

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

Staff:

Matthew Ellmann – Executive Director
Terri Svec – Director of Finance & Administration
Ben Appler – Director of Parks & Facilities
Frank Bonanno – Director of Golf Operations
Michele Silver – Director of Recreation & Projects

Also Present:

Carolyn Mondlock, Recording Secretary
Mike Bersani, Board Attorney
Arrived at 6:36 pm
Kelly Nagle, Recreation Supervisor
Ray Ochromowicz, Safety Coordinator
Arturo Segura, Manager of Recreation
Facilities
Brad Sholes, Accounting Coordinator

Visitors:

None

3. **Pledge of Allegiance**

4. **Additions/Changes to Agenda - none**

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Meeting Minutes of December 6, 2016.
- B. Approval of the monthly expenditures: Totaling \$490,474.72, covered by check nos. 80716 through 80908 (\$244,708.77) and payrolls 12/2/16 (\$61,291.80), 12/16/16 (\$67,932.20), 12/30/16 (\$59,198.52) and 1/13/17 (\$57,343.43).
- C. Approval of Ordinance O-17-08, authorizing conveyance of personal property (Exhibit A).

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

6. **Written & Public Communication**

Director Ellmann acknowledged a thank you letter from the Bensenville Wood Dale Football and Cheerleading Association and an award letter from PDRMA in which the District received a Level A Accredited \$1,500 cash award. Both letters are included in the Board packet.

7. **New Business**

- A. Introduction of Recreation Supervisors - (Michele Silver) – Michele introduced new recreation supervisor, Kelly Nagle. Kelly was the former Recreation Director at Veterans Park District and also served as the Recreation Supervisor at the Bensenville Park District for seven years. Kelly will be overseeing youth and adult athletic programs and leagues, summer day camp, cultural arts (dance), and early childhood programs. She received her Bachelor of Science degree in Recreation and Park Administration at Illinois State University.

Next, Michele introduced new Manager of Recreation Facilities, Arturo Segura. Arturo was the former Program and Events Rental Director at the Irving Park YMCA and also served as the Aquatic Director at the Veterans Park District. Arturo will be overseeing aquatic programming, pool operations, group exercise, fitness studio operations, teen programming and babysitting. He received his Bachelor degree in Business Management from Concordia University.

- B. Presentation of Monthly Financial Summaries – (Brad Sholes) – Brad summarized the monthly financial statements for November and December of 2016. Director Ellmann and Terri Svec assisted to answer questions from the Board. The summaries are detailed in the Board packet.

Revenues for the month of November totaled \$126,779, a decrease of \$59,239 from the same month last year. This decrease is due largely to the decline of taxes received. Expenses decreased by \$106,692 compared to November 2015. Overall, the District remains in a positive net income position of \$527,889 for the year to date.

Revenues for the month of December totaled \$151,809, a slight decrease of \$7,700 from the same month last year. Recreation saw an increase of \$15,648.52 largely due to the start of WIBA basketball registration and an increase of \$3,927.77 in senior programs. Expenses decreased by \$392,089 compared to December 2015. Overall, the District remains in a positive net income position of \$279,572 for the year to date.

- C. Presentation of Annual Risk Management Report – (Ray Ochromowicz) – Safety Coordinator Ray Ochromowicz summarized the District's 2016 risk management activities, practices and projects. He stated 2016 was a safe year for the Park District. He highlighted the accreditation achievement of the Park District, earning the \$1,500 award from PDRMA. He also highlighted the 100 percent audit score from Ellis and Associates earned by Aquatic staff that resulted in the \$2,262 reimbursement of audit fees.
- D. Approval of Telephone Service Contract with Access One – (Terri Svec) – Terri explained that the District has a small group of phone numbers that support non-enhanced, analog phone services that are required for equipment such as building alarms, elevators, and fax machines, as well as smaller facility use areas such as classrooms where enhanced feature sets are not required. For these analog service lines, it is recommended that the District enter into an agreement with Access One to provide basic phone service. The contract with Access One would save the District approximately 49.3% compared to our previous contract with AT&T. The District will save \$8,500 annually.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to approve a three-year contract with Access One to provide phone service to analog phone lines. **ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.**

- E. Recommended 2017 Golf Rates – (Frank Bonanno) – As an annual practice, golf course rates are evaluated and a staff recommendation is presented to the Park Board. In preparing for the 2017 season, rates were reviewed with several factors being taken into consideration – area construction concerns and facility accessibility during construction, the cost to operate the facility, customer satisfaction and perceived value, economic climate, course conditions, local competition as well as past recommendations from the National Golf Foundation study. Frank is recommending to refrain from implementing a fee structure rate increase for the standard rates for the 2017 golf season and believes that no increase in rates will be viewed as a positive PR move for the facility and the Salt Creek Golf Club brand. The Board supports staff's recommendation to not raise fees.
- F. Request to Establish Direct Debit or Credit Card Payment Process for Utility Bill Payment – (Terri Svec) – Terri explained the Finance Department recently adopted a biweekly accounts payable cycle in order to process the payment of vendor invoices in a more efficient manner. In order to improve operations and avoid fines and fees due to shorter payment cycles of vendors, Terri proposes to move to a direct payment option, specifically for the payment of utility bills. She presented two options for the direct payment of invoices – a direct debit option whereby the District would allow the vendor to automatically debit a specific District bank account, or a direct payment option whereby the District would allow the vendor to automatically charge a District

credit card. A credit card may benefit the District by offering reward points that lead up to a rebate. The District would continue receiving statements and payment confirmation notices in order to accurately review and track this information in financial software. Board consensus was for Terri to pursue either one payment option or the other and present recommendation at the next Board meeting.

- G. Discussion of Salt Creek Golf Club Access Drive Project and Funding (Mike Bersani) – Director Ellmann said he and Attorney Bersani have been having discussions with TopGolf about the necessity of the access drive and the importance of public safety. Consultations with the fire, police and city departments were had. Attorney Bersani reported that the TopGolf corporate counsel agreed to pay 50 percent of the costs of the access drive. It is proposed that TopGolf control the project design and construction. TopGolf understands the urgency of the access drive and the timeline of the tollway construction affecting the facility. The Board consensus was to split the costs of the access drive with TopGolf. TopGolf also raised the fact that the mini golf will be impacted and will cost an estimated \$25,000 to repair. Should the District have to contribute to the repair, a “not to exceed” clause will be included in the agreement.
- H. Bi-Annual Review of Executive Session minutes and approval to not release minutes identified and to destroy auto recordings identified (Matthew Ellmann)

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, that the Wood Dale Park District Board of Commissioners, having this date conducted the semi-annual review of its closed executive session meeting minutes as required by the Open Meetings Act, find that the following closed executive session meeting minutes previously determined in past semi-annual reviews to require confidentiality, continue to require confidentiality and should not be released at this time. **ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.**

February 28, 1989	May 27, 2003 (2sets)	September 23, 2014
January 24, 1995	January 25, 2005	November 19, 2014
February 28, 1995 (2 sets)	February 22, 2005	January 27, 2015
May 23, 1995	March 22, 2005	April 7, 2015
June 27, 1995 (2 sets)	September 28, 2010	April 13, 2015
August 22, 1995 (2 sets)	April 26, 2011	May 11, 2015
August 29, 1995	May 24, 2011	June 9, 2015
September 1, 1995	July 26, 2011	June 23, 2015
May, 28, 1996	December 11, 2012 (2 sets)	July 28, 20-15
June 25, 1996	January 22, 2013 (2 sets)	August 25, 2015
August 24, 1996	May 20, 2013	September 29, 2015
June 24, 1997	July 10, 2013	October 27, 2015
August 26, 1997	August 27, 2013	December 8, 2015
February 24, 1998	March 25, 2014	April 19, 2016
June 22, 1999	July 22, 2014	August 23, 2016

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, that the Wood Dale Park District Board of Commissioners, having this date conducted the semi-annual review of audio recordings of its closed executive session meeting minutes as required by the Open Meetings Act, and find that all audio recordings made of Wood Dale Park District closed executive session meetings held prior to July 24, 2015, (which are January 27, April 7 & 13, May 11, June 9 & 23, 2015) should be destroyed as permitted by the Open Meetings Act, and that all other audio recordings of closed executive session meetings require continued maintenance as confidential non-public records at this time. **ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.**

- I. Board Matters for Discussion (President Lange) – none.

8. Unfinished Business

- A. Approval of Employee Personal Appearance Policy – (Terri Svec) – Terri presented the final Employee Personal Appearance Policy for the Board's review. A draft was presented at the December Board Meeting. Terri highlighted some key changes that included clothing items not permitted, exclusions for wearing headsets and audio equipment that may be required in the job, the expectations of when to wear logo attire, and the use of uniforms for specific roles within the District.

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to approve the Employee Personal Appearance Policy. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- B. Items removed from Consent Agenda – *None removed.*

9. Executive Director's Report (Matthew Ellmann)

- A. White Oaks Park Concept Plan Project Update – Director Ellmann reminded the Board that a public meeting is planned for January 25 for the community and those residing around White Oaks Park. The concept plan for the redevelopment of the park will be presented by Director Ellmann and Altamanu. Attendees will be asked to write their questions on provided notecards which will be collected after the presentation. Then a question period will follow, with comments to follow the question period. This process will keep the meeting on topic so feedback benefits all. Feedback will be shared with the Board.

- B. Wood Dale Charity Gala Attendance – Director Ellmann asked the Board who would like to attend the Wood Dale Charity Gala and which charity would they like to support. After some discussion it was decided that Commissioners Lange and Sbertoli would attend, with Commissioner Schroeder a possibility (she was not present at this meeting to comment). Director Ellmann will also attend. The District would like to sit with the Wood Dale Historical Society this year, as it is also the Historical Society's 50th anniversary. The District will select the \$200 bronze sponsorship.

- C. Miscellaneous Updates – *none.*

10. Recreation Department Report (Michele Silver)

- A. Report on Agency 50th Anniversary Events and Initiatives – Michele reported that a planning committee of seven staff was formed to create, plan and facilitate events and initiatives to honor and celebrate the District's 50th Anniversary. Current planned events include: Easter Egg Hunt, Memorial Day Parade, Waffle 5K, Festravaganza, Scarewalk and Birthday Party celebration. Events may include additional games and prizes to celebrate the 50th Anniversary.

Initiatives include throwback pricing, scavenger hunt, commemorative giveaways, proclamations and history exhibits. A detailed plan for the 50th Anniversary celebration was included in the Board packet.

- B. Program Participation Report – Michele reported stability with participation with a slight 7 percent decrease between 2015 and 2016. She and staff are working to take the successful classes and expand them. For example, summer camp will offer 3- and 4-day options for parents who don't want all five days. She informed the Board that future participation reports will have program categories in line with the new brochure and registration system.

11. Finance & Administration Department Report (Terri Svec)

- Budget Timeline - Terri proposed an April 4 workshop for the Board. They will confirm the date later.
- Email - Terri explained that the current email system lacks the ability to archive data for FOIA compliance, does not actively sync with mobile devices, limits attachment sizes and does not

allow calendar sharing. She and Director Ellmann evaluated four potential alternatives and propose Microsoft Office 365 Business Essentials as the best fit.

- Terri explained issues identified with the implementation of the new phone system that concern wiring, fiber optics and cabling. The issues are being investigated and corrected. AT&T will correct the wiring at Salt Creek Golf Course.

12. Salt Creek Golf Club Report *(Frank Bonanno)*

A. Clubhouse Interior Improvements Update – Frank reported that the clubhouse improvements are scheduled to start February 6 and be done by February 10. The facility will be closed that week for lunch. Some unanticipated expenses were determined, such as removing two layers of wallpaper, but Terri assured the Board that there is additional money available and they are in good shape to proceed.

- Frank said on January 10 high winds damaged netting and poles on the north side of the course. They will be replaced with new poles and netting in the color black, a better visual.
- The fish fry starts February 17 and runs through April 14. Frank distributed a new menu and explained some new processes for efficiency and cost savings.
- Frank noted decals put up at the salad bar to give Salt Creek a new, fresh clean look; feedback has been extremely positive.

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

A. Central Park Redevelopment Project Update – Ben discussed a few issues identified by the City of Wood Dale. Planning Resources Inc (PRI) is working with the City to resolve issues. The District is still waiting for a permit for demolition. The City would like to review plans for the shelter before the shelter is built, and PRI is providing them with those plans. Electrical hookup was resolved by proposing an external electrical service box with a commercial grade panel that provides access for the City. The drinking fountain was discussed briefly. Ben said trash receptacles and color coding for play surfacing is currently being budgeted.

14. Commissioner Comments & Future Agenda Items for Consideration - *none*

15. Executive Session

A. 5 ILCS 120/2(c)(6) – the setting of a price for sale or lease of property owned by the public body.

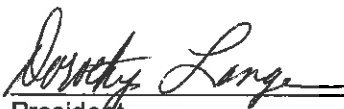
It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to move into Executive Session at 8:34 pm for the discussion of 5 ILCS 120/2(c)(6) – the setting of a price for sale or lease of property owned by the public body. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to leave Executive Session at 8:59 pm and re-enter the General Meeting. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

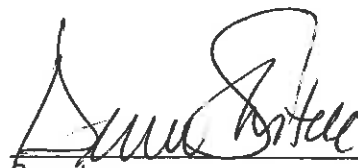
16. Adjournment

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to adjourn this General Meeting at 8:59 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:



President



Secretary