



**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  
Greg Stimpson – Commissioner

**Staff:**

Ben Appler – Director of Parks & Facilities  
Mitch Bowlin – Director of Finance & Administration  
Jan Hincapie – Director of Recreation Services  
Mike Huber – Director of Golf Course Operations

**Also Present:**

Ray Ochromowicz – Safety Coordinator  
Kristina Sromek – Deputy Director of Recreation Services  
Carolyn Mondlock – Recording Secretary

**Visitors:**

Alan Swanson – Top Golf  
Nunzio Pulice – Mayor of Wood Dale (*arrived 6:43pm*)  
Art Woods – City Alderman

**3. Pledge of Allegiance**

**4. Additions/Changes to Agenda** – *President Lange removed Consent Agenda Item 5E.*

**5. Approval of Consent Agenda Items**

- A. Approval of the Regular Meeting Minutes of January 23, 2018
- B. Approval of the Executive Session Meeting Minutes of January 23, 2018
- C. Approval of the Special Meeting Minutes of February 6, 2018
- ~~D. Approval of the Special Meeting Minutes of February 20, 2018 - removed~~
- E. Approval of the monthly expenditures: Totalling \$405,575.99, covered by check nos. 82560 through 82724 (\$250,068.40) and payrolls 1/12/18 (\$44,710.80), 1/26/18 (\$55,047.77) and 2/9/18 (\$55,749.02).

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the Consent Agenda Items as presented with the exception of Item 5E. **ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED**

**6. Public & Written Communication** – *none.*

**7. New Business**

- A. Annual TopGolf Presentation (*Alan Swanson*) – Mike Huber introduced Alan Swanson who runs the TopGolf Wood Dale facility. Alan was present to give the Board the annual presentation of TopGolf financials.

Alan reviewed the 2017 revenue results and lease calculations. He said TopGolf had a good year. Although revenue decreased from 2016, increases were seen in food and beverage, business events, retail and academy sales, and miscellaneous. The business has grown \$36,000 year over year. Alan said 9.8% of revenue came from distilled spirits and 46.9% from all other food and beverage. He reviewed the base rent of \$225,000 and said an additional \$265,588 as a result of the rent percentage totals \$490,588, which will be paid to Wood Dale Park District.

*Alan Swanson of TopGolf left the meeting at 6:39 pm.*

- B. Presentation of Annual Risk Management Report (*Ray Ochromowicz*) – Ray said in 2017 the district underwent its three-year Loss Control Review with PDRMA. The district scored 93

percent, which Ray acknowledges as remarkable and earned the district a \$1,000 award. Two things preventing the district from achieving 95% were beyond the district's control: 1) a large financial loss occurred a few years ago, which will stay on the books for a five-year period; and 2) high staff turnover causes some procedures to be neglected during transition periods. Ray noted that the Wood Dale Park District is still one of the safest park districts in Illinois.

In 2017 there were fewer patron injuries, fewer staff accidents and no vehicle accidents. Aquatics received a 100 percent Ellis rating, awarding them with \$2,262 in audit reimbursement fees.

Ray said he is currently updating safety manuals and introducing safety training topics at meetings so managers can take information back to staff to increase the knowledge of safety procedures. He has also started a monthly safety bulletin with informational tidbits.

*Wood Dale Mayor Nunzio Pulice stepped into the meeting at 6:43 pm.*

*Ray Ochromowicz left the meeting at 6:44 pm.*

- C. Discussion and possible action concerning Resolution #R-18-10: "A Resolution Approving an Agreement Concerning the Tax Rate Objection Cases for Tax Years 2008, 2010, 2011, 2012, 2014 and 2015 (Mitch Bowlin) – Mitch summarized the tax rate objection settlement information.

It was moved by Commissioner Schroeder, seconded by Commissioner Stimpson, to approve Resolution R-18-10, a Resolution approving an agreement concerning the Tax Rate Objection Cases for Tax Years 2008, 2010, 2011, 2012, 2014 and 2015. **ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED**

- D. Presentation of 2018/2019 Draft Capital Improvement Program (Mitch Bowlin) – Mitch presented a draft document of capital improvements for the Board to consider for the coming year. He asked for feedback on the list and whether or not the Board was opposed to any items or would like to see additional items. He pointed out that some of the items are contingency items, such as the HVAC system, should it fall into disrepair. Questions were general about repair and replacement of vehicles and equipment. Mitch confirmed that the expense to resurface The Beach parking lot is shared with the school district. Mike Huber clarified equipment leasing at the golf course. Other items discussed briefly were server replacement and the recreation complex roof.
- E. Approval of License and Operations Agreement between Wood Dale Park District and Edge Adventure Parks (Mitch Bowlin) –

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to approve the draft of the License and Operating Agreement between Wood Dale Park District and Edge Adventure Parks LLC, contingent upon allowing the City of Wood Dale a courtesy review period of two weeks. **ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED**

- F. Approval of License Agreement for Use of Wood Dale Park District Community Park for Prairie Fest (Mitch Bowlin) – Mitch said the agreement is extremely similar to ones used in the past. The current agreement has been vetted heavily through the Park District's Risk Management Council, PDRMA, and they approve. The changes from prior years actually give the Park District more insurance coverage in the event of an incident.

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the License Agreement permitting the City of Wood Dale the use of Community Park for Prairie Fest 2018. **ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED**

- G. Discussion of City of Wood Dale TIF Infrastructure Plan Cooperation (Denice Sbertoli & Greg Stimpson) – Commissioners Sbertoli and Stimpson met with the City Joint Projects Committee on February 13 for the purpose of reviewing the conceptual plan the City has for the extension of Mittel Drive. The Board referred to a package included in their Board packets that included analysis, maps and key questions.

Commissioner Stimpson reported three significant conceptual plans for the redevelopment of the area, referring to maps, as follows:

1. The area named Main Street, which is part of the concept plan, is going to be commercial development and new office buildings.
2. Mittel Drive is extended through Community Park property, all the way to Lively Boulevard.

Commissioner Sbertoli said the primary point of the discussion is to work out the key questions, which are:

1. How does the Park District dispose of land to another government entity?
2. Is the Park District looking for a 1:1 land swap?
3. Are there other Park District facility improvements that can be provided in lieu of 1:1 land swap?

Commissioners Sbertoli and Stimpson said the Board needs to decide if they're willing to collaborate with the City on this project. The Park District needs to assess its needs for the future. Ben is inventorying all District properties to help identify available space, equipment, playing courts and fields, etc. Jan is assessing whether the District needs particular properties to run its operations or for District development that benefits the residents of the District. Commissioner Sbertoli expressed the point of making these decisions to best benefit the citizens of Wood Dale.

Visitors Mayor Pulice and Alderman Art Wood provided additional information in an answer to Board questions and shed light on the City's intentions for the Mittel Road development and the future of the City. Commissioner Stimpson reviewed a suggested timeline and informed the Board of the next meeting of the City Joint Projects Committee on March 13. President Lange informed the visitors that Park District staff will work on identifying needs and will have that information for the City by the meeting date.

## 8. Unfinished Business

- A. Items removed from Consent Agenda – *Consent Agenda Item 5E that was removed was not discussed on this date.*

## 9. Executive Director's Report (Mike Huber)

- o The White Oaks Project Team is determined to have the PUD application completed and submitted to the City by mid March. The team will be at the Community Development Commissioner (CDC) meeting to address questions about the project.
- o The contract with the White Oaks building designer Rocco Castellano is being finalized. The required traffic and parking study is completed and staff is currently reviewing it. Staff is working with the Park District attorney to firm up the agreement with Calvary Lutheran Church.

**10. Recreation Department Report (Jan Hincapie)**

- A. Discussion of Program and Service Subsidies – Jan said that during budget preparation she and her staff found inconsistencies in how the District is subsidizing some groups. The goal for most programs is to recover direct costs and add on 15-20 percent to cover overhead expenses and contribute to future capital expenses. Four of the programs needing review are the senior club, gymnastics, baton and some of the affiliate groups such as baseball and football. Jan is asking for guidance from the Board on whether or not to make changes to current pricing models or to keep making exceptions for certain groups. If changes are made, they can be phased in over time to soften any impact. At the Board's request, Jan will provide a list before the budget review of the subsidized programs, participation numbers, and subsidized costs. In addition, she will provide the Board with the process for scholarships/financial assistance.

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

- A. Monthly Financial Summary – Mitch informed the Board that the bond funds were received in February, so the funding for White Oaks is now accessible. This is not reflected on the financial statement for the month since the money was received in February, and the cut off for the financial reports was January 31, 2018.
- B. Update on 2018/2019 Operations Budget Preparation and Timeline – Budget preparation is going well, and he and Director Ellmann are reviewing a preliminary draft that will be given to the Board within the budget timeline and well in advance of the Budget review meeting.

**12. Salt Creek Golf Club Report (Mike Huber)**

- A. Clubhouse Interior Improvements Update – Carpeting installation should be completed before April 1. Employees have helped to paint and clean to keep expenses down, although payroll has gone up slightly because of it, about \$500-1,000.
- B. Salt Creek Operational Model Changes Update – Mike distributed copies of the old staff hierarchy and a new staff hierarchy model and explained the purpose and importance of the positions, which will be included in the upcoming budget.
- C. Other
- o Mike informed the Board that he just recently received a draft report from NGF, which he and Director Ellmann will review and present to the Board.
  - o January was the first financial snapshot of the revenue saved by closing the facility. Because expenses decreased considerably, Salt Creek Golf Club saw an \$8,375 savings versus January of 2016.
  - o Mike distributed a draft of menu suggestions to the Board.
  - o The Board wants to see a "plan for the future" of Salt Creek Golf Club, to include monthly hours and closures, year round banquets and special events planning, etc.

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

- A. Update on White Oaks Park Redevelopment Project – Ben reported that the soil borings report for White Oaks has been received with good results. There are no issues with the building. However, the original report omits the recommendations on the demolition of the cabin which the contractor True North requires, a secondary report will be issued that includes those measurements.

The Board discussed with Mitch the process of placing bid information on public notice. Due to posting requirements for the bid, Mitch said that a demolition contract would most likely be presented to the Board at the April Board meeting.

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

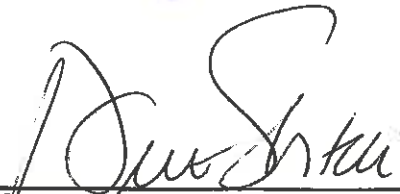
*There were no Commissioner comments or future agenda items for consideration.*

**15. Adjournment**

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to adjourn this General Meeting at 8:01pm. **VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.**

Board Member Signatures:

  
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President

  
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Secretary