

1. **Call the Meeting to Order** – The meeting was called to order at 6:30 pm.

2. **Roll Call**

**Board Members Present:**

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

**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 & Projects

**Also Present:**

Carolyn Mondlock – Recording Secretary

**Visitors:**

Darrell Garrison, President/CEO, Planning Resources Inc.  
Joshua Zenner, General Manager, TopGolf

3. **Pledge of Allegiance**

4. **Additions to Agenda**

Director Ellmann recommended that the Board pull Item 7.G. [Collateral Access Agreement] from the agenda to allow the park district attorney and director more time to review the proposed agreement and advise the Board accordingly. *BOARD CONSENSUS RECEIVED.*

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Meeting Minutes of January 26, 2016
- B. Approval of the monthly expenditures: Totaling: \$261,679.12, covered by check nos. 79078 through 79188 (\$140,750.10) and payrolls 1/29/16 (\$61,568.79) and 2/12/16 (\$59,360.23).

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

6. **Written & Public Communication**

Director Ellmann passed around a thank you card received on this day from the Hansen family for a flower arrangement the district sent for funeral services of their family member who was a golf course employee.

7. **New Business**

- A. Presentation of Master Board Member Award to Georgia Schroeder (Secretary/Commissioner Denice Sbertoli) – Commissioner Sbertoli commended Vice President/Commissioner Georgia Schroeder on receiving the Master Board Member Award from the Illinois Association of Park Districts (IAPD). She presented Commissioner Schroeder with a plaque and a commemorative pin. Director Ellmann noted that in order to receive this award and honor, Commissioner Schroeder had a full array of criteria to meet over a period of time that required a vast commitment to serving this community, the Board and the IAPD.
- B. TopGolf annual report and financial performance disclosure (Joshua Zenner - TopGolf) – Josh Zenner, General Manager of TopGolf, said TopGolf Wood Dale has had a good year thanks to 2015 weather. Some financials he noted were:
  - \$8.5 million in sales; 8% growth
  - \$2.6 million in revenue
  - \$4.6 million food/beverage; 24% increase in event business

In accordance with the lease agreement between Wood Dale Park District and TopGolf, TopGolf will pay \$266,852 additional rent to the park district at the end of March. The 2015 additional rent increased by approximately \$26/27 thousand compared to 2014. Josh said due to tollway construction, TopGolf has budgeted conservatively for 2016. TopGolf auditors Ernst & Young will conduct an annual financial review exercise in late April, early May.

In 2015, TopGolf replaced all rental clubs in the facility and replaced two complete targets. Improvements in progress or planned for 2016 include:

- Two more targets to be replaced
- All brand new golf balls
- Replacement of indoor carpeting
- Purchase of new furniture, such as bar stools

Director Ellmann said that because of the tollway construction, the park district is also budgeting conservatively for this year and next year.

*Josh left the meeting at 6:53 pm.*

- C. Presentation of potential approach for designing and constructing the redevelopment of Central Park (Darrell Garrison – Planning Resources Inc.) – Director Ellmann introduced Darrell Garrison of Planning Resources Inc (PRI). PRI did the research behind the master plan adopted last year, and prepared a concept plan for Central Park. The district had hopes of applying for an OSLAD grant for the Central Park project. Since the State of Illinois suspended the grant, Darrell was invited tonight to educate the Board on the next steps in the development of Central Park and how the District might entertain phasing in of the project to make it affordable.

Darrell reiterated the involvement of the District's master plan. He talked about what the PRI team will bring to the Central Park project, the team approach, how the site is assessed, budget development and funding options.

The phasing strategy is based on the most recent estimate, the design development, and what the District has budgeted for the project. Director Ellmann said the concept plan includes the original estimate breakdown, numbers based on specific design and location, a menu to assess what can be afforded, in addition to what infrastructure elements need to be put in upfront to support later phase-in project work.

Darrell defined several other project phases, such as the development of construction documents, construction management, obtaining permits, the bidding process, inspections, etc. A proposed timeline targets an April 1 kick-off with construction commencing in September.

Director Ellmann explained that phasing allows the full scope of the project to be met, considering that the OSLAD grant is not on the table at this time. Other grants will be investigated.

After Board and staff questions were answered, discussion ensued. It was Board consensus to have Director Ellmann secure a Design Development proposal for Central Park from PRI for consideration at the March board meeting.

*Darrell Garrison left the meeting at 7:50 pm.*

- D. Approval of recreation refund policy changes (Michele Silver) – Michele presented the current refund policy to the Board, which has a \$2 processing fee. To be in line with other park districts, to encourage patrons to stay in programs, and to reduce administrative costs associated with refunds, she proposed to increase the refund processing fee to \$5.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to approve the Recreation Refund Policy change and to increase the processing fee as presented, to take effect in next year's fiscal budget. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

- E. Approval of the replacement purchase of a Combi-Oven to be funded from TopGolf lease proceeds (Frank Bonanno) – Frank provided detailed information in the Board packet about the purchase of a Combi-Oven for the kitchen at the clubhouse. He explained the new automation of the oven compared to the older oven, of which certain features no longer work. He went over pricing. Director Ellmann explained that the District does not currently have a capital replacement program for kitchen equipment but is looking to develop one.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve the purchase of a Combi-Oven for the Golf Course Clubhouse and related support costs not to exceed \$12,406 and for these funds to be derived from TopGolf proceeds through a transfer from the capital fund to the Clubhouse fund. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- F. Approval of new phone system user contract (Karin Johns) – Karin said the district would like to upgrade their antiquated analog phone system to an integrated web system that connects the phones at all facilities – Recreation Complex, Salt Creek Golf Club, the maintenance garage and the pool. The web-based system offers the ability to transfer calls between the facilities, which is a great turning point for customer service, staff efficiencies, as well as safety. The system is based on a three-year phone service and system contract.

She highlighted a few of the new features:

- Ability to transfer calls between buildings
- Direct dial for all full-time staff
- Voicemail boxes for part-time staff
- Ability to dial out of the classrooms
- Phone rings on both device and cell phones
- Voicemail goes to email so staff can check messages
- Ability to pull phone records

Karin looked at a few systems and narrowed it down to Mitel and S-Net. She toured companies that have these systems to see demonstrations of both phone models. The web-based systems will allow for software updates through the cloud. Currently, the district is looking at a monthly maintenance fee plus a one-time \$10,000 in capital outlay, which is well under the district's budget. Karin is waiting for reference checks before deciding on a system.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to approve moving forward with entering into a new three-year phone service and system contract with associated capital outlay costs not to exceed \$10,000, conditional upon attorney and Board President approval. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- G. Approval of Collateral Access Agreement (Matthew Ellmann) – This item was removed from the agenda.

## 8. Unfinished Business

- A. Items removed from Consent Agenda (none)
- B. Discussion of IAPD correspondence (Rick Pokorny) – Commissioner Pokorny reminded the Board that an article from the Daily Herald prompted discussion about the high salary and benefits of the Illinois Association of Park Districts (IAPD) Director. He drafted a letter about concerns to the IAPD Board of Directors for this Board's review. Commissioner Stimpson asked if a request to see monthly agendas and minutes of IAPD meetings could be added to the website be incorporated into the letter. Commissioner Pokorny will work with Director Ellmann to revise

the letter. The Board agreed to place this topic on the Board Action Calendar for review before next year's dues are paid to IAPD.

- C. Tax consortium exploration (*Karin Johns*) – Karin met with the Tax Consortium Districts: School District 7, City of Wood Dale, Fenton High School, and the Wood Dale Public Library. Together the cost is shared to review the property tax objections to minimize risk. The group interviewed two firms – Robbins Schwartz and Aries. Together they are putting together a recommendation. Karin will work to provide a resolution selecting a firm for the board to consider at a future meeting.

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

- A. Aerial Park Memorandum of Understanding – Director Ellmann had a discussion with Steven Doniger of Edge Adventures, and they agreed to work on a memorandum of understanding to confirm commitment, and outline the process and the district's level of support to the project, in addition to any costs associated with it. He and the park district attorney will review the memorandum of understanding and present it to the Board at the next meeting.

Miscellaneous – Director Ellmann informed the Board that he participated in a webinar about forming foundations. He serves on one in Batavia, and his vision is to form a park district foundation in Wood Dale to act as a source of fundraising and donations.

#### 10. **NEDSRA Report**

Director Ellmann had nothing further to report about NEDSRA. He asked the Board to note the BBQ Bash on April 23.

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

- Daddy Daughter Dance at Salt Creek Golf Club was well attended, and feedback was positive.
- Ideas for BBQ (considering tollway construction)
  - Give option to order at window, receive a number, select your own table, and food will be brought to customer.
  - Only offer seven items.
  - Not have a BBQ. Golf outings and events have a better return on investment.
- Frank reminded the Board to go to the Daily Herald's website Reader's Choice Top Picks and vote for Salt Creek Golf Club in an effort to obtain the award for the third year in a row.

#### 12. **Parks Department Report** (*Ben Appler*)

- Lobby conference room project – finishes, cabinets and carpeting is left. Ben is obtaining cabinet quotes as they will be custom made to be ADA accessible.
- Ben brought a sample of the fiberglass overlay for the pool gutter tiles for the Board to see after the meeting.

#### 13. **Business Department Report** (*Karin Johns*)

- A. Monthly Budget Summary Report through January 31, 2016.
- B. Recommendation for future TopGolf proceeds funds allocation – Karin is suggesting that the food and beverage portion of the rent from TopGolf be divided up 50/50 between the capital fund and the golf course. This may give incentive for the two facilities to promote programming together, therefore increasing both of their bottom lines. She will continue to evaluate but wants to know if the Board was open to this suggestion, they were.

#### 14. **Recreation Department Report** (*Michele Silver*)

- Staff visited Oak Brook School kindergarten on community helper day.
- A recreation staff member is currently present at the community health fair this evening to represent the park district.
- Working on budgets and summer brochure.

**15. Commissioner Comments & Future Agenda Items for Consideration**

Commissioner Stimpson commended two recreation staff – Angela and Kristina – for the fabulous work they are doing to bring interesting trips to the senior program. He went on a trip, spoke to others who have been on previous trips, noting patrons are happy that the park district is providing trips that the senior’s desire.

**16. Executive Session** *(not needed)*

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

**18. Adjournment**

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to adjourn this General Meeting at 9:13 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

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Vice President

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Secretary