

1. **Call the Meeting to Order** – The meeting was called to order at 6:56 pm.

2. Roll Call

Board Members Present:

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

Staff:

Matthew Ellmann – Executive Director
Karin Johns – Director of Administration & Finance
Ben Appler – Director of Parks & Facilities
Frank Bonanno – Assistant Director of Golf Operations
Michele Silver – Director of Recreation

Also Present:

Carolyn Mondlock – Recording Secretary
Mark Goode – Safety Coordinator
Mike Bersani – Attorney (*arrived 7:02 pm*)
Bradley Thomas – Recreation Supervisor

Visitors:

Joseph Julius – Auditor
Steven Doniger – Edge Adventures
Shari Wenzel – Edge Adventures

3. Pledge of Allegiance

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

5. Approval of Consent Agenda Items

- A. Approval of Regular Meeting Minutes of December 8, 2015
- B. Approval of Executive Session minutes of December 8, 2015
- C. Approval of Special Meeting Minutes of December 10, 2015
- D. Approval of the monthly expenditures: Totaling \$942,075.71, covered by check nos. 78848 through 79077 (\$702,779.16) and payrolls of 12/4/15 (\$58,543.58); 12/18/15 (\$67,279.87); 12/31/15 (\$56,377.41) and 1/15/16 (\$57,095.69).

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

6. Written & Public Communication

7. New Business

- A. Recognition of Michele Silver for ten years of service to the Park District (Matthew Ellmann) – Michele Silver was recognized for her years of service with the District, first serving as Superintendent of Recreation, and currently Director of Recreation & Projects. Director Ellmann said Michele has been instrumental in making numerous contributions to the recreation department, to program growth and development, and to an incredible safety record at the Beach water park. Michele received a plaque and bonus check in accordance with the District's Personnel Policy.
- B. Aerial Adventure Park concept (Steven Doniger – Edge Adventures) – Director Ellmann introduced Steven Doniger, who talked to the Board about his company, Edge Adventures, and the development of an aerial adventure park. Steven's presentation highlighted the following:
 - Edge Adventures mission, vision and values
 - Partnership; looking at longevity, asking for ten-year consideration on land lease
 - History and features of aerial parks
 - Self-guided, suspended aerial adventures that may include zip lines, ropes course
 - 45-60 different elements in five courses with different trails and heights
 - Certified staff; robust safety procedures; 20-minute customer safety course
 - Course(s) built around trees so no harm to them

- Customer profile per activity, gender, age, groups
- Five acres required – looking at White Oak Nature Trail
- Investment to develop (\$500K = \$400K to build; \$100K equipment)
 - Edge Adventures responsible for design, insurance, safety, marketing, building permits, development study (tree inventory), project updates, operations, annual reports and more

Steven distributed information that showed safety mechanisms, and showed the Board some actual harnesses and clips that are used. He answered a variety of questions posed by the Board about liability, lease of property, ability to make changes to course, pricing, staffing, how site is secured, hours of operation, noise, concessions and more. The consensus of the Board was to continue evaluation of the concept.

Steven Doniger and Shari Wenzel left the meeting at 7:57.

- C. Ordinance O-16-06, authorizing conveyance of personal property – Director Ellmann summarized some of the old equipment being scrapped or recycled to include:
- Tube TVs, VCRs
 - Air conditioner
 - Fitness equipment
 - Computer equipment

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to approve Ordinance O-16-06, an Ordinance of the Wood Dale Park District, DuPage County, Illinois, authorizing the Conveyance of Personal Property as identified. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- D. Risk Management report (Mark Goode) – Mark thanked the safety committee for its contributions during the year. He stated that for as much as the District does – recreation, parks, golf course, pool, etc – incident reports were minimal. He listed trainings that took place during 2015 and mentioned the risk management certifications received within the agency. He spoke about training plans for 2016. Mark said that the PDRMA Loss Control Review will take place in 2017. He confirmed that the Recreation Complex is a designated emergency response shelter. Board consensus was to accept Mark’s Risk Management report.
- E. Bi-annual review of Executive Session closed minutes and approval to not release minutes identified and to destroy auto tape recordings indetified (Attorney Mike Bersani)

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. Commissioner Sbertoli proceeded to read the following list:

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

ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, 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 26, 2014, (which are March 25, May 27 and July 22, 2014) 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.*

- F. Salt Creek Golf Club greens fees and cart rental rates for 2016 (*Frank Bonanno*) – Frank proposed a .50 increase on rack (standard) 9-hole rate to keep the operation in the middle range of other comparable courses. He also proposed reducing replay rates to keep the golfer at the facility longer. He used surveys of other golf courses and information derived from the National Golf Foundation study to aid in this proposal. He will focus efforts on successfully marketing the replay promotion.

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the proposed 2016 golf rates as presented by staff. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- G. Program Fee policy (*Michele Silver*)

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to approve the proposed Recreation Fee Policy and to direct staff to apply it as part of the next fiscal year budget.

Michele explained that having a fee policy provides consistency and good practices across programs. Also, having policies that dictate cost recovery expectations are advantageous to operations at the Park District. She described the program types A through E categories as follows: community, contractual, revenue producing, subsidized, new or experimental. Classifying types of programs in advance will aid budgeting purposes and help determine whether or not a class runs due to participation or if it needs to be restructured. She explained contractual programs in more detail in answer to a Board question.

ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

- H. Pool fees for 2016 (*Brad Thomas*) – Brad discussed fee increases and change in operational hours to accommodate patron requests and swim lessons. Being open longer increases staff and pool costs, and the increase in fees accommodates those changes.
- I. Request to move April Board Meeting ahead one week for budget compliance purposes (*Karin Johns*) – The Board agreed to move the April General Meeting from April 26 to April 19, 2016.

It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to move the April General Board Meeting scheduled on April 26 to April 19 for budget compliance purposes. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

8. Unfinished Business

- A. Items removed from Consent Agenda (*none*)
- B. IAPD Membership Discussion – Director Ellmann commended IAPD for doing tremendous things on behalf of park districts, especially the service of legislative advocacy. He explained that there has been some concern about IAPD decisions on pensions and the allocation of benefits. The

board discussed IAPD's infrastructure and the pros and cons of remaining a member. It was determined that Director Ellmann and President Lange would draft a letter to IAPD about the concerns expressed for our board's consideration.

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

- A. Charity Gala Sponsorship and attendance – The Mayor's Charity Gala is February 27. Director Ellmann described the sponsorship levels. The Board decided to support the charity (Child's Voice) and discussed who will be attending.
- B. Director Ellmann informed the board of a few more items and expanded upon his written report:
- Plans for launching the new park district logo to the public
 - Shape of Wood Dale – now a standard date: 3rd Wednesday of November
 - He and Karin Johns are working on the policy manual revisions
 - New conference room is making rapid progress

Director Ellmann asked Attorney Bersani to brief the board on the park districts petition for annexation of property recently purchased, adjacent to the Salt Creek Golf Club, holding the golf course maintenance shed, to the City of Wood Dale. Attorney Bersani stated that the petition was delayed until the city receives the just completed plat revisions. Director Ellmann reminded the board that the district is annexing the property to avail it of the same services that salt creek already is entitled, including police services. The city services department indicated to the park district that if it is looking to add a restroom with a support septic system, a variance under the current city code would be required. Therefore a special conditional approval for development would need to be accepted by the city. At this point, the District has no current plans to build a restroom facility.

10. NEDSRA Report

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

- Restaurant menu pricing will increase 10 percent
- New plate ware is being explored to promote fresh new look and control portions, resulting in better margins in the kitchen
- Staff is starting to think about possible restructuring of the summer barbeques
- TopGolf is looking into valet parking

12. Parks Department Report (*Ben Appler*)

Lobby conference room update:

- Passed first inspection for steel framing
- Rough electrical is complete and waiting for inspection
- Dry walling will start
- Windows are ordered
- Meeting with designer for furnishings

Announced that staff Joel Carrera passed Certified Pool Operator test and will take on the Beach pool responsibilities this season.

13. Business Department Report (*Karin Johns*)

- Quotes for new phone system below budget. System will connect District with all facilities – recreation complex, golf course, maintenance garage. Karin will be looking at demos.
- Current IT contract is up and cooperative is working to renew. Cooperative includes Wood Dale Park District, Glen Ellyn and Itasca park districts.
- Debt service numbers are being reviewed. The potential for property tax freeze will not affect the debt service fees. There is no time limitation on these fees.

14. Recreation Department Report (*Michele Silver*)

- Program registration process for Commissioners and staff was briefly reviewed. Annual renewal is requested.
- Participation history – Dance lost two instructors with new dance studios opening; open gym numbers show decline but have just picked up.
- Brochure sections to be placed in categorical order based on how people search. For example, instead of Youth Sports and Adult Sports, the category “Athletics” will encompass all sports chronologically by age.

15. Commissioner Comments & Future Agenda Items for Consideration

16. Executive Session (*if needed*)

- A. 5 ILCS 120/2(c) (1) – Discussion of pending, probable or imminent litigation by or against the park district or an employee
- B. 5/ILCS 120(c)(6) – The setting of a price for sale or lease of property owned by the public body
- C. 5 ILCS 120/2(c)(21) – Discussion of minutes of meetings lawfully disclosed under the Act for purpose of the semi-annual review of the minutes as mandated by section 2.06 of the Act

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

18. Adjournment

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to adjourn this General Meeting at 9:26 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

President

Secretary