
1. Call the Meeting to Order

President Lange called the meeting to order at 6:00 pm.

2. Roll Call

At 6:00 pm roll call was taken:

Present: Commissioners Lange, Sbertoli, Schroeder, Stimpson, Stout

Absent: none

Also Present: Matt Ellmann, Executive Director; Michele Silver, Director of Recreation; Ray Chaussey, Director of Parks and Facilities; Tony Perry, Director of Golf Operations; Rhonda Brewer, Director of Finance and Administration; Carolyn Mondlock, Recording Secretary.

Members of the Public:

Brett Hintz, Top Golf; Mark Goode, Park District Safety Coordinator; Rick Pokorny, resident.

3. Pledge of Allegiance

The Board, staff and members of the public present stood for the Pledge of Allegiance.

4. Additions to Agenda (for discussion purposes only)

The Board requested that the General meeting of April 28 be moved up to April 14 so that a full quorum is present. Discussion of the date was placed in Item 7. New Business, as "G".

Note: After the recording, but before the documentation of these minutes, the Recording Secretary received an email on March 11 to inform that the General Meeting scheduled for April 14 has been rescheduled to April 13.

5. Approval of Consent Agenda Items (Roll Call)

- A. Approval of the minutes of the Special Meeting of January 20, 2015
- B. Approval of the minutes of the General Meeting of January 27, 2015
- C. Approval of the Closed Executive Session Meeting minutes of January 27, 2015
- D. Approval of the monthly expenditures, totaling \$243,217.45, covered by check nos. 77286 through 77393 (\$103,888.51) and payrolls for 1/30/15 (\$69,010.06) and 2/13/15 (\$70,318.88).

It was moved by Commissioner Stimpson, seconded by Commissioner Stout, to approve the minutes of the Special Meeting of January 20, 2015; the minutes of the General Meeting of January 27, 2015; the Closed Executive Session Meeting minutes of January 27, 2015; and the monthly expenditures, totaling \$243,217.45, covered by check nos. 77286 through 77393 (\$103,888.51) and payrolls for 1/30/15 (\$69,010.06) and 2/13/15 (\$70,318.88).

Commissioner Schroeder requested that Item 5.B. be moved from the Consent Agenda for further discussion under Item 8. Unfinished Business.

Commissioner Stimpson, who originally made the motion, stated he is amending the motion to exclude Item 5B. This was seconded by Commissioner Stout.

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

Nays: None

MOTION CARRIED

6. Written and Public Communication

There was no written or public communication.

7. New Business

- A. TopGolf Financial Disclosure Report – Brett Hintz, director of operations at TopGolf, distributed a document of 2014 revenue results and lease calculations to the Board. He briefly summarized the year. The first quarter dealt with a cold winter and saw less revenue. The facility was closed during 4th of July week to update turf, affecting that month’s revenue.

Brett discussed 2014 versus 2013 revenue. Food and Beverage sales were less, and Brett noted the increase in families using the facility with children who don’t drink. He also explained that they reached capacity type of situations with their events, occupying bays as those numbers came in. Events revenue was up, along with actual TopGolf revenue.

They are offering more merchandise, so retail revenue is up. Mini golf shows a slight increase, and the Academy revenue increased due to TopGolf receiving a portion of revenue from golf pro lessons. Brett explained that the Sundry Income account, which shows a deficit, is a combination of things but is not a revenue center. For example, the revenue taken in to pay for leagues gets paid back out.

Brett further summarized the breakdown of distilled spirits revenue, and concluded with the lease agreement calculation of revenue paid to the park district based on 10 percent of distilled spirits revenue and 5 percent of all other revenue, with base rent already paid deducted from the total. TopGolf additional rent due to the district is \$187,302, transferrable by March 1.

In answer to a question from Director Ellmann about their auditors’ report, Brett explained that the auditors have just started work in TopGolf’s Dallas home office. The document they will produce for the park district is called a “confirmation of revenue” document, he believes. He requested that the auditors get the Wood Dale facility done first and anticipates an audit report to the park district in about two or three weeks.

- B. Approval of a revised Intergovernmental Agreement (IGA) between the Glen Ellyn, Itasca and Wood Dale Park Districts providing for the shared use of information technology services – The IGA was summarized by Rhonda Brewer and discussed at previous Board meetings. The final copy is included in the Board packet. The individual is scheduled to work at the Wood Dale Park District on Mondays and Thursdays.

It was moved by Commissioner Stout, seconded by Commissioner Sbertoli, to approve the Intergovernmental Agreement between the Glen Ellyn Park District, the Wood Dale Park District, and the Itasca Park District, providing for the shared use of Information Technology Services.

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

MOTION CARRIED

- C. Presentation of the Risk Management Annual Report – Safety Coordinator Mark Goode presented the 2014 Risk Management Annual Report and highlighted the following:

- Overall, Wood Dale staff does a great job to keep themselves and patrons safe.

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- There were no liability claims this year.
 - Three property claims were due to weather, an errant vehicle hitting a fence, and patron damage to a golf cart.
 - Two non-serious vehicle claims were the result of weather and patron damage. Mark noted that this is very good considering how much employees drive park district vehicles.
 - Three employee accident reports were filed with PDRMA, which Mark noted as good considering the number of people employed here.
 - The emergency operations plan was overhauled and redistributed to staff.
 - Some training that took place in 2014 included fire extinguisher training, and the police department assisted with violent intruder training. In addition, first aid tents will be visible at events, and missing children procedures were reviewed.
 - Goal for 2015 is the implementation of an agency wide training plan.

- D. Discussion and Approval of a site for an Individual Park Master Plan and Cost Allocation – Director Ellmann gave the Board the full master plan for their review before the Special Meeting of March 3, in which Planning Resources Inc. (PRI) consultants will summarize and address comments or concerns that the Board has.

As discussed at last month's meeting, Director Ellmann reminded the Board that guidance is needed to allocate capital funds in order to position the park district as an applicant for grant money. The Board had agreed to engage the services of PRI to begin the plan for an OSLAD grant. At this time, Director Ellmann stated that the park needs to be identified for the grant and the funding determined in order to get PRI working on the grant. Park planning will include engaging public opinion, so community meetings will be scheduled.

The park being recommended for renovation and for consideration of an OSLAD grant is Central Park. Director Ellmann pointed out various reasons as follows:

1. The park is heavily supported by the master plan.
2. The park is a high candidate based on current condition.
3. Demographics indicate a strong population in the area.
4. Park is the right size to keep the project manageable.
5. The opportunity for grant points is very high as programmable elements are reviewed.
6. There is much open space to support programmable elements.
7. The park is supported by the City's sidewalk project.
8. The project is affordable based on preliminary projections.

He reminded the Board that the budget for the park not only includes the hard costs of construction, but the soft costs of planning services, construction designs, surveys, etc. The staff is recommending \$600,000 for the project, with an OSLAD grant reimbursement of 50 percent. The Board talked about the risk of not receiving the grant, and Director Ellmann explained how the project could be done in phases to take into account additional funds allocated over the years. Further, the project would not be bid out or the construction approved until notification is received that the grant has been awarded, and historically the state funding has always come forth. He also confirmed that the district is not committing all its capital funds to one park.

Rhonda gave a history of the capital fund and discussed bond issues. She explained that as the district allocates more funding from TopGolf into the capital fund, the fund will exceed what the district anticipates spending on capital each year.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to recommend that the Park District direct Planning Resources Inc to create a Park Master Plan for the future redevelopment of Central Park and to commence with preparing an OSLAD grant application based upon a preliminary budget parameter of \$600,000.

VOICE VOTE TAKEN; MOTION CARRIED

- E. Approval of Full Time Employee Salary Range increases – Rhonda reminded the Board that in the compensation study recently conducted, salary ranges were established for different grade levels. The recommendation based on the study is to review the ranges each year and adjust accordingly in order to remain competitive in the marketplace. Rhonda surveyed about 14 park districts comparable to Wood Dale and received 8 responses indicating the average salary range increase is 1.5 percent, which is in line with the Property Tax Extension Law Limit (PTELL). She assured the Board that this recommendation is for a job range increase, not a salary increase.

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to recommend increasing salary ranges across the board by 1.5 percent.

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

MOTION CARRIED

- F. Discussion of Future Staff and Facility Reports – The Board discussed the frequency of reports from staff and decided that relevant information that may involve money or a new project should be reported. Day-to-day repeated operations do not. The Board agreed that Director Ellmann’s weekly report can be done biweekly, and each department should provide an annual report. Other reports, such as Michele’s participation report, can be done at the end of each season. Director Ellmann will list the various reports on the Board’s Action Calendar.
- G. Discussion of Date Change for Meeting in April – A special budget workshop meeting is scheduled for April 7. The General Meeting of April 28 was moved to April 14 so that a full quorum is present.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to reschedule the General Meeting of April 28 to April 14, 2015 and to schedule a budget workshop meeting on April 7.

VOICE VOTE TAKEN; MOTION CARRIED

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8. Unfinished Business

- A. Items removed from Consent Agenda – Item 5B was removed from the Consent Agenda. Commissioner Schroeder pointed out that on the January 27 General Meeting Minutes, under Salt Creek Golf Club, page 6, 2nd paragraph, it states: “A bid was accepted for the project from Illinois Pump.” “The correct statement should say, “A quote was accepted for the project from Illinois Pump.”

It was motioned by Commissioner Schroeder, seconded by Commissioner Sbertoli, to approve the minutes of the General Meeting of January 27, 2015, as amended.

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

Nays: None

MOTION CARRIED

9. Executive Director's Report

Matt Ellmann, Executive Director, submitted a Director's report for the month of February. He highlighted the following:

- A. TIF and Joint Review Board update – Director Ellmann informed the Board that the JRB met, and the discussion amongst the four taxing districts – park district, library, school district 7 and Fenton high school – indicated that the City Council will not support an IGA at this time. The JRB is preparing to adopt a Resolution that firms up the position that an IGA was proposed, and the City Council is willing to negotiate after the TIF is established. The Resolution will also confirm the JRB's expectations for that IGA to occur.
- B. Central Park Sidewalk Plan update – The park district is working with the City to prepare an IGA to cover the easement requirements. The goal is to get it approved by the Park District Board and the City Council before the OSLAD grant application.
- C. Miscellaneous items –
 - o Director Ellmann is conducting orientations with Commissioner Stimpson and Commissioner- candidate Rick Pokorny to help with transition.
 - o Williams Architects is starting the room addition project concept plan. Goal is to bring plan and cost estimate to the Board next month or early April.
 - o Director Ellmann met with Power Solutions about their potential use of park district space for their basketball and softball leagues.

10. NEDSRA Report

Director Ellmann reported that NEDSRA is taking applications for the Director's position. He reminded the Board that the 100-Hole Golf Challenge is scheduled for May 7 at Salt Creek Golf Course.

11. Salt Creek Golf Club Report

Tony Perry, Director of Golf Operations, submitted a Golf Operations report for the month of February. He had nothing further to add. The Board asked how the fish fries were going, and Tony responded, "very well".

12. Parks and Facilities Department Report

Ray Chaussey, Director of Parks and Facilities, submitted a Parks Department report for the month of February. He highlighted the following:

- o Pump house - There has been trouble identifying the existing pump because the serial/model numbers are worn out. The contractor is going to see if it's cost effective to either rebuild the pump or buy a different type.
- o He is moving forward with an engineering firm to do drawings for the grant paving at the shop.

13. Business Department Report

Rhonda Brewer, Director of Finance and Administration, submitted a Business Department report for the month of February. Rhonda voiced her disappointment with the electricity bid results through NIMEC but confirmed that the park district had extremely low rates for the past three years. Increases to electric costs will be seen beginning in May, 2015.

14. Recreation Department Report

Michele Silver, Director of Recreation, submitted a Recreation Department report for the month of February. She referred to a handout of Dance Competition Results for the Starstruck Dance Team, in which she commended the team for doing so well, with a few of the dancers achieving first place.

15. Commissioner Comments and Future Agenda Items for Consideration

There were no additional comments.

16. Executive Session *(if needed)*

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

There was no Executive Session.

18. Adjournment

It was moved by Commissioner Stout, seconded by Commissioner Schroeder, to adjourn this General Meeting at 7:34 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, March 3, 2015, at 6:00 pm for the purposes of reviewing and discussing a draft of the Comprehensive Master Plan.

The next General Meeting of the Wood Dale Park District Board of Commissioners shall be held on Tuesday, March 24, 2015, at 6:00 pm.
