

1. **Call the Meeting to Order** – The meeting was called to order at 6:02 pm.

2. **Roll Call**

**Board Members Present:**

Dorothy Lange - President  
Georgia Schroeder – Vice President  
Greg Stimpson – Treasurer  
Denice Sbertoli – Secretary  
Rick Pokorny - Commissioner

**Staff:**

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

*Joined the meeting at 6:54 pm:*

Ben Appler – Director of Parks & Facilities  
Frank Bonanno – Assistant Director of Golf Operations  
Michele Silver – Director of Recreation & Projects  
Kristina Sromek – Customer Service/Recreation Supervisor  
Brad Thomas – Recreation Supervisor  
Angela Minichiello – Recreation Supervisor  
Aaron Hearn – SCGC Greens Superintendent

3. **Pledge of Allegiance**

4. **Preliminary discussion of amendments to the District’s Compensation Plan**

Director of Finance & Administration, Karin Johns discussed merit-based incentives to replace the longevity and service awards that the Board would like to remove from the current employee compensation plan. She developed a formula based on CPI-U with a minimum of 2.0% and a maximum of 5.0% for base raises. The CPI-U comes from the Bureau of Labor Statistics, and it is what property tax revenue is based on. Karin also described a merit incentive that would not be part of an employee’s annual salary but a one-time bonus for exceptionally high performing employees.

Based on the District’s recent salary survey and a comparable compensation survey of other park districts, Karin’s formula also includes a factor intended to insure employees reach their salary range midpoint within five years. At this time there are four employees who fall below the midpoint. She explained that keeping employees marketable helps to retain them.

Director Ellmann reminded the Board that the compensation policy’s implementation is contingent upon the budget to support it, and it puts a structure in place that the Board can review annually. The policy is being revisited tonight because the Board had expressed concerns with the service and longevity policies and directed staff to examine.

Commissioner Pokorny was concerned with a 2.0% “floor” and felt CPI only should be used for “cost of living” increase, and additional enhancement would keep employees from losing ground. He is accepting of a merit-based policy instead of longevity based, but what he wants to understand is the net impact of service awards over five years. President Lange was concerned with tying a cost of living increase to the CPI because it can fluctuate. Discussion ensued with concerns with the drafted policy expressed by the entire board.

Both Commissioners Sbertoli and Stimpson suggested a CPI increase, with those needing to reach midpoint receiving an additional 1% increase each year until the midpoint is reached. In addition, a merit pool of 1% would be set aside. Discussion ensued with varying concerns and thoughts being expressed. Director Ellmann summed up the final suggestion as follows: A .08% cost of living increase for full-time employees will be placed in the 2016/2017 budget, along with a 1% increase for the four employees who fall below the midpoint of their salary range. In addition, an allotment of 1% will be set aside for merit pool increases to be used for full-time employees at the Executive Director’s discretion. Changes will be reflected in the next draft of the budget.

*Other staff joined the meeting at 6:54 pm.*

**5. Approval of Memorandum of Understanding with Wood Dale Baseball Association**

Director Ellmann clarified wording in the Memo of Understanding for the Board. The difference of \$500 is because the District requires that the Wood Dale Baseball Association take out an insurance policy on the building annually which amounts to approximately \$500; so their out of pocket fees are not to exceed \$500.

It was moved by Commissioner Schroeder, seconded by Commissioner Stimpson, to approve the Memorandum of Understanding with Wood Dale Baseball Association for the 2016 baseball and softball season. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

**6. Presentation and Examination of the Draft 2016/2017 Operating and Capital Budgets**

**A. Introduction & Approach**

Director Ellmann thanked the Board and staff for their participation in this budgets development process. The draft budget is scheduled to be placed up for public inspection after the April 19 board meeting with approval possible in May or June. During that entire time, changes can be made to budget figures.

**B. Budget Assumptions**

Director of Finance & Administration, Karin Johns started with an overview of budget assumptions covering how she budgeted for the tax levy and the bond fund. She will adjust the budget for wages accordingly as directed earlier in this meeting. She explained that she reclassified many funds to better reflect where actual costs should be. Director of Parks and Facilities, Ben Appler, reviewed the proposed addition of a full-time building maintenance laborer from the current part-time custodian. The board posed questions about the position, work schedules and the benefits to be gained from making the position full time. After some discussion, the board expressed support for the recommendation.

The following line items were addressed in the following categories:

**Capital**

Director Ellmann gave a brief overview of the Capital budget and the items identified for funding in 2016/2017 and the reasons behind the list identified.

- TopGolf revenue reallocation
- Projects from long-term capital plans
- Pool gutter installation and supplies
- Technology – phone system, computer replacement
- Park maintenance projects
- Master plan improvements; park projects
- Special consultants
- ADA projects
- DuPage Forest Preserve land lease payment obligation

Board members posed a few questions and expressed preliminary support for the capital budget items presented.

**Golf**

Interim Director of Golf Operations, Frank Bonanno provided a brief overview of his budget goals for the course including better marketing and conservative spending plans. Director Ellmann mentioned the purchasing of golf safety and maintenance equipment to support the recommendation of the National Golf Foundation Study.

- All golf items are capitalized in the golf and clubhouse funds
- Funds for golf operations and capital improvements have been transferred to appropriate funds

- ✓ Historically, the audit ends up making a transfer of capital projects from the capital fund to the golf course fund because they have to be capitalized there as part of their net assets, so instead Karin is transferring the cash now for those capital projects to be in those funds.
- Summary of key funds by category for the golf course was presented.
- Golf study identified items needed to upgrade and maintain the course
- Continued investment in computers.
- Vehicle and equipment purchases
- TopGolf numbers
- Utility cost fluctuations

The board expressed support for the changes in the budget and the direction staff is taking golf operations after posing a few questions about staffing, Topgolf fund allocation, leagues and utilities.

### **Club**

This budget is also conservative, but reflects some changes in banquet activity and menu changes that recently took place in the restaurant.

- Cut in food expenses; better portion control; better shopping
- Building improvements
- Carpeting and cosmetic upgrades
- Allocation for executive director, director of finance and director of parks salaries at 10%, historically charged to the golf course, have been split 5% between the course and clubhouse

Questions were posed about fee increases and when they will take effect on the banquet menu in particular. There was also discussion about the use of the new oven and training of staff to capitalize on the ovens capabilities as well as facility maintenance specifically, plumbing maintenance.

### **Recreation**

Director of Recreation & Projects, Michele Silver acknowledged staff for their assistance in developing this portion of the budget. She mentioned that it is conservative in nature and staff monitors expenses closely throughout the year to deliver prudent financial outcomes. It was mentioned that staff spent more time with Karin in the budget's development. Director Ellmann covered a few highlights including the new programming rooms planned use, the marketing department overhaul and new initiatives as well as cost saving measures. Director of Finance & Administration, Karin Johns gave a brief overview of the process and work sessions that she had with staff in forming program finance targets.

- Conservative budget looking at program history and participation levels
- Allocated line items to make it more logical
- Sponsorships up slightly; trying to secure more for this year
- Programs are classified to meet new targets – classification policy and program portfolio matrix
- Intern in budget and has been secured
- Staff and Board training

The board had a few questions about the senior and fitness areas, the program portfolio being evaluated, along with the proposed intern and the printing of the brochure and photo quality.

### **Pool**

Recreation Supervisor, Brad Thomas talked about pool matters including changes to concession operations. Director Ellmann mentioned some capital items, like the roof, that need replacement soon but does not appear in this year's budget plan.

- Revenue weather dependent
- Repair and maintenance costs have been rising as pool is aging

- Vending machines with healthy choices to accommodate times when concession stand is not open. No cost for products. Percentage back from vendor.

A brief discussion took place focused on the concessions at the pool, with a few questions about delayed capital items needing to be addressed in future budgets.

### **Fitness**

Customer Service & Recreation Supervisor, Kristina Sromek spoke briefly about changes in corporate memberships and plans she has for drawing new members to the Fitness Center. Director Ellmann spoke about bringing the Healthy Minds Healthy Bodies program to the facility in support of our armed services veterans.

- Budget struggling a little at this time
- Some corporate memberships moved out
- Expenses to refresh equipment in budget this year
- Competition in area; effects of construction
- Working to bring healthy minds/healthy bodies program that helps support disabled veterans

A question was posed about our on-going attempts to offer Silver Sneakers.

*At this time Frank Bonanno, Michele Silver, Kristina Sromek, Brad Thomas, Angela Minichiello and Aaron Hearn departed from the meeting.*

### **Corp**

Director of Finance & Administration, Karin Johns gave an overview of the funds purpose and composition, including staffing plans, funding for the 50th agency anniversary celebration and shared use of equipment between the parks and golf departments. Ben provided some background on the development of the parks department budget and his planned initiatives for the new staff structure, ADA projects, landscaping beds being improved or added at some sites, and path improvements.

- Houses administration and parks and general operations for district
- Specific projects are detailed
- Park's staff positions
- New sign regulatory system
- Safety equipment
- Bus repairs
- School district land maintenance
- Annual service payments

Board posed a question about the Dog Park drinking fountain, safety expenses and vehicles. Some discussion was held on the landscaping services being rendered to support the school district and need to study our actual costs.

### **Special Funds**

Director of Finance & Administration, Karin Johns briefly reviewed each of the special funds and their projected fund balances and tax levy allocations.

- Trying to spend down fund balance and avoid tax objections
- Inclusion costs
- Projects with ADA park improvements
- Healthy Bodies/Healthy Minds
- Auditor costs
- Liability fund, includes PDRMA fees, workman's comp, etc
- Police fund/park rangers/bank runs

A few questions were posed about the Police fund and the costs associated with bank runs and crossing guard services. Additional questions and discussion took place on the cabin and funding a study as well as specific liability and IMRF fund expenses.

**C. Next Steps**

Staff asked the Board to take a closer look at the budget. A draft form can be approved for public inspection at the April 19 General Meeting only if the board is comfortable moving forward. Staff is available to meet with the Board individually to address any questions in the interim. An updated draft of the budget will be prepared and placed in the April 19<sup>th</sup> meeting packet.

**7. Adjournment**

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to adjourn this Special Meeting at 9:17 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

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President

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Secretary