

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
Ben Appler – Director of Parks & Facilities
Mitch Bowlin – Director of Finance & Administration
Mike Huber – Director of Golf Course Operations
Kristina Sromek – Deputy Director of Recreation Services

Also, Present:

Carolyn Mondlock – Recording Secretary

3. **Pledge of Allegiance**

4. **Additions/Changes to Agenda** – Director Ellmann talked about the possibility of needing a special meeting and would like to cover this under his report.

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Meeting Minutes of October 24, 2017
- B. Approval of the Special Meeting Minutes of November 6, 2017
- C. Approval of the monthly expenditures: Totaling \$349,760.49, covered by check nos. 82189 through 82338 (\$163,766.11) and payrolls 10/20/17 (\$61,804.14), 11/3/17 (\$62,973.63) and 11/17/17 (\$61,216.61)
- D. Approval of Surplus Property Ordinance O-18-05, authorizing conveyance of personal property (Exhibit A)

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

6. **Public Hearing concerning the Intent of the Board of Commissioners to sell \$1,600,000 General Obligation Limited Park Bonds**

The public Hearing was conducted, and separate minutes were taken.

Mitch Bowlin explained what happens next. During the January meeting, bid results will be provided so that the Board can approve a bid award. From there, an ordinance can be finalized for the eventual sale of the bonds in February. This will allow the District to meet tax levy filing deadlines with the County. Bids packets will be presented to 65 local banks, to get the best possible rate for the District.

7. **Public & Written Communication** – *None.*

8. **New Business**

- A. Approval of Ordinance O-18-06 Levying Taxes in the Amount of \$2,751,865 for the Tax Year 2017, commencing on May 1, 2017 and ending April 30, 2018 (Mitch Bowlin) – Mitch informed the Board that since the Truth in Taxation Act Hearing was just completed, the Board may now approve the Tax Levy Ordinance O-18-06. The details by fund are included in the Board packet, and have been out for public review for the required 30-days. The County calculates the tax rate extension and reduces the levy in accordance with Property Tax Extension Limitation Law (PTELL).

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to approve establishing Ordinance O-18-06, an Ordinance Levying Taxes for Corporate Purposes for the Tax Year 2017, commencing May 1, 2017 and ending April 30, 2018 in the amount of \$2,751,865. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- B. Approval of Recreational Lease Renewal between Commonwealth Edison Company and the Wood Dale Park District (Matthew Ellmann) – Director Ellmann reviewed the information included in the Board packet and answered general questions. The Park District entered a 10-year land lease with Commonwealth Edison Company back in 2007 for the property adjacent to and east of Salt Creek Golf Club, for installing and maintaining a portion of the golf course and the TopGolf range facility. With the lease expiring this past April 1, 2017, an extension application was prepared and submitted prior to expiration. Salt Creek Golf Club utilizes a portion of Commonwealth Edison property for the operation of the blue golf course. Additionally, a portion of the leased property extends the TopGolf driving range farther to the east. This lease enhances and expands both facilities. The lease renewal notice was reviewed by our attorney and received his approval. The lease includes a schedule of rent terms, which reflects a slight annual increase over the next ten years. Our annual rent obligations to Commonwealth Edison are covered by TopGolf as per our lease terms and agreement with them. All other terms remain the same with us being granted a 10-year extension. In answer to a question posed by Commissioner Schroeder, there is an annual escalation clause of 4-5% over ten years.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve the recreational lease renewal between Commonwealth Edison Company and Wood Dale Park District. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- C. Approval of White Oaks Park Center Architecture Services Proposal (Matthew Ellmann) – Director Ellmann stated earlier this year, that the park district completed a Concept Master Plan for White Oaks Park working with Altamanu, a land planning and landscape architecture firm. Altamanu was also engaged to prepare a costing study, phasing plan and just recently a concept plan for a new facility on the site. Altamanu retained the services of a professional building architect, Rocco Castellano, for this purpose. The concept plan was presented to the Board at its special meeting held November 6 and was accepted by the Commissioners.

The plan includes Rocco Castellano's services for four stages of the project including 1) design development, 2) construction documents, 3) bidding & negotiations, and 4) construction administration. His proposal includes retaining sub consultant support in civil, structural, mechanical, acoustical and fire protection engineering as well as construction specification support and signage. Also included are funds for reimbursable expenses like reproductions, plotting, permits, renderings and related project costs. His fees fall within customary architectural service ranges, typically 10 to 12% for a project of a similar nature.

It is staff's recommendation to accept the fee proposal for design development, construction documents, bidding and negotiations and construction administration proposed by Rocco Castellano Design Studio. Director Ellmann will work with the park district attorney on the contract.

It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to accept the fee proposal from Rocco Castellano Design Studio for design development, construction documents, bidding & negotiations and construction administration services relating to the plans for the new facility at White Oaks Park and direct staff to enter into a contract for building architecture services. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

9. Unfinished Business

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

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

- A. Annual Board Action Calendar – The 2018 calendar is included in the Board packet. It is a tool to make sure all annual requirements are met and things that have been done historically are also addressed at board meetings throughout the year.
- B. Miscellaneous updates –
- New State Legislature – Director Ellmann wants the Board to be aware there's a new public act approved by state legislature about sexual harassment that all agencies must comply with. He has asked the park district attorney to review the policy the district currently has. If the current policy does not comply with the language being required, then the district has until January to adopt a policy that complies.
 - The Joint Project Committee that's been formed representing the City and Park District working collectively has set its first meeting for December 12 at City Hall. It is a public meeting so there will be minutes taken. The agenda is to talk about possible joint projects and activities to collaborate on, such as White Oaks Park, the new TIFF area, and community events. This is an advisory committee, so recommendations are taken back to the Park Board and City Council respectively. Director Ellmann has asked Mitch Bowlin to prepare a comprehensive budget for White Oaks with the thought to ask the committee to share in the costs for the sites development.
 - Parking study – Director Ellmann stated that he contacted a firm recommended by Altamanu, requesting a proposal for the parking study requested by the City for White Oaks Park. He intends to engage them asap to get the study completed and thereby meet City Planned Unit Development requirements.

11. Recreation Department Report *(Kristina Sromek)*

Kristina Sromek added a few updates to the recreation report.

- Jan Hincapie is working on finalizing all the 50th Anniversary financial expenses, which is around \$8,000. Information to be reported at next Board Meeting.
- The department is working to transition employee responsibilities without negatively impacting customers.
- Jan plans to meet with staff individually to work more on assess the program portfolio.
- Illinois State Senator Tom Cullerton and Illinois State Representative Christine Winger participated in the 50th Anniversary party, presenting proclamations which have been framed and placed on the display shelf in the Recreation Complex lobby.
- Recreation staff is currently working on the summer brochure.

12. Finance & Administration Department Report *(Mitch Bowlin)*

- A. Monthly Financial Summary – included in the Board Packet. No questions.
- B. Fiscal Year 2018/2019 Budget Timeline – The proposed timeline for the budget is included in this Board packet. The Board would like to have a special review meeting of the budget, by line item, before having to approve it at the April meeting. This meeting will take place in early spring. A date has not been determined at this time.
- Mitch informed the Board that a \$37,500 signing bonus was received from the new cell tower lease. The payment will be reflected in January reports.
 - A payment request was received from Copenhaver for the Central Park project after this agenda was posted. Mitch is asking for Board consensus to pay them now and approve it at the next meeting. The Board gave him their consensus.

13. Salt Creek Golf Club Report *(Michael Huber)*

- Mike reported that the Breakfast with Santa event was sold out at 131 people. It was a nice event.
- He has communicated to staff about closing the restaurant on December 22 for remodeling and invited staff to stay on through the off season by working in different roles to help fill the needs during that time. A public notice was placed on social media about

the seasonal closure, and more information will be put out to the park district email database, along with posters and flyers being placed in the clubhouse. The information emphasizes the improvements.

- Mike met with recreation staff about having more robust programs at Salt Creek. Whether the events turn a profit or run at a loss is being assessed. Ideally, Mike would like to promote any new programs in the summer brochure that is currently in production.
- The new access driveway into the parking lot is not yet open. The Tollway completed asphalt work but still needs to get striping done. Approval from IDOT is also needed.

14. Parks & Facilities Department Report *(Ben Appler)*

- Ben had met with True North, consultants for the removal of asbestos and demolition of the cabin at White Oaks Park. Another meeting is planned with True North, Rocco Castellano of Castellano Design Services the architect and John Mac Manus from Altamanu to answer questions about the footprint of the cabin and area.
- A new electronic sign has been installed in front of the Recreation Complex. It has received positive comments. Marketing is working to train some staff on how to use it and is assessing length and patterns of messages. Ben's team will landscape around the sign this spring.
- Lights underneath the shelter were installed at Central Park.

15. Commissioner Comments & Future Agenda Items for Consideration

There were no Commissioner comments or future agenda items for consideration.

16. Adjournment

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to adjourn this General Meeting at 7:37pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

President

Secretary