

1. Call the Meeting to Order

President Lange called the meeting to order at 6:00 pm.

2. Roll Call

At 6:00 pm roll call was taken:

Present: Commissioners Lange, Sbertoli, Schroeder, Stimpson, Stout

Absent: None

Also Present: Staff, Matthew Ellmann – Executive Director, Michele Silver – Director of Recreation, Liz Serruto – Recreation Supervisor, Tony Perry – Director of Golf Operations, Frank Bonanno - Assistant Director of Golf Operations and Rick Pokorny - Citizen and future Commissioner.

Also present arriving later in the meeting were Joseph Julius – Auditor (arrived at 7:15pm) and Mike Bersani – Attorney (arrived at 7:31pm)

3. Pledge of Allegiance

The Board, staff and members of the public present stood for the Pledge of Allegiance.

4. Adoption or Resolution R-15-04 for the appointment of an authorized agent for the Wood Dale Park District for the Illinois Municipal Retirement Fund

Director Ellmann explained that the Park District participates in the Illinois Municipal Retirement Fund and therefore is obligated to designate an official agent to act on behalf of the Wood Dale Park District. Based upon the recent resignation of Rhonda Brewer, Director of Finance & Administration, an IMRF agent replacement needs to be approved and officially designated by the Park Board of Commissioners by way of a resolution. The most appropriate and effective replacement for this responsibility is Gayle Hearn who is familiar with the responsibilities.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stout, to adopt Resolution R-15-04, Authorizing the appointment of an authorized agent for the Wood Dale Park District for the Illinois Municipal Retirement Fund

After a voice vote, President Lange declared the MOTION CARRIED.

At this point in the meeting, President Lange presented Commissioner Stout with a framed picture/card that had been signed by staff and fellow board members in honor of his 30 years of service to the park district and to thank him. Commissioner Stout thanked all for the recognition and stated that he was glad to serve all these years.

5. Presentation and First reading approval of the 2015/2016 Budget

Director Ellmann thanked the commissioners for the opportunity to come before them to deliver a power point presentation on the 2015/2016 draft budget. He said the presentation is an overview and he recommended that they hold their questions to the end. He indicated that the draft budget was given to them 2 weeks prior and that he hoped they had an opportunity to digest all its detail.

He began with an explanation of the areas covered in the budget and the various funds it comprises. He stated the goals set in the budgets development and the assumptions made in preparing the figures. An overview of the tax levy was provided with revenue estimates for each fund levied. A historical graph was presented that showed annual fund balances for the district over the last ten years. Total revenue and

expense projections were also provided by fund comparing the current year's budget to the proposed 2015/2016 budget. Next, going fund by fund, Director Ellmann spoke about the key variations in the budget from the prior year along with the highlights of what requested budgeted funds would be used for and, if approved, what could be accomplished with them.

Specifically in the corporate fund, he spoke of plans to advance marketing and re-establish a full time position. He explained that funds would be saved in some areas and are being reallocated to a contractual graphic art specialist. Both will assist staff with projects including the designing of tour program guides. He showed a short video produced by our marketing Assistant that demonstrates efforts to use social media. The board conveyed support and was impressed with the video.

Director Ellmann spoke about the recommendations of the recently adopted Master Plan and specifically the need for more labor and clerical support in the Parks and Facilities department, which is being budgeted for. Other plans in the budget include more tree plantings, pruning and removal where needed, along with plans to complete exterior work at the maintenance garage and complete a new park regulatory sign system.

Regarding the Recreation fund, Director Ellmann spoke about new programming plans, the decrease in adult fitness revenue and funds being included to contend with the potential increase in the minimum wage rate. He mentioned the profound need for better staffing backup systems and coverage's and how he plans to restructure the department. A new full time programming position was budgeted for which will focus on customer service, fitness and seniors. With this new position, allocated funds for a senior coordinator were eliminated since the new programmer will absorb these responsibilities. He also mentioned staffs on-going efforts to capture sponsorship dollars for events and the ability to expand programming with the new rubberized floor in rooms A & B at the Recreation Complex. He provided charts and graphs that reflect only an overall 2.9% increase in all salaries & wages compared to the current year, which includes cost of living and merit increases.

He briefly spoke about the pool and how staff budget for it to be operating everyday throughout the summer, but history reflects lower expenses overall being experienced. He reminded the board of the slight fee increases they had approved last fall and plans for some new themed events at the pool.

He also spoke briefly about the fitness center budget and the push to gain more corporate memberships and the recently approved membership fee increases.

Director Ellmann informed the board that the golf course budget was developed with a conservative revenue mindset that was based on recent history. He mentioned the impact the new minimum wage would have if approved by the state legislature. He spoke of the added material and supply funds needed to repair the damage to the course when Commonwealth Edison installed the new electric towers. He also mentioned plans to continue controlling expenses and that the budget reflects the same amount of TopGolf lease revenue as the current year. A new loyalty program which is being explored was also mentioned.

The club house budget was also touched upon. The budget reflects conservative spending and the same level of TopGolf lease support. He mentioned that a 5% increase was initiated on all food and beverage fees to help garner some added revenue. He stated that more banquet events were in the books this year compared to last year at this time.

Director Ellmann gave a brief overview of the special funds (Museum, Special Recreation, Paving & Lighting, Retirement, etc.) and the budgeted dollars to support their functions, including the possibility of hiring an outside consultant to evaluate the cabin nature center.

Director Ellmann mentioned the capital budget and each of the projects which were discussed and evaluated at a prior meeting. He concluded the presentation by indicating that a lot of hard work went into the budget and acknowledged those that had contributed.

At this point, the board engaged in some discussion about the budget with questions posed including:

Commissioner Stimpson asking about any restrictions to the transferring of funds, which Director Ellmann clarified.

Commissioner Schroeder noted some line items in athletic and fitness expenses and asked for a clarification of the restructuring which Director Ellmann provided. President Lange conveyed support for the restructuring noting that we hired the director to initiate change and advancement of the district. Commissioner Stout commented on all that had been accomplished in the past year including the development of a master plan, applying for and receiving grants, all of which were putting the agency in the 21st century. Director Ellmann spoke about the need for more cross training and backup systems with staff. Positive comments were made about the marketing work and initiatives. Commissioner Schroeder suggested contacting the City concerning utilizing community channel 6 for park district promotion.

Commissioner Schroeder inquired about some specific line items that appeared to be unbudgeted in the pool budget. After examination, staff indicated this was an oversight and needs to be corrected, thanking Commissioner Schroeder.

Citizen and future commissioner Pokorny questioned the need for so many miscellaneous line items in the overall budget and if the projected figures for this category at the golf course were correct. Director Ellmann stated that this line item had funds generated from the sale of some scrap equipment no longer of use to the golf maintenance department. Auditor Joseph Julius provided an explanation to the value of having multiple miscellaneous line items providing they are not too large. Mr. Pokorny also inquired as to why no funds were being spent in the garbage and dumpster line item but budgeted for. Director Ellmann stated he would check into that and get back to the board. Mr. Pokorny closed by mentioning that he had reviewed the budget with Director Ellmann earlier in the day to become better acquainted with it, knowing he would be soon seated on the board.

Commissioner Schroeder pointed out a calculation error in one section of the corporate budget where a sub line item detail was not fully calculated. Director Ellmann thanked her for the discovery, and letting the board know that it would be corrected for the next draft of the budget.

Commissioner Stimpson inquired if the new riding mower for the golf course had been purchased. Director Ellmann answered by letting the board know that the park district needs to go out to bid in the hopes of having a bid recommendation for the board in early May.

A question was also asked about the high figure for unemployment, which Director Ellmann explained was the result of some staff dismissals. Auditor Julius informed the board that the park district pays as we go, based on actual experience, which is less costly than the alternative installment pay option. A final question was posed about the Larry Roesch golf outing expense in the Special Recreation fund, which Tony Perry addressed.

The board ended by thanking staff for all their effort in researching and assembling this budget.

6. Executive Session

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to enter into Executive Session for the purpose of "The setting of a price for sale or lease of property owned by the public body" pursuant to 5 ILCS 120/2(c)(6) of the Open Meetings Act, and "Probable or imminent litigation" pursuant to 5 ILCS 120(c)(11) of the Open Meetings Act. The time was 7:32 pm.

Ayes: Commissioners Lange, Sbertoli, Schroeder, Stimpson, Stout

Nays: None

MOTION CARRIED

The Board took a break prior to entering Executive Session at 7:40 pm.

The Board entered back into the Special Meeting open session at 8:30 pm.

7. Adjournment

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to adjourn this Special Meeting at 8:30 pm.

After a voice vote, President Lange declared the MOTION CARRIED.

The next General Meeting of the Wood Dale Park District Board of Commissioners shall be held Monday, April 13, 2015, at 6:00 pm.
