the T-shirts, on banners, or more based on level of sponsorship. The nature of the business does not determine whether alcohol is served at events. The Board agreed that Brad should pursue these sponsorships.

*Brad left the meeting at 6:40 pm.*

- A. Approval and adoption of Tax Consortium Resolution (R-16-08) (*Karin Johns*) – Karin presented a letter to the Wood Dale Tax Consortium from the firm of Robbins Schwartz that explained the guidelines for participation in property tax assessment appeals. Director Ellmann reminded the

Board of the history of the Tax Consortium. Karin is presenting the Resolution to allow the legal consultant, Robbins Schwartz, to act on behalf of the Tax Consortium.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to approve Resolution R-16-08, authorizing intervention in certain tax appeal cases and engage the services of Robbins Schwartz LLP in this capacity. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

B. Approval of opening a Certificate of Deposit with Wood Dale Bank and naming of signatories (Karin Johns)

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to open a CD at Wood Dale Bank in the amount of \$100,000 with Matt Ellmann and Karin Schindel named as signatories.

Director Ellmann explained that the district has been working to gain sponsorships/partnerships with businesses in the community. To maintain a successful connection with Wood Dale Bank, \$100,000 is being deposited into an 18-month CD with funds being transferred from the Liquid Asset Fund at 1% interest. He reminded the Board that this action was approved last year but just before Karin came to the district, so the action stalled at the time. Further, the legal name of Karin Schindel needs to be added as signatory.

*ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

C. Approval of Resolution (R-16-09) approving the 2016/2017 Board Meeting Calendar (Matthew Ellmann) – The Board reviewed the Board Meeting calendar. It was noted and explained by Director Ellmann that the April 17, 2017 meeting is one week earlier in order to allow the 30-day public review process of the Budget and Appropriation Ordinance before the next regular meeting in May.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve Resolution R-16-09 – Board Meeting Dates for Fiscal Year 2016/2017. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

D. Authorization to place the Budget & Appropriation Ordinance FY 2016/2017 up for public inspection and to schedule a Public Hearing for May 24, 2016 at 6:30 pm (Karin Johns)

It was move by Commissioner Stimpson, seconded by Commissioner Pokorny, to place the Draft Budget & Appropriations Ordinance – Fiscal Year 2016/2017 up for public inspection and to schedule a Public Hearing for May 24, 2016 at 6:30 pm.

Commissioner Pokorny asked about changes to the budget during the review period. Karin explained that changes can be made and they are noted at the Public Hearing on May 24.

*ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

E. Discussion of Auditing Services Proposal (Karin Johns) – Karin explained that the current audit agreement with Joe Julius, Ltd is a three-year agreement currently in its last year. Since the district is under the contract for one more year, the Board is not required to make a decision at this time. However, Mr. Julius did send a proposal that included a one-year extension of auditing services, or three years with fees associated.

Director Ellmann and Karin discussed GFOA best practices, stating that 2008 is the last time an RFP was sent out for auditing services. It is recommended that competitive pricing is sought and interviews are conducted. In a brief discussion, the Board likes the history and expertise that Mr.

Julius and his firm have to offer. They agreed a lower price doesn't necessarily mean better service. Karin explained that in extending the contract with Mr. Julius, she finds it is good practice to rotate the field worker.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to accept Joe Julius' proposal of auditing services covering the fiscal year end of 2016, 2017 and 2018. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

F. Revision of Personnel Policy Manual – Service Awards and Bonuses (*Karin Johns*)

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to eliminate and remove both Service and Longevity (Bonus) Awards from the full- and part-time Personnel Policy Manual effective May 1, 2016. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

G. Approval of Third Amendment to TopGolf Lease (*Attorney Bersani*) – The Board skipped this agenda item awaiting Attorney Bersani's arrival for discussion. Attorney Bersani arrived at 7:17 pm and discussion began after Agenda Item 8.B.

Attorney Bersani explained that TopGolf makes their rent payment by March 31 of each year, but they are late in getting a independent financial report to the park district. TopGolf's legal counsel asked for an extension to June 1 to submit the financial report, as that coincides with their internal financial auditing. Attorney Bersani pointed out some changes to the Lease that include changing the receipt of the report from March 31 to June 1, changing the former executive director's name to Matt Ellmann, and changing TopGolf's lawyer's contact information. He recommended that the Board approve the Third Amendment.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to approve the Third Amendment to the TopGolf Lease as presented by Attorney Bersani. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

## 8. Unfinished Business

A. Items removed from Consent Agenda (*none*)

B. Continued review and discussion of the draft operating and capital budget (*Matthew Ellmann and Karin Johns*) – Karin guided the Board through a draft of the operating and capital budget, indicating where general changes were made as a result of the last budget meeting. She and Director Ellmann answered questions and interpreted differences between the current budget and last year's budget. The Board agreed to a Special Meeting on Wednesday, May 11, at 6:30 pm to further discuss and finalize the budget.

## 9. Executive Director's Report

 (*Matthew Ellmann*)

A. IAPD correspondence update – Director Ellmann received a phone call from Peter Murphy, Chief Executive Officer of the IAPD, in response to the letter sent to him by the Wood Dale Board of Commissioners. He clarified a few items that were misrepresented in the media about his salary. In addition, Mr. Murphy informed Director Ellmann that the IAPD is working on a web-based transparency portal to make information more readily available. The portal will include answers to Frequently Asked Questions (FAQ's).

B. Miscellaneous

- Rebranding - As part of the rebranding process of the park district, Director Ellmann explained that the district's web domain – [www.wooddaleparkdistrict.org](http://www.wooddaleparkdistrict.org) – is very long. The domain of [www.wdparks.org](http://www.wdparks.org) was purchased and staff would like to start communicating the new domain to the community. Searching the old domain will redirect web users to the new domain and website for at least six months. Director Ellmann wanted to obtain the Board's support before moving forward. The Board was in support of the domain name change.

- Prairie Fest - Director Ellmann is working with the City of Wood Dale on an Intergovernmental Agreement (IGA) for the 2016 Prairie Fest. PDRMA suggested they provide the park district with an emergency plan, which the city, county and their counsel are working on. He should have the IGA for the next Board meeting for consideration.
- White Oaks Park Concept - There has been a good amount of interest as a result of the RFP, and Director Ellmann anticipates a good return.
- Central Park – The kick-off meeting for the community project went well. However, the City may require rezoning of the property because of the significant changes to the park. It is felt that such changes may have a material impact on the homeowners and neighborhood. Director Ellmann will work more with the City to find out more information.

#### 10. NEDSRA Report

- A. Report on Annual Budget –Director Ellmann reviewed the detail provided in his Executive Director’s Report about NEDSRA’s 2016/2017 operational budget. He was in disagreement with the proposed budget and was the only dissenting vote.
- B. Attendance at “Reach for the Stars” on June 8, 2016 – The Reach for the Stars event is scheduled for June 8. The Board will let Director Ellmann know who will be attending.

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

- Director Ellmann reported for Frank who was not present at this meeting. He and Frank were contemplating not having a food booth at Prairie Fest this year. It puts a strain on staff, requires equipment to be moved, and realizes no net revenue once staff time and product expenses are assessed. The Board supported Salt Creek not being present at this year’s fest.

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

- Ben updated the Board on the conference room project and anticipates it to be complete next month.
- Joel Carrera and Garick Schiddell were made crew leaders. Carrera is in charge of grounds, and Schiddell in charge of facilities.
- Pool gutter replacement is delayed until the fall.

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

- Karin reported she is writing a job description for a part-time accounting coordinator position and should have it by the end of the month. She investigated sharing an accounting coordinator with NEDSRA, but it did not work out. So she is looking to hire one to assist with the added responsibilities due to the golf operations and payroll coming to administration.

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

- Michelle wanted to ask the Board before her report what they are considering for the Memorial Day Parade. The Board said they could walk, use President Lange’s convertible, or ride the tractors. They were not in favor of a float.

##### A. Moved to 7. New Business – Discussion of event sponsorship opportunities and philosophy.

##### B. Review of quarterly program participation report –

- Michele reviewed the participation and cancelation reports. Participation has decreased for adult open gym, and staff is trying to figure out why. Construction may be deterring some people.
- Volleyball is down but is anticipated to go back up once volleyball teams no longer have to share part of the gym with WIBA.

- An increase is seen in youth athletics and fitness studio memberships. Early childhood, preschool age children, is starting to boom demographically and the trend is seen in those classes.
- Class cancelations are higher than standard as staff continually try new programs and tweak current ones. Program lifecycle is being studied.

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

### 16. Executive Session

- A. Discussion of 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 moved by President Lange, seconded by Commissioner Stimpson, to enter Executive Session at 8:09 pm for the purpose of discussing 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. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to enter back into Open Session at 8:45 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

### 17. Approval of Separation Agreement between the Wood Dale Park District and Tony Perry

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve the Separation Agreement between the Wood Dale Park District and Tony Perry. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

### 18. Adjournment

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to adjourn this General Meeting at 8:46 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

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President

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Secretary