



## WOOD DALE PARK DISTRICT - GENERAL MEETING AGENDA

January 24, 2017 – 6:30p.m.

Recreation Complex • 111 E. Foster Avenue • Wood Dale, Illinois 60191

1. **Call the Meeting to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Additions to Agenda** (*for discussion purposes only*)
5. **Approval of Consent Agenda Items (Roll Call)**
  - 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 thru 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)
6. **Written & Public Communication** (*The Board has set a 3 minute maximum per individual for Public Communication*)
7. **New Business**
  - A. Introduction of Recreation Supervisor - Kelly Nagle and Manager of Recreation Facilities - Arturo Segura (*Michele Silver*)
  - B. Presentation of Monthly Financial Summaries (*Brad Sholes*)
  - C. Presentation of Annual Risk Management Report (*Ray Ochromowicz*)
  - D. Approval of Telephone Service Contract with Access One (*Terri Svec*)
  - E. Recommended 2017 Golf Rates (*Frank Bonanno*)
  - F. Request to Establish Direct Debit or Credit Card Payment Process for Utility Bill Payment (*Terri Svec*)
  - G. Discussion of Salt Creek Golf Club Access Drive Project & Funding (*Mike Bersani*)
  - H. Bi-Annual review of Executive Session minutes and approval to not release minutes identified and to destroy auto recording identified (*Matthew Ellmann*)
  - I. Board Matters for Discussion (*President Lange*)
8. **Unfinished Business**
  - A. Approval of Employee Personal Appearance Policy (*Terri Svec*)
  - B. Items removed from Consent Agenda (*if necessary*)
9. **Executive Director's Report** (*Matthew Ellmann*)
  - A. White Oaks Park Concept Plan Project Update
  - B. Wood Dale Charity Gala Attendance
  - C. Misc Updates
10. **Recreation Department Report** (*Michele Silver*)
  - A. Report on Agency 50<sup>th</sup> Anniversary Events and Initiatives
  - B. Program Participation Report
11. **Finance & Administration Department Report** (*Terri Svec*)
  - A. Misc Updates
12. **Salt Creek Golf Club Report** (*Frank Bonanno*)
  - A. Clubhouse Interior Improvements Update
13. **Parks & Facilities Department Report** (*Ben Appler*)
  - A. Central Park Redevelopment Project Update
14. **Commissioner Comments & Future Agenda Items for Consideration**
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
  - B. 5/ILCS 120/2(c) (1) - appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, pursuant to of the Illinois Open Meetings Act
16. **Adjournment**

Posted - Wednesday, January 18th, 2017

The Wood Dale Park District welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call (630) 595-9333 or e-mail at [mellmann@wooddaleparkdistrict.org](mailto:mellmann@wooddaleparkdistrict.org)

*"Serving the community with quality recreational experiences that provide a fun and healthy lifestyle"*

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  
Wendy Bondi, Staff  
Brad Sholes, Staff

**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 October 25, 2016.
- B. Approval of the monthly expenditures: Totaling \$1,095,603.20, covered by check nos. 80521 through 80715 (\$961,128.12) and payrolls 11/4/16 (\$71,334.26) and 11/18/16 (\$63,140.82).

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. Introduction of Marketing Coordinator Wendy Bondi - (Michele Silver) – Michele introduced Wendy Bondi, the new marketing coordinator. Wendy was former marketing coordinator at Buffalo Grove Park District and has private sector experience with Coldwell Banker. She has a Bachelor's degree in public relations and marketing and an Associate's degree in graphic design. She is certified and experienced in social media, website support and maintenance. The Board welcomed Wendy.
- B. Report on Annual Accomplishments – (Matthew Ellmann) – Director Ellmann introduced the Annual Highlights of 2016 report and pointed out many park district accomplishments achieved over the last 12 months in Administration, Recreation, Parks, Risk Management, Technology, Marketing and Salt Creek Golf Club. The report can be reviewed online at [www.wdparks.org](http://www.wdparks.org) or a copy can be obtained at the Recreation Center.
- C. Approval of Establishing of an Electronic Fund Transfer with Lakeside Beverage for SCGC – (Terri Svec & Frank Bonanno) – Terri informed the Board that Lakeside Beverage is discontinuing its prepay process and moving to an Electronic Funds Transfer (EFT) option, which will allow Salt Creek Golf Club to better manage the purchases from the vendor, improve the ability to track purchases, eliminate need for prepayment and keep funds in our accounts until they are needed.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to approve establishing an Electronic Fund Transfer account relationship with Lakeshore Beverage for the purpose of purchasing alcoholic beverages for resale at the Salt Creek Golf Club. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- D. City of Wood Dale Request to possibly use Community Park for Prairie Fest 2017 – 7/27-30 – (Matthew Ellmann) – Director Ellmann said the City of Wood Dale asked if Prairie Fest could be held again in Community Park due to City construction that will not be done prior to this year's event. The Board came to a consensus to allow the City to use Community Park again for this summer's Prairie Fest on July 27 through July 30 as long as provisions are made to protect the park district's property, assets and overall liability. Director Ellmann will present an Intergovernmental Agreement to the Board in the spring for approval, which will include provisions and insurance requirements.
- E. Discussion of Dress Code Policy – (Terri Svec) – Terri presented a proposal for a dress code policy to the Board for feedback. She explained that there are different needs for different departments, and the dress code allows flexibility while maintaining image and brand. Implementation, she explained, needs to be discussed by leadership on a department-by-department basis. The Board gave feedback. Terri said she'll bring the final document back to the Board next month for approval.
- F. Board Matters for Discussion – (President Lange) –
- 1) The Board would like to see a unified report about main park district events to assess return on investment and whether money is being spent on the best services.
  - 2) The Board came to an understanding that when employees depart the park district to move on to other jobs, funds should not be spent on departing gifts, nor should a collection be taken as it places obligation on staff to donate. Passing around a card to sign is sufficient. Obviously, employees who have been with the district for a number of years and/or may be retiring are an exception.

## 8. Unfinished Business

- A. Approval of Ordinance O-17-07 for Levying Taxes in the amount of \$2,673,207 for the Tax Year 2016, commencing on 5/1/16 and ending on 4/30/17 – (Terri Svec) – Terri talked about the tax levy ordinance to approve levying taxes in the amount of \$2,673,207 for 2016. She explained the process and reasoning, which is documented in the Board Packet.

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to approve establishing Ordinance #O-17-07, an Ordinance Levying Taxes for Corporate Purposes for the Tax Year 2016, commencing May 1, 2016 and ending April 30, 2017 in the amount of \$2,673,207. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

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

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

- A. Work Goals Progress Report – Director Ellmann provided the Board with a detailed summary of progress on his work goals in the Board Packet. He highlighted and reiterated from his Board Packet summary the progress on the following goals:
- 1) Central Park project
  - 2) National Golf Foundation study
  - 3) Aerial Adventure Park at White Oaks Park
  - 4) Master Plan action plan
  - 5) Program portfolio matrix

6) Personnel policies

- B. Tollway Project Update – Director Ellmann reported that the impact has been felt with the ongoing tollway project in operations and inconveniences. Numbers are down, and we are working really hard to communicate with visitors to Salt Creek. We are still in contention with TopGolf about the access drive and in trying to get it funded and configured. After 1.5 years, TopGolf has finally recognized the urgency of the access drive, not only for operations but for safety. They sent out engineering development staff to meet with Director Ellmann. Later, it was communicated through their attorney that they are in support of an access drive but would like to see it navigated around mini golf. TopGolf is not willing to contribute to the work.

The park district received confirmation from local authorities of the importance of the access road for fire, police and other emergency responders. The City and fire department are putting together information to support what needs to get accomplished. Since the tollway will be built up to the property line in 2017, time is of the essence. Director Ellmann suggests that the \$33K received from the corner property by the Tollway Authority be used toward the access drive and then suggest the park district and TopGolf each then split the remaining balance. Much discussion ensued.

On a separate topic, the Board gave consensus to explore video gaming as an alternative revenue source with TopGolf.

- C. White Oaks Park Project Update – Director Ellmann distributed a White Oaks Park Master Concept Plan document to the Board. He gave a brief summary about the background of the project. The concept plan presented this evening is the culmination of that work. Challenging in the survey was tree inventory and wetland demarcation. Residents enjoy the natural setting of the park but would like to see it more utilized. Director Ellmann went on in detail to explain suggestions for redesigning the park. The Board discussed their comments.
- D. Miscellaneous updates – Director Ellmann reviewed the employee survey conducted by the Leadership Team with the help of Elmhurst College. He went into great detail about the sections of the survey. Overall, results were positive.

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

- Instead of Metra train Santa event, a new event was created that was to start at the Recreation Complex with activities. Then kids would be transported on bus to the cabin (Santa's toy shop). Unfortunately the event was canceled due to low enrollment, so the Metra trip may be revived in 2017.
- Scarewalk survey results were 126 out of 663 who attended. All results were documented in the Board Packet.

**11. Business Department Report** (*Terri Svec*)

- Presentation of Monthly Financial Summary (*Brad Sholes*) – The Board had no questions about Terri's Board Packet report, so she went on to introduce Brad Sholes, who she has requested take on the role of preparing the monthly financial reports. Brad included a summary in the Board Packet which he reviewed. He asked the Board to note a new cash flow statement that gives more of an overview of cash going in and out on a monthly basis. He covered year-to-date expenses, bond payments and net income position.
- FSLA Update – Terri explained that there was a Federal court injunction to block the FSLA. However, two impacted employees were already adjusted to be in line with the plan and the adjustment will stay at this time.

- 2017/2018 Budget Process & Timeline – The timeline was included in the Board Packet, and the Board had no questions.

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

- Recent successful events were Bingo and a Santa event.
- Frank presented a spreadsheet for the Salt Creek Clubhouse Interior Design Renovation Project – Phase I – Entryway, Hallways and Restrooms. He and Terri explained line items and much discussion ensued. Director Ellmann explained that this plan is a result of the National Golf Foundation survey.

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

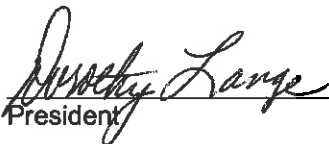
- Ben gave an update on Central Park:
  - City reviewed and responded to permit application and would like the following:
    - More detailed drawings
    - Construction plans for shelter
    - What is going to be stored in there
    - Remove electrical disconnect, so it's accessible
    - Issue with protection of trees
    - Concern with protection of rain gardens after excavation
    - Issue with drinking fountain draining into dry well; City wants it connected to the sanitary lines, which are across the park at the eastern property line.
  - Box Elder trees along the perimeter of Central Park and growing sideways over a resident's house were removed.

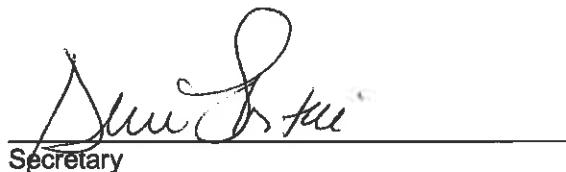
#### 14. Commissioner Comments & Future Agenda Items for Consideration

#### 15. Adjournment

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to adjourn this General Meeting at 8:56 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

  
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President

  
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Secretary