

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, Stout
Absent: Commissioners Sbertoli and Schroeder
Commissioner Sbertoli arrived at 6:27 pm

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

Members of the Public: None

3. Pledge of Allegiance

The Board and Park District staff stood for the Pledge of Allegiance.

4. Additions to Agenda

The Board decided to discuss the Executive Director Evaluation form (Unfinished Business 8.C.) in Agenda Item 15, Commissioner Comments.

5. Approval of Consent Agenda Items

- A. Approval of Minutes of Special Meeting of April 10, 2014.
- B. Approval of Minutes of Regular Meeting of March 25, 2014.
- C. Approval of Minutes of Closed Executive Session Meeting of March 25, 2014.
- D. Approval of the monthly expenditures: totaling \$237,451.99, covered by check nos. 75712 through 75840 (\$108,502.83) and payrolls for 3/28/14 (\$66,458.27) and 4/11/14 (\$62,490.89).

It was moved by Commissioner Lange, seconded by Commissioner Pulice, to approve the minutes of special meeting of April 10, 2014; the minutes of Regular Meeting of March 25, 2014; the minutes of Closed Executive Session Meeting of March 25, 2014; and approval of the monthly expenditures: totaling \$237,451.99, covered by check nos. 75712 through 75840 (\$108,502.83) and payrolls for 3/28/14 (\$66,458.27) and 4/11/14 (\$62,490.89).

Ayes: Commissioners Lange, Pulice, Stout
Nays: None

MOTION CARRIED

6. Written & Public Communication

- A. Public Comments – none.
- B. Written Correspondence– Thank you letter from Bandits Bensenville/Wood Dale Football and Cheer Association.

Director Ellmann added that he had just received correspondence from the Tollway Authority in reference to the anticipated Elgin-O'Hare expressway improvements along the Thorndale Road corridor and park district property.

7. New Business

- A. Approval of Intergovernmental Agreement (IGA) between the City of Wood Dale and the Wood Dale Park District for the provision of certain police services – Director Ellmann brought to the attention of the Board the changes to the IGA that included a 2-year agreement versus a 3-year agreement, a four percent increase added to the park fees in consort with City of Wood Dale Police pay rate increases, and updated dates.

It was moved by Commissioner Lange, seconded by Commissioner Pulice, to approve the Intergovernmental Agreement between the City of Wood Dale and the Wood Dale Park District for the provision of certain police services.

Ayes: Commissioners Lange, Pulice, Stout

Nays: None

MOTION CARRIED

- B. Discussion of Election of Officers – This topic was postponed until the full Board could be present.

- C. Approval of Operating and Capital Budget for 2014/2015 – Director Ellmann summarized information affecting the next budget.

It was moved by Commissioner Pulice, seconded by Commissioner Lange, to approve the Operating and Capital Budget for 2014/2015.

Ayes: Commissioners Lange, Pulice, Stout

Nays: None

MOTION CARRIED

- D. Authorization to place Draft Budget and Appropriation Ordinance-FY 2014/2015 up for public inspection and to schedule a Public Hearing for May 27, 2014 – Director Ellmann reminded the Board that from the Operating Budget, a Budget & Appropriation Ordinance is made available for public inspection for at least thirty days. After that period, a public hearing is held. A motion gives the authority to put up this document for public inspection and to schedule the hearing.

Commissioner Sbertoli arrived at 6:27 pm.

It was moved by Commissioner Pulice, seconded by Commissioner Lange, to approve that a hearing be scheduled at 6:00 pm before the regularly scheduled Board meeting of May 27, 2014, and that the Budget & Appropriation Ordinance be made available for public inspection on April 23, 2014.

Ayes: Commissioners Lange, Pulice, Sbertoli, Stout

Nays: None

MOTION CARRIED

- E. Approval of Resolution R-14-03 – Board Meeting Dates for FY 2014/2015 – The Board received the calendar of Board Meeting Dates for Fiscal Year starting May 2014 through April 2015.

It was moved by Commissioner Pulice, seconded by Commissioner Lange, to approve Resolution R-14-03 – Board Meeting Dates for Fiscal Year 2014/2015.

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

MOTION CARRIED

- F. Approval of a Lease Purchase Agreement with PNC Equipment Finance for the purpose of leasing Golf Course Equipment and approval of Resolution R-14-04 – Resolution and Certificate of Incumbency – Rhonda Brewer presented the Board with a document outlining the terms and conditions of a lease agreement for four new pieces of golf maintenance equipment. The equipment was discussed at the April 22 regular Board Meeting. She said the park district attorney has reviewed the document. Director Ellmann explained that the bank requires the Certificate of Incumbency which authorizes the park district to enter into the lease agreement.

It was moved by Commissioner Lange, seconded by Commissioner Sbertoli, to approve the Lease-Purchase Agreement with PNC Equipment Finance for the purpose of leasing Golf Course equipment and approval of Resolution R-14-04, Resolution and Certificate of Incumbency.

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

MOTION CARRIED

8. Unfinished Business

- A. Items removed from Consent Agenda – No items were removed.
- B. Community-Wide Attitudes and Interests Survey and Comprehensive Master Plan Request for Proposals Update – Director Ellmann presented a draft Request for Proposal (RFP) for this topic. He is looking for consultants to conduct the survey and develop the master plan. The goal is to survey the community, conduct focus groups, and have community meetings. The master plan requires a full-scale inventory of all properties, and preparing of maps, charts, and determining where priorities should be placed, where deficiencies are discovered, etc. Overlap is expected between the parks and facilities. Director Ellmann is looking for Board involvement in the process and is working on a timeline. After general discussion, the Board gave Director Ellmann consensus to move forward and send out the RFP once completed and finalized. Commissioners Sbertoli, Lange and Pulice offered to be part of the RFP evaluation panel. Director Ellmann indicated that ideally two board members would be on the panel, but that the top rated firms selected by the panel would be interviewed by the full board.
- C. Discussion of Director’s Evaluation Form – The Board decided to discuss the Executive Director Evaluation form in Agenda Item 15, Commissioner Comments.

9. Executive Director’s Report

Director Ellmann submitted an Executive Director’s report for the month of April. He highlighted the following:

- A. Examination of a temporary lease of property for the benefit of Salt Creek Golf Club – Director Ellmann was contacted by a real estate agent, acting on behalf of a local contractor looking for a temporary site to be leased and used as a staging area for a construction project. The site would be a temporary mixing plant location for concrete. He showed the Board a picture of what the

mixer would look like. The site in question is located directly west of the park district maintenance facility.

Director Ellmann said leasing the land could be an opportunity for revenue, and the contractor said they would consider making improvements to the site. However, due diligence needs to be conducted because the land accessing the site is under easement with the forest preserve, and county zoning requirements may also affect the plan. The Board agreed for Director Ellmann to call the contractor for more detailed information and a timeline before contacting the attorney to investigate legal matters. Furthermore, should the attorney be required for any research to limit his time and our cost until reporting back to the Board.

- B. Update on Parking Lot Improvement plans by the School District at the Junior High/Community Park – The school district contacted Director Ellmann a few weeks ago about the repair and replacement of the Jr. High parking lot. Director Ellmann identified some encroachment onto the baseball and soccer fields with the project. He attended their recent Board meeting and a new plan was approved and staff was authorized to bid for the project. He said that Ray suggested the park district piggy back on the project to redo part of the asphalt pathway that is crumbling. Director Ellmann will update the Board as this project plan progresses.
- C. NRPA Congress Attendance Preliminary Arrangements – Director Ellmann informed the Board that rooms were reserved for this conference, but they can be dropped by a certain time without a penalty. He asked who had interest in attending. He also mentioned the Athletic Business Conference, where he will be making two presentations, and the Legislative Conference in Springfield as other conferences to be considered.

Director Ellmann reported on other items included in his report:

Top Golf – Park district auditor Joe Julius has been working with the TopGolf comptroller to refine a preliminary report that complies with the lease to submit gross sales revenue to the park district.

10. NEDSRA Report

Director Ellmann informed the Board that NEDSRA has their 100-Hole Challenge Golf Marathon on May 1 and the Reach for the Stars banquet on June 4. The park district will have a table at the banquet.

11. Salt Creek Golf Club Report

Tony Perry, General Manager, submitted a Golf Club report for the month of April. In his absence, Director Ellmann highlighted the following:

- Greens Superintendent – the search is still on to fill this position.
- FootGolf has taken off in the metropolitan area. There are two to three tournaments on the calendar for Salt Creek.

12. Parks Department Report

Ray Chaussey, Superintendent of Parks, submitted a Parks report for the month of April. He highlighted the following:

- HVAC system at Recreation Complex - Ray found out that the HVAC system he initially found had no repair warranty, so he found another with a full warranty. He explained that the parts for any repairs are easy to find.
- Ray will look into hardwired with battery back up smoke detectors with CO2 detection.

13. Business Department Report

Rhonda Brewer, Business Manager, submitted a Business Manager report for the month of April. She highlighted the following:

- A. Monthly Budget Summary Report for March – Rhonda informed the Board that when we look at results without taking into account TopGolf’s revenue to Salt Creek, the golf portion is up about \$7,000 over last year and the club is up about \$54,000, due to reduced expenses.

14. Recreation Department Report

Michele Silver, Superintendent of Recreation, submitted a Recreation report for the month of April. She highlighted the following:

- The lighting grant for the pool has been awarded to improve lighting in the parking lot and inside the pool area.
- Michele thanked recreation supervisors for their work and time with recent special events who were not noted in her report.
- Summarizing her participation report – some areas are down, but adult fitness has increased. Cancellation rate for programs is 21 percent.

15. Commissioner Comments

- Commissioner Pulice noted that she received clarification about a salary grade that seemed to be averaged differently than the others.
- From Unfinished Business Item 8.C. - The Board reviewed an evaluation form for the purpose of evaluating the director. They want to add a goals section. Director Ellmann said that it’s been his experience to see at the end of the form a goals section that addresses specific, attainable and measureable goals. He will email his goals to the Board for incorporation into the evaluation.

16. Executive Session

There was no executive session.

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

18. Adjournment

It was moved by Commissioner Sbertoli, seconded by Commissioner Lange, to adjourn this General Meeting at 7:58 p.m.

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

The next General Meeting of the Wood Dale Park District Board of Commissioners shall be held on Tuesday, May 27, 2014, at 6:00 p.m.
