

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
Frank Bonanno – Director of Golf Operations
Michele Silver – Director of Recreation & Projects

Also Present:

Brad Sholes, Accounting Coordinator
Garrick Schiddel, Parks Crew Leader

3. **Pledge of Allegiance**

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

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Meeting Minutes of February 28, 2017.
- B. Approval of the Executive Closed Session Minutes of February 28, 2017.
- C. Approval of the monthly expenditures: Totalling \$178,946.69 covered by check nos. 81106 through 81152 (\$49,243.54) and payrolls 2/24/17 (\$66,279.85) and 3/10/17 (\$63,423.30).
- D. Approval of Ordinance O-17-10, authorizing conveyance of personal property (Exhibit A).

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

6. **Written & Public Communication - none**

7. **New Business**

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

Brad reported that financials for February 2017, which were similar to February 2016, with slightly less revenue of \$373. He said that considering Salt Creek Clubhouse was closed for five days due to renovations, these numbers are favorable. There's also been an increase in golf operations due to nice weather, which allowed the course to be open for a few days during the month. Other revenue included an increase in recreation and capital improvements and TopGolf's rent.

Expenses decreased by over \$17K, most of this due to the prior year having an ADA project during the month. Brad presented a 3-year comparison of revenues and expenses by using new graphics. Overall, year after year the figures are relatively consistent. The spikes indicated are bond payments made in different months. The board expressed appreciation for the graphs and requested that they be provided quarterly.

- B. Approval to Award Bid for Recreation Complex Parking Lot Re-Surfacing Project (Terri Svec) – The Wood Dale Park District shares its main parking lot at the Recreation Complex with the Wood Dale School District # 7 administrative office facility. In 2016, the School District approached the Park District to plan a project to resurface our shared parking lot in the early summer of 2017.

Terri was pleased to inform the Board that she had great news on this topic. It was projected initially to cost \$100,000 for the project, which would be split 50/50 with School District # 7 as a result of an Intergovernmental Agreement between the two agencies. A competitive bid came in at \$48,480, less than half of what was originally estimated. References were checked, and the bid was approved on March 15 by the school board. Now the school district is looking for the Park Board to approve the lowest bidder. Terri provided background information about the bidder and their references, in addition to all the competitive bids received.

Total cost to the Park District will be fifty percent (50%) of the total lowest bid, or \$24,240. The funds for this project are slated to be paid out of the Paving and Lighting Fund, which has an available balance of \$40,648.

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to approve awarding the bid for the Recreation Center Complex Parking Lot Resurfacing Project to Advantage Paving Solutions Inc. in the amount of \$48,480, to be funded from the Paving & Lighting Fund. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- C. Approval of Memorandum of Understanding with Wood Dale Baseball Association (Michele Silver) – Each year, the Wood Dale Baseball Association (WDBA) requests the use of Community Park to facilitate their youth Baseball and Softball leagues. Historical reference about this ongoing positive relationship is included in the Board Packet. The season starts April 3 with practices and games ending July 18. Michele recommends the Board approve the agreement with WDBA for 2017. A standard affiliate agreement is also included.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve the Memo of Understanding with WDBA for the 2017 Baseball and Softball season. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- D. IAPD Legislative Conference Attendance (Matthew Ellmann) – The Wood Dale Park District strives to be an active member of the Illinois Association of Park Districts (IAPD) by supporting legislative advocacy. By attending the IAPD Legislative Conference, Board and staff members are better positioned to support IAPD's legislative platform, advocate for or against bills being considered that have an effect on our park district. The conference occurs over two days in early May each year. This year the conference starts with "Parks Day" at the Capital followed by a reception. The educational conference takes place on May 3. Staff is seeking input on which Board members are interested in attending. Commissioners Lange and Stimpson expressed interest, pending review of personal calendars and the Board suggested that staff member Terri Svec attends, along with the Executive Director.
- E. Recommendation for Employee Cost of Living and Merit Increase Percentage/ Funds Pool (Terri Svec) – As part of the annual budget process, the Park District Board of Commissioners makes a determination as to the percentage increase to be budgeted and allocated for employee salaries for the next fiscal year beginning May 1, 2017. Terri reminded the Board that they will have a chance to see the overall impact on the budget, when they are presented the full budget next week. Staff is seeking guidance on the percentage to include in the draft budget.

Traditionally, the Board has considered three main factors when determining the overall percentage increases to be budgeted and allocated for employee salaries: (1) a cost-of-living adjustment based upon the most recent Consumer Price Index-Urban (CPI-U), (2) a merit increase based upon the employee's individual performance to be awarded at the discretion of the Executive Director, and (3) a potential rate adjustment for those employees who have been identified as having a salary which falls below the midline range for employees in similar positions of similar park districts. Terri discussed CPI and ranges in detail. Staff recommends an overall 3.2% budgeted salary pool consisting of a 2.1% for general cost-of-living increases to be afforded to those employees below the maximum salary range, and 0.9% for a merit pool, in addition, a

slight .02% for those employees falling below the mid range. Staff is seeking consensus from the Board this evening to place these figures into the budget for further evaluation. Discussion ensued with the board accepting staff's recommendation to place the figures as presented into the draft budget.

- F. Approval of Ordinance (O-17-11 & O-17-12) to Close Funds in the Accounting Structure (Terri Svec) – Several years ago, the District created a Vehicle Replacement Fund as a means of setting aside resources for the purpose of replacing Park District vehicles. Because the District already has a Capital Improvement Fund which, by definition, segregates resources that will be used for large capital expenditures, we can simply add vehicle replacement as a "type" of capital expenditure within that one single fund.

Similarly, many years ago the District created two separate funds to track the activities related to the Salt Creek Golf Club through the use of a Golf Course Fund and a Club House Fund. Like the example above, the idea of being able to specifically identify revenues and expenditures distinctly is important. Combining these two funds in our accounting system would benefit the audit process, placing all accounts in one place.

The work related to these ordinances would be completed as of April 30, 2017 so that they may become a part of our annual audit and our next fiscal year's budget. This would allow the next Budget and Appropriations Ordinance to accurately reflect the accounting change.

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve Ordinance #O-17-11 and Ordinance #O-17-12, authorizing the closure of funds within the Park District accounting structure. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- G. Discussion of issuing an RFP for Audit Services (Terri Svec) – Terri explained that as part of the overall budget process, it is customary to review long-standing contractual relationships. Wood Dale Park District has held a long-standing contractual relationship with our auditor, Joseph R. Julius, LTD to prepare and publish our audited Annual Finance Report. While maintaining this relationship has had a mutual benefit, the Park District has a responsibility to routinely monitor and evaluate our external audit process and our audit engagement proposal just as we would with any other contractual agreement.

The Government Finance Officers Association (GFOA), of which we are a member, currently recommends that agencies engage in a competitive bid process at the conclusion of each audit engagement term. Audit rotation is proposed to overcome problems that can occur if an organization hires and retains the same auditor or audit firm year after year.

An Audit RFP will ask potential audit firms to identify the number of audit partners and key staff that have a specialty in governmental accounting, require references of similar Park District engagements, show a demonstrated ability to attain the GFOA Certificate of Achievement, and manage costs over the engagement period. A draft of the recommended Audit RFP letter is included in the Board Packet, along with a ten-year history of recent audit fees. These fees were discussed in detail with specifics as to why some additional fees were incurred, due to special requests being made by the board. Terri seeks to bring competitive proposals back for review and consideration at the April Board meeting.

8. Unfinished Business

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

9. Executive Director's Report (Matthew Ellmann)

- A. Miscellaneous updates – Director Ellmann spoke briefly about the projects he's working on for the Park District's 50th anniversary, including the scavenger hunt. He is also working to prepare

resolutions for our legislators down in Springfield, along with the City of Wood Dale, to honor and celebrate the Park District's service to the community. State lawmakers, such as Senator Cullerton and Representative Winger, have agreed to introduce resolutions for adoption, during the spring session. He handed out commemorative 50th Anniversary pins to the Board.

Director Ellmann continues to work with our attorney to obtain an updated cell tower agreement, as the current agreement is outdated and includes too many amendments, making it hard to understand.

10. Recreation Department Report (*Michele Silver*)

- The IAPD awarded the Wood Dale Park District a PowerPlay grant in the amount of \$1,000.
- 50th Anniversary
 - Commemorative pins given
 - T-shirts ordered for Board, staff and winners of the scavenger hunt, with choices of black or gold
 - Memorial Day float is ordered; parade will include our Water Rats Swim Team, soccer program and Wood Dale Stars participants
 - 50th anniversary banner has been designed and ordered for placement in and on the Recreation Complex building
 - Sponsor for our 50th Anniversary party on November 18 has been secured (the law firm of Hervas, Condon & Bersani, PC)
- Discussion took place about the passing of a former pool facility employee and whether or not the Park District could do something in honor. Many good ideas were suggested.

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

- Terri is in the process of renegotiating the contract with NIMEC (the District's electricity commodity), which will save the district about \$3,000.
- She is also researching alternative payroll providers and has found a vendor that is more competitive in price than the current vendor.

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

- Fish fry attendance is down, but the event is still profitable due to staffing and system changes.
- Salt Creek representatives will be attending the Executive Women's Golf Association kickoff meeting and the Chicago Wolves expo in an effort to get new groups interested in the facility.
- There is now a link on the website for all the Paint Nights being offered.
- The Board praised the restroom and flooring renovations that were made in the clubhouse.

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

- The Central Park construction permit should be approved soon. There was an error with the blueprint reflecting the wrong location for the electrical box on the shelter structure. The plan has been corrected and resubmitted. An answer from the City is expected later this week.
- Parks crew is painting the three concrete bags games at Brookwood and installing regulatory rules signs.

The Board took a short recess at 8:05 pm.

The board reconvened the meeting at 8:16 pm, at which time they entered into closed session.

14. Executive Session

- A. Discussion of pending, probable or imminent litigation – pursuant to 5 ILCS 120(c) (11) of the Open Meetings Act.

- B. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, pursuant to 5 ILCS 120/2(c) (1) of the Illinois Open Meetings Act

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to move into Executive Session at 8:16 pm for the discussion of 5 ILCS 120(c) (11) of the Open Meetings Act, discussion of pending, probable or imminent litigation and 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 regular meeting reconvened at 9:10 pm.

15. Withdrawal of tender of defense and indemnification to Tokio Marine HCC in Prairie Fest Litigation

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to authorize the Executive Director of the Park District to execute the withdrawal of the tender to Tokio Marine Specialty Insurance Company relating to the Prairie Fest lawsuits. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

16. Commissioner Comments & Future Agenda Items for Consideration

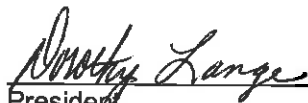
The board had a brief discussion on how they preferred the budget workshop scheduled for April 4th to be handled. The board requested that staff forgo their formal presentations, as done in the recent past, and to only have department heads and the Executive Director attend the meeting. Doing so, would allow the Commissioners more time to pose questions and discuss the draft written budget being provided in advance.

President Lange also inquired about the funds that were generated when the Certificate of Deposit was cashed in recently. Director Ellmann indicated that staff was evaluating cash flow and determining its long term fund needs, including paying for Central Park and other capital projects, before considering any re-investment options. In addition, he reminded the board that we need to have ample cash fund reserves on hand and to an extent, funds need to be spent in order to avoid tax objections from those claiming that we are carrying forth excessive funds.


17. Adjournment

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

Board Member Signatures:



President



Secretary