

**1. Call the Meeting to Order**

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

**2. Roll Call**

At 6:00 pm roll call was taken:

Present: Commissioners Lange, Pulice, Sbertoli, Schroeder, Stout  
Absent: none

Also Present: Matt Ellmann, Executive Director; Rhonda Brewer, Business Manager, Michele Silver, Superintendent of Recreation; Ray Chaussey, Superintendent of Parks; Tony Perry, General Manager, Carolyn Mondlock, Recording Secretary.

Members of the Public: Tom Chapman of Raymond James  
Mike Bersani, Attorney (*arrived at 7:00 pm*)

**3. Pledge of Allegiance**

**4. Additions to Agenda** (*for discussion purposes only*)

There were no additions to the Agenda at this time. However, a change was made at 7:45 pm, prior to a short recess, in which the Board decided to move Agenda Items 13 and 14 to follow Executive Session, Agenda Item 15.

**5. Approval of Consent Agenda Items (Roll Call)**

- A. Approval of Minutes of the Special Meeting of July 23, 2013 (attached).
- B. Approval of the Executive Session Minutes of July 23, 2013 (content only).
- C. Approval of the monthly expenditures, totaling \$379,716.89, covered by checks nos. 74534 through 74698 (\$170,689.18), and payrolls for 8/2/13 (\$105,683.39) and 8/16/13 (\$103,344.32).

It was moved by Commissioner Pulice, seconded by Commissioner Lange, to approve the Consent Agenda as follows: Approval of Minutes of the Special Meeting of July 23, 2013; Approval of the Executive Session Minutes of July 23, 2013; and Approval of the monthly expenditures, totaling \$379,716.89, covered by checks nos. 74534 through 74698 (\$170,689.18), and payrolls for 8/2/13 (\$105,683.39) and 8/16/13 (\$103,344.32).

Ayes: Commissioners Lange, Pulice, Sbertoli, Schroeder, Stout  
Nays: None

**MOTION CARRIED**

**6. Written and Public Communication** (*The Board has set a 7-minute maximum per individual for Public Communication*)

There was no written or public communication.

**7. New Business**

- A. Update and presentation of options for the potential refinancing of 2006 installment contracts – Director Ellmann introduced the Board to Thomas Chapman from the financial company of Raymond James. Mr. Chapman presented the Board with financing options for the Park District based on the District's 2006 Debt Certificates, the market trends today, and his professional opinion.

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Mr. Chapman distributed to the Board a handout for reference. Mr. Chapman gave a history of existing debt service and the debt service extension base (“DSEB”). He explained to the Board where the park district stands. Referring to the handout, Mr. Chapman informed the Board that the park district, using the DSEB, has the ability to issue more nonreferendum debt, if the district so chooses. He said that this information may be considered in the development of a strategic plan. He said many park districts use this method to keep up with their parks. His recommendation to the Wood Dale Park District Board is to wait until one debt is paid off, while the other debt certificate grows.

Referring to the park district’s 2006 debt certificates, Mr. Chapman suggested refinancing at a lower rate as a way to reduce the obligation. Two options were presented:

1. Keep the maturity the same length on the certificates.
2. Another option is to stretch out the payments – pay less longer.

General discussion ensued, and Mr. Chapman answered questions from the Board. He talked about recent financial climate and the challenges in Illinois. The consensus of the Board is to have Mr. Chapman work with Director Ellmann to monitor the debt certificates, which are callable on November 1, 2013, and to keep the Board apprised of reinvestment opportunities.

*(Tom Chapman left the meeting at 6:38 pm.)*

- B. Acceptance of the Senior Club Memorandum of Understanding –Director Ellmann summarized the purpose of the Senior Club and its Bylaws. The Senior Club is an affiliate group that serves a target population within the community. They just went through a two-year process to revise the Bylaws, which were formally accepted by the Senior Club membership in July. The Memorandum of Understanding was created to describe the benefits and expectations between the Senior Club and the Wood Dale Park District. Director Ellmann said that annual discussion would take place between the two organizations to determine any issues and/or changes.

It was moved by Commissioner Lange, seconded by Commissioner Pulice, to approve the Memorandum of Understanding.

Ayes: Commissioners Lange, Pulice, Sbertoli, Schroeder, Stout  
Nays: None

MOTION CARRIED

- C. Progress Report on Phase 1 of the development of a Strategic Plan – The Wood Dale Park District Board of Commissioners participated the prior evening, August 26, in Phase 1 of the development of a strategic plan. Executive Director Ellmann said staff will be participating in focus groups and strategic planning workshops to further define a new vision and mission statement, values and strategic themes, in addition to objectives to support those themes. Results will be presented to the Board at the October Board Meeting.
- D. Salt Creek Golf Club Trash Enclosure Relocation Project Plan – Director Ellmann discussed a plan for relocation of the Salt Creek Golf Club trash enclosure as a joint project with TopGolf.

Ray Chaussey referred the Board to a rendering of the parking lot, showing where the trash enclosure is currently located and where it is planned to be relocated, specifically, to the southwest corner of the parking lot. By moving the enclosure, six parking stalls will be created

near the front entrance turnaround. The new location will use up three parking stalls, netting the lot three additional stalls.

Aesthetically, Ray says the southwest location will be better. Landscaping will be done to mask the enclosure by park staff. The location will be set up for power to possibly accommodate a compactor sometime in the future. Pricing will include asphalt, paving, fence work and cost of materials. Most work will be done in-house. TopGolf has agreed to absorb half the costs involved to include time and labor. The project will begin this fall if the Board reaches consensus.

The Board reached consensus on the project to relocate the trash enclosure with all Commissioners in favor.

*(Attorney Mike Bersani arrived to the meeting at 7:00 pm.)*

- E. Report on TopGolf request for new signage on the facility – Director Ellmann told the Board that Tony Perry was approached by a representative of TopGolf corporate office requesting the Park District Board approve a permit with the City of Wood Dale for them to update their signage with their new logo. The original sign on the outside of the building does not currently reflect their new image. As owners of the property, the City requires the park district to sign the permit.

Director Ellmann said he is researching whether or not a variance will be required because TopGolf would like to place signage on both the west and south sides of the building. TopGolf's current sign is on the west face of the building. It is his understanding that that if both signs can be viewed from Thorndale Road (south side), you could not have two signs technically seen from the same road. Director Ellmann is checking whether or not this is permitted by the City's ordinance. The Board discussed the matter and had many questions. It was determined that more discussion is required, and they would like Director Ellmann to perform more research with the City of Wood Dale and TopGolf.

## **8. Unfinished Business**

- A. Items removed from Consent Agenda – no items were removed from the Consent Agenda.
- B. Approval to allocate an additional \$2,000 for the engagement of a Compensation Study – Director Ellmann reminded the Board that when the compensation study was discussed last, only one consultant proposal was received at the time, and he was waiting for two other proposals from other firms. At the time, the Board gave approval to move forward with a ceiling of \$10,000 and to engage a firm for the study.

After staff performed the due diligence on the firms – checking references, speaking with them, and looking at the various deliverables that the park district would receive in the study – it was determined that the most reasonably priced firm was unable to provide the park district with the kind of product being sought in a compensation study.

Discussion and clarification of costs with the other two firms resulted in Voorhees Associates being selected as the best option. Rhonda Brewer said she had several conversations with Voorhees and is pleased with their offering. She received very good recommendations from their reference checks.

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It was moved by Commissioner Pulice, seconded by Commissioner Schroeder, to allocate an additional \$2,000 for the compensation study, not to exceed \$12,000.

Ayes: Commissioners Lange, Pulice, Sbertoli, Schroeder, Stout  
Nays: None

MOTION CARRIED

- C. (1) Fifth Amendment to the Intergovernmental Agreement between the Forest Preserve District of DuPage County and the Wood Dale Park District providing for the leasing of certain real property and the conveyance of certain temporary easements  
(2) An Ordinance approving the Fifth Amendment to the Intergovernmental Agreement between the Forest Preserve District of DuPage County and the Wood Dale Park District providing for the leasing of certain real property and the conveyance of certain temporary easements.

Director Ellmann reminded the Board that the current lease with the Forest Preserve District of DuPage County will expire mid-September, and he is asking for the Board's exception to extend the lease under the same terms but with the dates extended through the middle of December while other options are explored in regards to the property.

It was moved by Commissioner Lange, seconded by Commissioner Schroeder, to approve the Fifth Amendment to the Intergovernmental Agreement between the Forest Preserve District of DuPage County and the Wood Dale Park District providing for the leasing of certain real property and the conveyance of certain temporary easements, and an Ordinance approving the Fifth Amendment to the Intergovernmental Agreement between the Forest Preserve District of DuPage County and the Wood Dale Park District providing for the leasing of certain real property and the conveyance of certain temporary easements.

Ayes: Commissioners Lange, Pulice, Sbertoli, Schroeder, Stout  
Nays: None

MOTION CARRIED

**9. Executive Director's Report**

Director Ellmann submitted a Report for the month of August 2013. He highlighted the following:

First 100 days – Director Ellmann reported he is nearing his first 100 days at the park district and is pleased to have been able to achieve a good portion of his strategic initiatives.

Parking Summit – A parking summit meeting is scheduled August 28 with TopGolf and park district representatives. The idea is to identify some of the concerns, problems and challenges with the parking arrangement.

Tour of schools – Director Ellmann was able to tour Fenton High School and Westview Elementary with the principals and superintendents of those schools.

Strength Finders program – A workshop has been arranged in September for staff to talk about how they can utilize the program going forward to get more out of themselves and more out of the team and to understand where their strengths lie.

September staff meetings – Director Ellmann is scheduling a variety of meetings for staff. He understands that it's placing a lot of challenge on the staff, but a few hours now will pay huge dividends down the

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road. He is planning to have a compensation meeting to talk about the compensation study and the actual worksheet staff will have to complete. He is facilitating strategic planning workshops and the Strength Finders workshops. He is also having his first all-staff meeting on August 28 to discuss the outcomes of the busy summer for both staff and himself, and to present his plans and initiatives going forward.

Director Ellmann thanked the Board for giving him this opportunity and said he is happy to answer any specific questions they may have about his report or anything else going on in the District at this time.

**10. NEDSRA Report**

Director Ellmann reported that NEDSRA did not have a July meeting but will meet again on September 4. He will be participating in the Larry Roesch Golf Classic on September 11, which supports NEDSRA recreational programs.

**11. Recreation Report**

Michele Silver, Supt. of Recreation, submitted a Recreation Report for the month of August 2013. Copy attached to Official Minutes. Michele reported and reviewed the following:

Reporting – Michele informed the Board that she plans to provide detailed reports for summer camp and the pool at the September Board Meeting, as long as all information is available to be compiled before that time.

Locker Room Project Examination Update – Michele included the survey results in her report from Fitness Studio members that address the locker rooms. She said although some members feel the lockers should be larger, there was not enough support to move forward with replacing the entire locker room. Michele will obtain a new quote for the ADA lockers, as the previous quote expired. Four ADA lockers will be installed.

**12. Parks Report**

Ray Chaussey, Supt. of Parks, submitted a Parks Report for the month of August 2013. Copy attached to Official Minutes. Ray reported and reviewed the following:

Community Park tennis courts/basketball court – Ray said the park district is going out for bid next week on the resurfacing of the tennis courts, which is in the current budget.

*The Board called a recess at 7:46 pm and requested that Tony Perry's monthly report and presentation of the June and July Salt Creek Golf Club Financial and Participation report be delayed until after Executive Session so that Attorney Mike Bersani could take leave.*

**13. Salt Creek Golf Club Report – MOVED TO FOLLOW AGENDA ITEM 15. EXECUTIVE SESSION**

**14. Public Communication – MOVED TO FOLLOW AGENDA ITEM 13. SALT CREEK GOLF CLUB REPORT**

It was moved by Commissioner Lange, seconded by Commissioner Sbertoli, to enter into Executive Session at 7:53 pm for the purpose of discussing the setting of a price for the sale of or lease of property owned by the park district. 5ILCS 120/2(c)(5).

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

Nays: None

MOTION CARRIED

**15. Executive Session (if needed)**

- A. For the purpose of discussing the purchase or lease of real property for use by the park district. 5 ILCS 120/2(c)(5)

*The Board adjourned Executive Session and entered back into the Open Meeting at 8:15 pm.*

**16. Take Action, if any, on Items Discussed in Executive Session.**

No action was taken.

**13. MOVED - Salt Creek Golf Club Report** – Tony Perry, General Manager, submitted a report for the month of August 2013. Copy attached to Official Minutes. Tony reported and reviewed the following:

Presentation of June and July Salt Creek Golf Club Financial and Participation Report –

Tony informed the Board that the Salt Creek staff utilizes the report he is presenting to determine many trends in future activity, one being the length of special events and whether or not more should be added. The data in the report also captures who is using the facility, whether it is residents versus nonresidents, seniors, students, Golf Now and Groupon customers.

The facility has seen a positive growth from Golf Now and Groupon customers. Groupon conducts an independent survey of its customers, and Salt Creek Golf Club received their Best of 2013 award.

Tony reported that there were 13 days of rain in both June and July that adversely affected operations, resulting in numbers being slightly lower than 2012 and 2011 for June, although slightly up for July.

*Commissioner Sbertoli departed the meeting at 8:20 pm.*

Tony was pleased to report that Salt Creek will be housing golf teams from three schools this fall. The course must be in good shape and quick for them because they play after school and need to be done before the sun goes down.

Although revenue data is reflected as being slightly down for June and July 2013, compared to 2012 and 2011, expenditures are also down, yielding an overall net gain for Salt Creek in both golf operations and the Club House.

The Board commended Tony on such a thorough report.

**14. MOVED - Public Communication**

There was no further public communication.

**17. Adjournment**

It was moved by Commissioner Lange, seconded by Commissioner Schroeder, to adjourn this General Meeting at 8:40 p.m.

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

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The next General Meeting of the Wood Dale Park District Board of Commissioners shall be held on Tuesday, September 24, 2013, at 6:00 p.m.

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