

1. Call the Meeting to Order

Commissioner Lange called the meeting to order at 6:05 pm.

2. Roll Call

At 6:05 pm roll call was taken:

Present: Commissioners Lange, Pulice, Sbertoli, Schroeder
Absent: Commissioner Stout

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

Members of the Public: Mike Bersani, Attorney for Wood Dale Park District.

3. Pledge of Allegiance

The Board and Members of the Public stood for the Pledge of Allegiance.

4. Additions to Agenda

There were no additions to the agenda.

Commissioner Lange announced that after the approval of the Consent Agenda Items, the Board will address New Business Items 7.H. and 7.I., in addition to Unfinished Business Item 8.C., so that park district attorney Mike Bersani may be dismissed from the meeting after discussion of those Items.

5. Approval of Consent Agenda Items

- A. Approval of Minutes of the Regular Meeting of October 22, 2013.
- B. Approval of Minutes of the Special Meeting of November 18, 2013.
- C. Approval of the monthly expenditures: Totaling \$1,203,885.28, covered by check nos. 74997 through 75256 (\$923,866.44) and payrolls for 10/25/13 (\$72,289.76), 11/8/13 (\$71,720.20), 11/22/13 (\$69,461.06) and 12/6/13 (\$66,547.82).

Commissioner Schroeder requested to add her name to Item 3 on the first page, third paragraph, of the Special Meeting Minutes, so that it states as follows: “Commissioner Lange and Commissioner Schroeder expressed their concerns about retaining an architect to review bids for the park district and to do what staff has done in the past.”

It was moved by Commissioner Pulice, seconded by Commissioner Sbertoli, to approve the Consent Agenda Items, with Commissioner Schroeder’s requested addition, as follows: approval of Minutes of the Regular Meeting of October 22, 2013; approval of Minutes of the Special Meeting of November 18, 2013; approval of the monthly expenditures: Totaling \$1,203,885.28, covered by check nos. 74997 through 75256 (\$923,866.44) and payrolls for 10/25/13 (\$72,289.76), 11/8/13 (\$71,720.20), 11/22/13 (\$69,461.06) and 12/6/13 (\$66,547.82).

Ayes: Commissioners Lange, Pulice, Sbertoli
Nays: None
Abstain: Commissioner Schroeder

MOTION CARRIED

6. Written & Public Communication

Director Ellmann pointed out that one item of written communication is included in the Board Packet and will be addressed in New Business, Item 7.F.

7. New Business

(Item H and Item I will precede the rest of the New Business agenda items as discussed in Agenda Item No. 4.)

- H. Ordinance O-14-08 Approving and Authorizing Execution of the Intergovernmental Agreement between the Forest Preserve District of DuPage County and the Wood Dale Park District, providing for the Conveyance of Salt Creek Marsh Property – Director Ellmann summarized past discussions that resulted in the development of this Ordinance and Intergovernmental Agreement with the Forest Preserve enabling the park district to purchase forest preserve property adjacent to Salt Creek Golf Club and currently leased to the park district. He introduced attorney Mike Bersani, who was present to walk the Board through the documents.

Mike explained the reason an ordinance is needed is because, according to the Local Government Property Transfer Act, when one municipality is transferring property to another, the accepting municipality has to make an express finding that the property is necessary and convenient for use, occupancy and improvement. It is a statutory requirement that this be done by ordinance.

Renderings of a Land Title Survey and Plat of Easement were presented to the Board as exhibits to the Ordinance. The Land Title Survey outlines the shape of property being purchased, shows the Salt Creek maintenance garage, golf course, roadway, fueling station and access road that goes west and turns north. The property is about 4.4 acres and extends to a fence owned by the Elk Grove Park District. The Plat of Easement, Mike explained, is for the access road going north from Devon Avenue.

Mike summarized the following points:

- Closing will be within 30 days in which the park district will receive a Quit Claim Deed to the property. At this point, the property will belong to the park district, subject to the park district making the annual payments on the installment agreement for the next 15 years.
- The agreement also grants the permanent easement, which will be recorded.
- The preliminary title insurance the park district has now will be finalized at the closing.
- The amount of the purchase is \$318,000, plus interest, which comes out to \$368,000 over 15 years, or \$24,533.33 a year. An annual payment will be made by November 30 of each year.
- The agreement includes an Indemnification Hold Harmless provision that relates to the environmental issues that were identified on the property last year. The provision is to protect the Forest Preserve District so that it can't be held liable in the future for any of those issues.
- A Reverter provision is included in the agreement that states if the park district is more than three months late on payment of annual installment, the forest preserve can exercise its right to take the property back, and there would be no refunds of monies paid to that date.
- Repayment of the contract amount can be made without penalty, so if the park district wants to prepay a few years or at some point accelerate the installments, it can do so.

Approval of the Ordinance is requested of the Board by Mike. He said Closing will be within 30 days. Commissioner Schroeder requested clarification on property ownership after the first installment is paid and about recording with the County. Mike confirmed that once the purchase is closed, a Quit Claim Deed is signed by the forest preserve and is recorded, stating that the park district is the property owner. At the same time, the Plat of Easement will be recorded, and the

park district will make its first payment. Because there is a Reverter provision in the agreement, once the property is paid off, the park district can record a Memorandum in the Recorder's Office that informs the public of ownership should inquiries be made.

General discussion ensued, and Mike answered various questions from the staff and Board.

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to approve Ordinance O-14-08 Approving and Authorizing Execution of the Intergovernmental Agreement between the Forest Preserve District of DuPage County and the Wood Dale Park District providing for Conveyance of Salt Creek Marsh Property.

Ayes: Commissioners Lange, Pulice, Sbertoli, Schroeder

Nays: None

MOTION CARRIED

- I. Approval of Intergovernmental Agreement between the Wood Dale Park District and Wood Dale School District No. 7, regarding Shared Use of the Recreation Center Parking Lot and the Beach Water Park Parking Lot – Director Ellmann said the park and school district have had an intergovernmental agreement for a number of years, sharing the responsibility of the pool parking lot for school busses and usage of the building adjacent to the pool bathing house. As part of a long-term agreement and arrangement for the property, along with the maintenance of the Recreation center parking lot, Director Ellmann summarized points in the draft of a new intergovernmental agreement developed by staff and attorney Mike Bersani, resulting from negotiations of staff at both governmental bodies.

He explained further that provisions were added to best serve the park district, such as making minor repairs on the property up to a certain amount without the approval of the school district Board, although costs would be split. The provision allows for maintenance to be done as needed. Another example is our right to make capital improvements as needed.

Discussion generated around the 25-year term of the agreement. The Board was concerned with the future of the pool in 25 years. The school district would have the responsibility to relocate their busses at their expense should the park district decide to make renovations to the pool or construct a new one in the future. Six month's notice would be given in advance. Discussion ensued, and Director Ellmann mentioned that the school district Board still needs to approve the proposed agreement, and he was informed by the superintendent that some points of the agreement may not be agreeable with the school Board.

Approval of the agreement was tabled to allow more review and discussion from the Park District Board on the provisions and terms.

The Agenda will continue in order starting with 7A.

- A. Approval of Tax Levy Resolution R-14-02 – General Manager Rhonda Brewer reminded the Board that the Tax Levy Resolution R-14-02 was presented for consideration and discussion at the October regular Board meeting. The final Tax Levy Ordinance O-14-06 is being presented at this meeting. This Ordinance needs to be adopted and filed with DuPage County by December 30, 2013. Rhonda said the Ordinance reflects no changes from the Resolution.

It was moved by Commissioner Pulice, seconded by Commissioner Schroeder, to approve Ordinance No. O-14-06, an Ordinance Levying Taxes for Corporate Purposes for the Tax Year 2013, commencing on the 1st day of May, 2013, and ending on the 30th day of April, 2014, for the Wood Dale Park District, DuPage County, Illinois.

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

MOTION CARRIED

- B. Discussion and Consideration of Audit Services Proposal from Joseph Julius, Ltd. – The Board briefly discussed the audit service agreement of Joe Julius and agreed that because of his knowledge of the history of the park district, it would be in the park district’s best interest to renew an agreement with him, especially at this time of change.

It was moved by Commissioner Pulice, seconded by Commissioner Sbertoli, to accept Option B, a three-year agreement with Joseph R. Julius, Ltd for the year ending April 30, 2014, 2015 and 2016, where the maximum fee would be \$17,388 for the first year, \$17,500 for the second and \$17,700 for the third.

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

MOTION CARRIED

- C. Report on Annual Accomplishments (2013 Highlights) – The Board was presented with a report of 2013 Highlights of the Wood Dale Park District developed by staff. Director Ellmann stressed the importance of reflecting back on the accomplishments of the year and said the report can be expanded in future years. The report will be shared with staff and the community as well. The Board expressed their admiration of the report.
- D. Presentation of 2014/2015 Budget Timeline – The Board Packet included an extensive summary of how the budget is prepared. Director Ellmann highlighted a couple of items, 1) his obligation as part of his goals to put together a timeline, and 2) adding upfront meetings with each department head to set targets and goals. In addition he added an action item in the timeline that includes Commissioner Schroeder’s, as Treasurer, review of the budget in advance before thorough presentations are made to the Board. The Board had no comments on the timeline.
- E. Request for a Special Meeting in January for the Presentation and Discussion of the Compensation Study – The Board set this Special Meeting for 6:00 pm on Tuesday, January 21.
- F. Consideration of City of Wood Dale request for use of Community Park for Prairie Fest – The Board supported the request by the City to allow Prairie Fest to take place at Community Park, provided that the City agrees to address any damage that is realized as a result of the facilities use and provides the appropriate insurance coverage as well as indemnifies the park district. The park district would also like to be listed as a major sponsor of the event.

Commissioner Lange made a motion to recommend the Board allow the City of Wood Dale use of Community Park this coming summer to conduct its annual Prairie Fest celebration and to direct staff to work through the details to make sure provisions are made to protect the Park District’s property and assets.

A voice vote was taken. All Commissioners present were in favor.

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- G. Approval of Ordinance O-04-07 Establishing Rules and Regulations Governing Use of the Dog Park – Director Ellmann included in the Board’s packet of information an Ordinance developed for the dog park and summarized the issues that helped to establish why the Ordinance is necessary. His recommendation in September, when complaints by visitors to the Board were presented, was not to exercise any fees or permit requirements but to draft an Ordinance that would provide more enforceability, work with the police department, post some of the more prominent rules and regulations of the Ordinance at the park, and train park staff as well as police and rangers of those Ordinance rules and regulations.

The Board discussed points in the Ordinance and made a few minor changes to include removing the word “choke” from choke collar, and rewording the definition of Vicious Dog to include “a dog that, without justification, bites a person “regardless of serious physical injury.””

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to approve Ordinance O-14-07 Establishing Rules and Regulations Governing Use of the Dog Park with the corrections stipulated.

Ayes: Commissioners Lange, Pulice, Sbertoli, Schroeder

Nays: None

MOTION CARRIED

8. Unfinished Business

(Item C will precede the rest of the Unfinished Business agenda items as discussed in Agenda Item No. 4.)

- C. Approval of TopGolf Proposal to partially cover the Third Floor Bays, Remove Mini-Golf and Expand Parking – Director Ellmann reminded the Board of last month’s presentation from TopGolf about their hopes to cover most of their third floor, in addition to eliminating mini-golf and generate more parking. At that time the Board indicated that TopGolf still had an obligation to get the park district a financial report.

Commissioner Schroeder excused herself from the meeting at 6:54 pm before further discussion of Agenda Item 8C due to possible conflict of interest with the City of Wood Dale.

Director Ellmann passed out a Letter of Intent received by TopGolf, which was recommended by Attorney Mike Bersani, describing what TopGolf wants to do and who is going to pay for it. The letter does not obligate the park district; however, TopGolf needs an official position from the park district in order to move forward with building plans, permits, variances, etc., with the City.

Director Ellmann said that it is his recommendation that if the Board did want to approve TopGolf’s moving forward with their plans, it would be contingent upon their delivering a financial report reviewed and signed by an auditor, the letter of intent, and some type of renderings that illustrate additional parking.

The Board asked general questions of Mike Bersani, reviewed history, and talked about building construction processes required by the City. Mike assured that Board that the park district reserves the right as landlord to review and approve the details of any documentation submitted to the City by TopGolf.

Mike presented the Motion to read as follows: Motion to consent to TopGolf’s proposal to partially enclose the third tier of its facility and construct additional parking as presented at the

Park Board's meeting of November 18, subject to TopGolf's submitting a written letter of intent outlining its proposal and its financial obligations for the project; the Park Board's approval of the building permit application and other submissions to the City of Wood Dale; a mutually agreeable amendment to the lease agreement incorporating the terms of the project; and compliance with the lease agreement regarding submission of audit information for fiscal years 2011 and 2012, approved by the Park District's auditor.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pulice, to approve TopGolf's proposal as presented by the attorney.

Ayes: Commissioners Lange, Pulice, Sbertoli

Nays: None

MOTION CARRIED

Commissioner Schroeder returned to the meeting at 7:11 pm
Attorney Mike Bersani departed the meeting at 7:11 pm.

The Agenda will continue in order starting with 8A.

- A. Items removed from Consent Agenda – There were no items removed from the Consent Agenda.
- B. Discussion and Adoption of Mission and Vision Statements – The Board decided to move this agenda item to the end of agenda.
- D. Continued Discussion of Salt Creek Golf Club finances and staff's plan to prepare three operation options – Director Ellmann said that in discussions with Tony and Rhonda, they all felt it was advantageous to take this time to clarify what the Board wants to see in terms of Salt Creek Golf Club's finances and operations options. From preliminary discussions, Director Ellmann described three options:
 - 1. Put together a plan, option or budget that would show the operation – golf course, restaurant, and clubhouse – all combined as a break-even operation, without TopGolf's contributions.
 - 2. Produce a balanced budget that receives \$100,000 of financial support from the park district.
 - 3. Produce a balanced budget that receives \$150,000 of financial support from the park district.

Currently, the target this year is \$200,000 in financial support from the park district. Director Ellmann suggested that three mini budgets be devised under these options that would consider anticipated revenue resources and how they would be generated, as well as how expenses would be allocated. Additionally, organizational charts would be provided showing how the facility is staffed and managed under each option. Any contractual arrangements would be part of the operation.

The Board discussed how the options would fit in with the budget timeline. They also asked that a year-to-date comparison is presented under the three options. More time to review the budget was also requested. March 4, 6:00 pm, was added to the budget timeline to review the Salt Creek Golf Club budget, with the goal to get the budget to the Board one week prior.

9. Executive Director's Report

Director Ellmann submitted an Executive Director's report for the month of December 2013.

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- A. Verbal progress update on the Executive Director's Work Goals – Director Ellmann distributed a handout to the Board listing his work goals and the status of each. (Also refer to Special Meeting Minutes of June 18, 2013 for work goals). He feels he has made progress on his goals for the fiscal year. He highlighted each one and spoke about the status of each on-going goal. Two goals are completed as follows:

Goal #1. Create calendar system for the timely review and updating of manuals and policies needing to come before the Board. This Board Action Calendar is an ongoing document.

Goal #4. Fully implement “100 Day Strategic Agenda”, report outcomes and impressions to Park Board. This was reported at the October Board Meeting.

10. NEDSRA Report

Director Ellmann informed the Board that Executive Director of NEDSRA, Jeena Greenwalt, is on a leave of absence, and the unofficial interim executive director is Lisa Deets.

The Board took a short recess at 8:04 pm.

The Board came back from the recess at 8:09 pm.

11. Salt Creek Golf Club Report

Tony Perry, General Manager, submitted a Golf Club report for the month of December. He highlighted the following:

- Last week Salt Creek Golf Club had just under 500 people for banquets and served 510 lunches.
- Golf course is closed for the season, but special events are still taking place. Ten are scheduled for the month of December.
- Salt Creek hosted the NEDSRA outing and a senior event with 200 seniors.
- The new irrigation pump will be installed in the spring.

- A. Presentation of October Salt Creek Golf Club Activity Report – a copy of this report was included in the Board Packet for review.

12. Parks Department Report

Ray Chaussey, Superintendent of Parks, submitted a Parks Department report for the month of December. He had nothing to add other than the golf course's 1993 dump truck is in ill repair. He is currently looking at city auctions to try to obtain a replacement for under \$10,000.

13. Business Department Report

Rhonda Brewer, Business Manager, submitted a Business Manager report for the month of December. She highlighted that the IMRF rate for 2014 is going down for the first time in many years.

- A. Monthly Budget Summary Report for November – a copy of this report was included in the Board Packet for review.

14. Recreation Department Report

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

Michele informed the Board that the Adventure with Santa event was successful. It started snowing, which made it more magical for the kids.

The Fitness Studio equipment scheduled to arrive mid December is delayed on backorder. Cleaning and moving dates are now tentatively scheduled for mid January. Arrangements have been made with Bensenville Park District to accommodate Wood Dale customers during that time, which may be up to one week. Letters will be sent to inform customers of the delay and mid January dates. Recreation Supervisor Adam Vasquez is checking into the possibility of compensation from the vendor as a result of the delay.

15. Public Communication

There was no Public Communication.

16. Executive Session

There was no Executive Session.

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

8.B. Unfinished Business

Discussion and Adoption of Mission and Vision Statements – *The Board moved this agenda item to the end of agenda. Discussion is as follows:*

Director Ellmann directed the Board’s attention to the Mission and Vision statements that have been currently developed by the Board and staff. The Board went through the process of wordsmithing the statements. The Board suggested getting staff input on the following statements:

Mission – Serving the community with quality experiences that provide a fun and healthy lifestyle.

Vision – Committed to creating memories and endless opportunities for the community.

18. Adjournment

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to adjourn the General Meeting at 8:54 p.m.

After a voice vote, Commissioner Lange declared the MOTION CARRIED.

The next General Meeting of the Wood Dale Park District Board of Commissioners shall be held on Tuesday, January 28, 2014, at 6:00 p.m.
