
1. Call the Meeting to Order

President Lange called the meeting to order at 6:32 pm.

2. Roll Call

At 6:32 pm roll call was taken.

Board Members Present:

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

Administrative 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
Mike Bersani – Attorney
Stephanie DeMaso – Staff
Angela Minichiello – Staff
Griffin Price – Staff
Bradley Thomas – Staff

Visitors:

Joseph Julius – Auditor

3. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

4. Additions to Agenda (for discussion purposes only)

There were no additions to the Agenda.

5. Approval of Consent Agenda Items (Roll Call)

- A. Approval of the Regular Meeting Minutes of October 27, 2015
- B. Approval of the Executive Session Minutes of October 27, 2015
- C. Approval of the Special Meeting Minutes of November 12, 2015
- D. Approval of the monthly expenditures, totaling \$382,766.26, covered by check nos. 78667 through 78847 (\$186,322.69); and payrolls 10/23/15 (\$65,686.92), 11/6/15 (\$66,685.01) and 11/20/15 (\$63,929.64)

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the Consent Agenda Items as presented.

Ayes: Commissioners Lange, Pokorny, Sbertoli, Schroeder, Stimpson

Nays: None

MOTION CARRIED

6. Written & Public Communication

Director Ellmann noted thank you letters were received from the Bensenville-Wood Dale Food Pantry and the Calvary Lutheran Church of Wood Dale.

7. **New Business**

- A. Recognition of Stephanie DiMaso for 11 years of service to the Park District (Angela Minichiello) – Angela recognized the service of Stephanie DiMaso with a plaque and small gift. Stephanie is expecting her second child and decided to resign from the park district to help raise her family.
- B. Presentation and Acceptance of the Financial Report (Audit) for the year ended April 30, 2015 (Joseph R. Julius) – Joe introduced himself as the District’s auditor and reviewed the Financial Audit Report, highlighting the following (historic and current):
- Real estate taxes (not much growth – 0.6%)
 - Tax levy
 - Special recreation fund (assessments down, rates up)
 - Financial analysis
 - Profit & loss statements
 - Balance sheets
 - Capital improvement fund
 - Salt Creek Golf Club and Clubhouse (golf industry seeing slow decrease)
 - Debt service, bonds (time to analyze bonds due to state legislature actions being forecasted)
 - IMRF pensions
 - General fund balances (overall, the District has 7-8 months of surplus)

It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to accept the Financial Report (Audit) presented by Joe Julius for the year ended April 30, 2015.

Ayes: Commissioners Lange, Pokorny, Sbertoli, Schroeder, Stimpson
Nays: None

MOTION CARRIED

- C. Presentation and Acceptance of the 2016/2017 Budget Process and Timeline (Karin Johns) – Karin presented the budget timeline for the year 2016/2017 which starts May 31, 2016. It was noted that there are no significant material changes from the process and timeline utilized last year.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to accept the presented budget process & timeline for budget year 2016/2017.

VOICE VOTE TAKEN; ALL IN FAVOR

- D. Presentation of Annual Accomplishments for 2015 (Matthew Ellmann) – Director Ellmann distributed the 2015 Annual Highlights of the Wood Dale Park District to the Board. The report lists accomplishments of the District in the following areas: Administration, Recreation, Risk Management, Technology, Marketing, Salt Creek Golf Club, and the Parks Department. Director Ellmann read some of the accomplishments to the Board. He said the report will be available to the public for viewing on the website and at our facilities. He praised the team effort by the Board, staff and volunteers in obtaining these accomplishments.
- E. Presentation of the 2015 Pool Report (Brad Thomas) – Brad presented the pool operations report for June through August of 2015. He highlighted the following:

- Special events in 2015 (2 movie nights, Passholder appreciation day, swim/save with Wood Dale Bank)
Adding in 2016 (2 themed events each month to raise attendance, duck races on Sundays)
- Items needing improvement/ideas (concrete, sand play area, idea to mount sunscreen dispenser for the public to promote sun safety awareness – possible grant opportunity).
- Participation (numbers were low last year because of inclement weather, pool was closed from 5 to 7 pm for swim team practice, turning people away)
- Hours (in 2016 planning to accommodate swim team in the morning and lessons in the later hours in order to keep the pool open longer for public use)

Director Ellmann commended Brad on an excellent job.

F. Presentation of the 2015 Summer Camps Report (*Angela Minichiello*) – Angela presented the summer camps report for June through August of 2015. She highlighted the following:

- Net revenue return of 21.5% for Sunsational Camp and 10% for Teen Adventure Camp.
- Decline in participation numbers
- Funshine (preschool) Camp was canceled due to lack of interest and low enrollment.
 - Plan to survey preschool parents to find out what they want and whether to offer a 3-day or 2-day program so they have a choice.
- End of season survey resulted in parents wanting options for extended care both in the morning and afternoon
- Theme weeks will be implemented to coincide with field trips
- Looking into local food banks for food service at no cost to the park district

Director Ellmann commended Angela on an excellent job, and Commissioner Schroeder said she liked the new ideas.

8. Unfinished Business

A. Items removed from Consent Agenda (*if necessary*)

No items were removed.

B. Approval of Ordinance O-16-05 for Levying Taxes in the amount of \$2,655,740 for the Tax Year 2015, commencing on 5/1/15 and ending on 4/30/16 (*Karin Johns*)

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve Ordinance O-16-05 for Levying Taxes in the amount of \$2,655,740 for the Tax Year 2015, commencing on 5/1/15 and ending on 4/30/16.

Ayes: Commissioners Lange, Pokorny, Sbertoli, Schroeder, Stimpson

Nays: None

MOTION CARRIED

C. Adoption of agency logo and presentation of implementation plan (*Griffin Price*) – Griffin informed the Board that the branding process is in the implementation stage of which there are two phases:

- Internal - from January to March (logos on apparel, business cards, magnets for buses, etc)

- External – March to September (program guide in March, active engagement in the lobby, giveaways, online digital interaction)

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to adopt the new logo and tagline “Active Places – Friendly Faces” and direct staff to proceed with their implementation in 2016.

VOICE VOTE TAKEN; ALL IN FAVOR

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

Director Ellmann discussed a few items prior to his report on work goals.

- Reminded Board of special meeting on December 10 for the purpose of hearing a preliminary presentation on the findings and recommendations from National Golf Foundation.
 - Mayor Gala is on February 27, and Director Ellmann would like to represent the park district. He welcomed any Commissioners who may want to attend.
 - From the Board retreat in November, he developed a document outlining responsibilities of the Board, Executive Director and staff to be used as a tool to define functions in the future.
 - Director Ellmann recognized President Dorothy Lange for her 30 years of service as a volunteer elected official. He presented her with an engraved vase and flowers. She was very appreciative. The room applauded her and pictures were taken.
- A. Update on the Executive Director’s work goals – Director Ellmann gave the Board a brief update on the progress of his work goals set back in May. The Board referred to a written copy, as Director Ellmann highlighted each goal, its measurement and progress.
1. Facilitate submittal of a grant for the Central Park project. The grant program was suspended, but he was successful in organizing the paperwork and getting legislative support.
 2. Create a culture and environment where people can be happy and content in their jobs. Due to employee turnover in 2015 and concerns with the general staff culture of the park district, Director Ellmann worked to improve employee morale with team building events and activities. Results from an employee questionnaire show an increase in satisfaction from 50% in 2014 to 79% in 2015. He highlighted several efforts in progress to help create a better work culture that has staff engaged and satisfied.
 3. Facilitate the development of a comprehensive program portfolio aimed to advance and improve program offerings. Michele has been working on this under his guidance.
 4. He is working actively with marketing and recreation to secure sponsorships from businesses to help support park district activities.
 5. A comprehensive review and updating of personnel policies has started and will span over the next few months.
 6. He is working with the Board to prioritize recommendations identified in the Master Plan.

Director Ellmann thanked the Board for their confidence in and support of him this past year.

10. NEDSRA Report

The NEDSRA Board Meeting is tomorrow, December 9, at 4:00 pm, followed by a holiday social. Director Ellmann said the Board is welcome to come. A six-month review is being done of the executive director. They received a grant.

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

Frank highlighted the following:

- The golf course was reconfigured for the winter months to have nine regulation greens open whenever it is warm. This is new, as the course usually closes the first week of December. Frank has already been receiving calls asking if the course is open.
- Staff plans to review the entire restaurant menu in January, taking off 25% of the items that are deep fried or don't sell and adding vegetarian and gluten-free options. In order to keep the menu fresh, staff is coming up with new items. In February, they will work to freshen up the look of the menu boards.
- Frank reported that to date, eleven weddings and quinceaneras are scheduled for 2016.

12. Parks Department Report (*Ben Appler*)

Ben highlighted the following:

- He is waiting for a quote on electrical work for the Recreation Complex lobby conference room project. He is developing a project schedule and pursuing quotes for windows, doors and other materials to fully construct the room.
- The heavy snow collapsed the 30-year old baseball backstops at Community Park, and Ben is receiving quotes and options from various vendors to replace them. A claim was filed with PDRMA.
- Ben is working with a management coach who is guiding him through the leadership role he has assumed. He is working to develop systems and processes to lead his staff, is learning how to create an environment and culture to develop his employee's skills and motivate them.

13. Business Department Report (*Karin Johns*)

Karin highlighted the following:

- She has been working with Single Path, the technology company that provides the districts with IT representatives, the most recent who has resigned. The three districts that share the service will be able to interview new candidates soon.
- The computer replacement program for this year is moving forward and will also include the discussion of what computers to replace at Salt Creek Golf Club.
- The current employee policy manual changes will be discussed in early 2016; therefore longevity bonuses will be issued.
- A financial advisor will be attending the January meeting to discuss our debt service, unless a special meeting is requested.
- Karin asked Brad to talk about some upcoming events planned by the FUN committee.

14. Recreation Department Report (*Michele Silver*)

Michele highlighted the following:

- Michele commended staff present tonight on the presentations given to the Board – Brad, Angela and Griffin. She also thanked all who helped out with the senior holiday party and to Frank and the staff of Salt Creek Golf Club for hosting it.
- She is conducting a workshop to evaluate the program portfolio in development, using brainstorming sessions to create new ideas and programs for the future. She is also looking at current trends within the field of recreation.
- She talked about the new Adventures with Santa event to be held December 13.
- Credit card chip readers have been ordered – two for the recreation complex and two for the pool.

15. Commissioner Comments & Future Agenda Items for Consideration

The Commissioners had no further comments.

16. Executive Session *(if needed)*

- A. 5/ILCS 120/2(c)(1) – Discussion of the appointment, employment, compensation, discipline, performance, and dismissal of specific employees or legal counsel
- B. 5 ILCS 120/2(c)(1) – Discussion of pending, probably or imminent litigation by or against the park district or an employee

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to enter into Executive Session at 8:08 pm.

Ayes: Commissioners Lange, Pokorny, Sbertoli, Schroeder, Stimpson

Nays: None

MOTION CARRIED

The board reconvened the General Meeting at 8:28 pm.

17. Take Action, if any, on items discussed in Executive Session

No action taken.

18. Adjournment

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to adjourn this General Meeting at 8:28 pm.

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

A Special Meeting of the Wood Dale Park District Board of Commissioners shall be held on Tuesday, December 10, 2015, at 6:30 pm.

The General Meeting of the Wood Dale Park District Board of Commissioners shall be held on Tuesday, January 26, 2016, at 6:30 pm.

Board Member Signatures:

President

Secretary