

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

**Staff:**

Matthew Ellmann – Executive Director  
Terri Svec – Director of Administration & Finance  
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 6:35 pm*  
Brad Sholes, Accounting Coordinator  
Kristina Sromek, Manager of Recreation Programs

**Visitors:**

Brad Kepler, TopGolf  
Randy Messina, Alderman

3. **Pledge of Allegiance**

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

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Meeting Minutes of January 24, 2017.
- B. Approval of the Executive Closed Session Minutes of January 24, 2017.
- C. Approval of the monthly expenditures: Totaling \$263,857.41, covered by check nos. 80909 through 81105 (\$131,975.71) and payrolls 1/27/17 (\$68,169.79) and 2/10/17(\$63,711.91).
- C. Approval of Ordinance O-17-09, 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**

None.

7. **New Business**

- A. Annual TopGolf Presentation - (Brad Kepler) – Brad Kepler, Food and Beverage Manager for TopGolf, was present to review 2016 revenue results and lease calculations with the Board. Using a handout, he highlighted revenue actuals in food and beverage, events, retail, mini golf, academy, and TopGolf overall. That revenue was then broken down by distilled spirits, all other food and beverage and all other revenue streams.

Revenue was projected to potentially see a 12 percent loss due to construction in the area. TopGolf actually only experienced a 3.3 percent loss, with Brad mentioning that the facility is becoming more accessible because of the Tollway.

TopGolf pays Wood Dale Park District an annual base rent along with a profit share (10 percent of Gross Revenue from Distilled Spirits and 5 percent of all other Revenue). The 2016 profit share payment, not including the base rent, amounts to \$249,357, which is due to the Park District on March 31.

The Board reviewed a rendering of how the access drive is going to be configured. Attorney Bersani asked Brad if he knew the status of the drawing with IDOT and the City of Wood Dale. He

did not know, but confirmed TopGolf Corporate is working on it. He said it appears that there will be a minimal impact on the mini golf area. He believed that they are building a pedestrian skyway bridge to the mini golf to contend with patron access safety concerns.

Commissioner Sbertoli asked if improvements were being made to the facility. Brad said they are working to replace the exterior netting, but other exterior upkeep projects will be minimal until all Tollway construction is past. Interior improvements include the bar, executive suite event and academy areas. They are not making any technology improvements in 2017.

- B. Presentation of Monthly Financial Summaries – (Brad Sholes) – Brad summarized the monthly financial statements for January of 2017. The summary is detailed in the Board packet.

Brad reported that January was a standard month. Revenues for the month of January totaled \$86,542, a slight decrease of \$12,216 from the same month last year due to TopGolf's rent being paid in January and December 2016. Recreation saw an increase of \$22,115 thanks to the fitness center which had a stellar month. Senior programs and extended school all had significant increases. Expenses increased by \$20,291 compared to January 2016 due to the pool lighting project, unexpected service repairs at Salt Creek Golf Club and the payment of industry memberships a month earlier. Overall, the District has generated more than it has spent in January by \$83,314. Discussion ensued about a closed certificate of deposit and cash flow needs and how monies are being allocated to the Central Park project.

- C. Presentation of Annual Fitness Studio Report – (Kristina Sromek) – Kristina presented the 2016 Fitness Studio Participation and Operations Report, a copy of which was included in the Board packet. She explained that the report is based on a calendar year, not a budget fiscal year. Numbers have increased in the Fitness Studio, and customer retention is good because staff is working to make a personal connection with the customer. A few ways staff is doing this is through the following new initiatives:

- o Member of the Month – A member who comes to work out consistently is nominated by staff. The member provides a paragraph about their fitness journey, and their information and picture is hung in the Fitness Studio.
- o A 30-minute training refresher is offered to help kick start people back into gear, get them over any stumbling blocks.
- o Name challenge – Staff is working to know all names, which makes a personal connection and shows we care.
- o Healthy Minds, Healthy Bodies – Partnering with AllenForce, this is a program to help veterans get back on their feet.
- o Tracking of tours and cross marketing other park district services – If a parent comes in with kids for a tour of the Fitness Studio, the tour will include marketing opportunities for the kids, such as preschool and other youth programs.
- o Staff and front desk staff are encouraged to take the classes as they are the front lines of customer service. Participation by them helps sell the classes and answer questions about the class offerings. Also, they can tell customers what they liked, and the differences between classes, such as a yoga and piyo class.

- D. Approval to Establish EFT Payment Process for Liquor Vendors – (Terri Svec) – Terri said this topic was discussed in December, approving EFT relationship with a single liquor vendor, Lakeshore Beverage. Due to a change in Illinois legislation, the Liquor Control Act was enacted that requires wholesale companies to request payment in full at the time of a purchase. So liquor companies are closing their escrow programs and going to EFT payments to improve how transactions are handled. Terri is bringing this back to the Board because approval for the four liquor vendors that service Salt Creek Golf Club is being sought.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to approve establishing electronic funds transfer relationships with any approved liquor provider for the purpose of purchasing alcohol beverages for resale at the Salt Creek Golf Course. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

## 8. Unfinished Business

- A. Presentation and Acceptance of White Oaks Park Concept Plan – (Matthew Ellmann) – Director Ellmann gave an overview of where the District is at with the White Oaks Concept Plan. He summed up many points to include that this potential project is a result of the comprehensive master plan that is suggesting the District rejuvenate its outdated park system. The White Oaks Concept Plan supports the District's mission and is responsive to community needs. He summarized a timeline of the studies commissioned, community engagement gatherings and focus groups. Studies and meetings were had with the Park District, City of Wood Dale and Altamanu, developer of the concept plan.

Public engagement with the community identified that many residents didn't feel the park was inviting, felt that it was just a dog park, didn't know there are trails, and didn't realize that it is open for public use.

The Board packet included a site layout that Director Ellmann went over in great detail. Items discussed included the following:

- o Dog Park
  - Staff is suggesting introducing a registration/permit and possible fees to use the dog park and have feedback from residents that they would be willing to pay something to have it better maintained, regulated and permitted. Currently, many nonresidents use it.
  - Add means for more rule enforcement, along with taller fences, benches for people to sit.
  - Replace wood chips with crushed granite.
  - Edging around trees to protect them and prolong their life.
- o Restore woods and provide better caretaking. Remove invasive species. Add flowering species to improve visual look. It is understood that this could be a long process and may require many volunteers, but the park would be more inviting in its natural state.
- o Open meadow area at entry makes the park more inviting. Resident feedback felt that it is currently not inviting. An open meadow area is passive and creates a natural entry way.
- o Spartan course – People like to exercise outside. Create adventure - climbing devices, training circuits suggested. Use natural-looking materials. Explore environmental art.
- o Adventure custom ropes course is a physical challenge course with obstacles and ziplines in the treetops. All equipment is provided by vendor. The adventure course is insured by vendor.
- o Add additional pathways and boardwalks to existing site trails. Add interpretative, natural signage.
- o Improve the scout camping area. The Scouts were part of focus groups and are very interested and willing to volunteer.
- o Feelings split about the Cabin, which is in poor condition and can't be used by public. The District will investigate costs to renovate.
- o Adjacent properties are 332 feet away from the proposed adventure course concept area, approximately the size of a football field.

Director Ellmann said the proposed concept plan has been vetted out through public input and on display at the Recreation Complex and on the website since January. Overall, people are positive and favorable about the project. It is his recommendation that the Board accept the plan, reminding them that it can be altered and changed as the project moves forward. He further recommended that as a courtesy, the Park District present the plan to the City of Wood Dale to hear their feedback. Further, costs need to be studied in order to bring the plan forward, and Director Ellmann has a proposal from Altamano to assist in that regard.

Ward 1 Alderman Randy Messina was present to give his feedback about the plan and reaction from residents he and Alderman Jacob spoke with. They went door to door to gather feedback, and ultimately, after the second community engagement meeting, residents understood that the plan is a vision, a concept. He commended the Park District for engaging the residents and getting them involved in the process. Terri offered information about funding in general to assist Alderman Messina when communicating with residents.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to accept the Concept Plan for White Oaks Park as prepared and presented and direct staff to present plan to the City Council as a courtesy. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- B. Update on Request to Establish Credit Card Payment Process for Utility Bill Payments – (Terri Svec) – Terri informed the Board that she is doing additional research about the previous month's discussion of using either an EFT payment system or credit cards to pay utility bills with potential for cash back rewards. Credit card companies require an initial application to determine what programs the District qualifies for, so before Terri moves ahead with a credit card, she wants to speak to representatives at some of our community banks to see what they may be able to offer. The ability to get cash back on approximately \$300,000 of annual utility bills could yield the District \$3,000 to 6,000 annually.
- C. Items removed from Consent Agenda – *None removed.*

**9. Executive Director's Report (Matthew Ellmann)**

Director Ellmann had nothing to add to his written Board report. Commissioner Pokorny asked Director Ellmann to share information about sponsorships with Wood Dale and Itasca Banks he mentioned in his report. Director Ellmann explained that he and staff had meetings with the banks to discuss a partnership with them, what level of giving they thought they could afford, and what they would want and get in return. Itasca signed on with a particular package, and he expects to hear from Wood Dale bank in a few days. Staff is targeting a goal of \$15,000 to be secured next fiscal year from sponsorships and donors to offset some of our costs and to capitalize on the opportunity to be a part of our 50<sup>th</sup> anniversary year. Director Ellmann also acknowledged Attorney Bersani's law firm has been a gracious donor in the past.

Commissioner Schroeder asked about Director Ellmann's participation at the City Planning sessions. He explained there were a couple of stake holder group sessions held, comprised of local government bodies. He attended a government session and accompanied the new marketing coordinator to the marketing session. He said there was only one hour allotted, but the City was very receptive as to what we had to say, how the District can do more to partner with the City and take more of a wholesale look at things. Commissioner Schroeder is very interested in seeing more joint projects between the Park District and the City and within the community.

**10. Recreation Department Report (Michele Silver)**

- o Michele commended Kristina on the annual fitness report.
- o New recreation staff are still getting acclimated and doing a great job.
- o Preschool open house welcomed seven families. Registrations are still coming in.

- Applied for IAPD PowerPlay Grant and expecting to hear results back in March. The District received it in the past. It amounts to \$1,000 to use for extended school program.
- The installation of lighting at the pool is complete, and the pool locker room lighting is now much brighter.
- A 50<sup>th</sup> Anniversary Scavenger Hunt challenge was created that will be distributed to the community starting in April.

#### 11. Finance & Administration Department Report (*Terri Svec*)

- A. Update on the Recreation Complex Parking Lot Resurfacing Project – Resurfacing of the Recreation Complex parking lot with School District 7 – Project cost is estimated to be \$100,000 which will be split 50/50 with the school district. Resurfacing will take place in the main parking lot. No resurfacing of the school district north lot or the back of our building. The school district had to postpone the timing of bidding due to advertising issues. There will be a staff recommendation in March.

Resurfacing is scheduled for the first week of June, when kids are out of school and camp has not yet begun, or around July 4 because many families are on vacation. The project work will take 1-2 days. The surface has a lifespan of 6-8 years. The School District will manage contract negotiations and send us an invoice for our portion.

- B. Miscellaneous Updates – Terri has met with NIMEC and Vanguard regarding the District's electricity and has been informed that there will be reductions in electricity bills. She is hoping to get a 5% decrease in our overall expense. She is evaluating some other improvements to reduce costs and is optimistic that the next budget will see a reduction in overall expenses.

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

- A. Clubhouse Interior Improvements Update – Four major components of the interior clubhouse project are complete: Floor, paint, bathroom stalls, new chairs. Frank presented before and after pictures. Ben's staff is installing hand dryers in the bathrooms.
- Off-Season Golf is paying dividends due to the nice weather being experienced, bringing in 376 rounds of golf in February. The last time we saw February golf rounds was 2006 with 104 total rounds.
  - Netting along parking lot should be done shortly.
  - Fish fry started slowly, but hopefully numbers will pick up because of the Lenten season.

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

- A. Central Park Redevelopment Project Update – Central Park project is on hold until we obtain permits. Playground equipment has been ordered and will be installed by Park District park staff to keep costs down.
- Accent colors have been painted in the Recreation Complex lobby.
  - An air handler/heater was installed in Recreation Complex vestibule and will be wired soon for operation by a licensed electrician.
  - Ben is going to Pesticide training classes.
  - A \$7,000 check was received for old equipment approved as surplus through an auction.

#### 14. Executive Session

- A. 5 ILCS 120/2(c)(1) – The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.

It was moved by President Lange, seconded by Commissioner Sbertoli, to move into Executive Session at 8:25 pm for the discussion of 5 ILCS 120/2(c)(1) – The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body. **ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.**

The Board entered back into the general meeting at 9:50 pm.

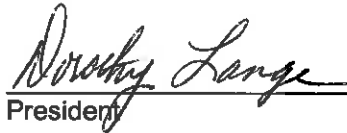
15. Action on matters discussed in Executive Closed Session - *none*


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

17. Adjournment

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to adjourn this General Meeting at 9:50 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary