

**1. Call the Meeting to Order**

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

**2. Roll Call**

At 6:00 pm roll call was taken:

Present: Commissioners Lange, Pulice, Schroeder, Stout  
Absent: Commissioner Sbertoli (*arrived at 6:13 pm*)

Also Present: Matt Ellmann, Executive Director; Rhonda Brewer, Business Manager; Ray Chaussey, Superintendent of Parks; Michele Silver, Superintendent of Recreation; Tony Perry, General Manager; Carolyn Mondlock, Recording Secretary.

Members of the Public: Liz Serruto and Adam Vasquez; WDPD Staff; Brett Hintz, National Director of Operations, TopGolf; Joellen Earl, Voorhees & Associates; and Joe Julius, Auditor, Joseph R. Julius, Ltd.

**3. Pledge of Allegiance**

The Board, Park District staff and Members of the Public stood for the Pledge of Allegiance.

**4. Additions to Agenda**

There were no additions to the agenda.

**5. Approval of Consent Agenda Items**

- A. Approval of Minutes of Special Meeting of January 21, 2014 (attached).
- B. Approval of Minutes of Regular Meeting of January 28, 2014 (attached)
- B. Approval of the monthly expenditures: Totaling \$272,568.24, covered by check nos. 75455 through 75582 (\$139,383.52) and payrolls for 1/31/14 (\$68,510.90) and 2/14/14 (\$64,673.82) (attached).

Director Ellmann said it was brought to his attention that in the Adjournment of the regular meeting of January 28, 2014, it was President Stout who declared the motion carried, not Commissioner Lange; and the correction was made to the hard copy.

It was moved by Commissioner Lange, seconded by Commissioner Schroeder, to approve the minutes of Special Meeting of January 21, 2014; the minutes of Regular Meeting of January 28, 2014, *with correction*; and the monthly expenditures: Totaling \$272,568.24, covered by check nos. 75455 through 75582 (\$139,383.52) and payrolls for 1/31/14 (\$68,510.90) and 2/14/14 (\$64,673.82).

Ayes: Commissioners Lange, Pulice, Schroeder, Stout  
Nays: None

MOTION CARRIED

**6. Written & Public Communication**

- A. Public Comments – none.
- B. Written Correspondence– Director Ellmann said written correspondence came in after the Board packet went out relative to Salt Creek Golf Course and the tollway project. He passed out a copy

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of the correspondence to the Board and explained that it acknowledges there is property acquisition and easement activity that is represented in the drawing and that the access drive may be moved further to the west.

- C. TopGolf Annual Update – Brett Hintz – Brett Hintz, National Director of Operations, TopGolf, presented TopGolf's Fiscal 2013 Revenue results. He highlighted the continued growth of each year – 2012 had a 32.1% increase and 2013 had a 23.2% increase. He reviewed a table with the actual, variance and growth rate of TopGolf's division of operations, such as Food and Beverage, Events, Retail, Mini Golf, Academy, etc. He presented information on the lease calculation which was a \$69.1 thousand dollar increase in additional rent to the Wood Dale Park District versus the 2012 lease calculation.

*Commissioner Sbertoli arrived at 6:15 pm just prior to the Board's question and answer period with Brett.*

Brett answered various questions from the Board, staff, and from the park district's auditor Joe Julius.

*Brett Hintz left the meeting at 6:25 pm.*

## **7. New Business**

- A. Joe Julius presentation of Salt Creek Golf Club unaudited financial results through January 2014 – Joe Julius, park district auditor, was present to give the Board an overview of the unaudited financial analysis of the Golf Course and Club House for the 2013 season. His presentation was in two parts. First he reviewed the numbers, and second he made some recommendations.

Joe's report included activity for the golf course and clubhouse, separately, for six months, nine months, and twelve months. He noted no dramatic changes over the last two years, but he did explain that the golf industry is seeing fewer players and fewer rounds played. A comparison of the last four summers shows green fees down from each previous year.

Referring to expenses, Joe explained that although the district is concentrating on keeping expenses as low as possible, expenses generally do increase. He said the clubhouse is profitable for the first six months; but after the busy season, activity goes down in the clubhouse as fewer rounds are played and fewer golfers utilize the clubhouse for food and beverage. The expenses do not decrease in the same manner. The profit built up during the first six busy months goes away during the winter months, and he said this has been the trend for the past several years.

Joe said he is aware the staff is making continuous strides to improve operations, and he made three recommendations as follows:

1. Continue to subsidize. The park district currently subsidizes the golf course to ease its losses, and it is up to the Board to decide if the district should continue to do so and agree on a dollar amount.
2. Use a consultant. Bring in an expert to take a look at the operations and suggest how to make changes.

3. Consider contracting out operations. Internally, Joe says the district many not have the expertise to run a restaurant, for example, and outsourcing that operation may produce other ideas.

Joe said there is no easy solution. Director Ellmann said that staff has been doing much due diligence, looking at options, and implementing some ideas. He says that taking into consideration what Joe has presented will put the Board in a better position to have more discussion about Salt Creek operations. He is confident the Board will find the right balance, the right mix.

*The Board moved up Item 8.B. in order to hear presentation of Joellen Earl of Voorhees & Associates and so that she may be dismissed from the meeting prior to the discussion of other business.*

- 8. B.** Compensation study results update presentation by Joellen Earl of Voorhees & Associates – Business Manager Rhonda Brewer said that after Joellen Earl’s last presentation on the Compensation Study Results, the Board requested to see the data results with the less comparable districts extracted from the results. Rhonda said Joellen is here today to present the findings after those districts were taken out.

Joellen distributed a sheet of talking points that summarized the changes to the study. The talking points were organized into Housekeeping (pages affected by removal of districts), Salary Survey Changes (the actual changes and why districts were removed), Results and Recommendations.

She explained that districts were initially added at the advice of staff that were felt to be comparable to Wood Dale, although they were not “as comparable” as the others. The Board wanted to see results after those districts were removed.

After removing those districts, Joellen said the data did not change significantly, only slightly in some areas, and she explained the changes in the results recorded on her handout. The only recommendation Joellen would make, she said, is to reduce salary ranges in grade 7 and 8 in order to bring them more in line with the market.

Joellen explained that when recruiting people for positions, the study gives the park district a salary range comparable to other districts to use as a base for hiring. If the salary grades 7 and 8 are adjusted as she recommends, the park district will be competitive in the market.

*Joellen Earl and Joe Julius left the meeting at 7:04pm.*

*Continuation of Item 7, New Business.*

- B.** Approval of Ordinance O-14-09 authorizing conveyance of personal property – Fitness Strength Equipment – Director Ellmann said that as a result of recent capital improvements in the fitness center, some equipment was no longer needed. Strength equipment was traded in for new equipment, and the dumbbells and dumbbell rack system were being sold to Fenton High School for \$450.

It was moved by Commissioner Pulice, seconded by Commissioner Sbertoli, to approve Ordinance O-14-09 authorizing conveyance of personal property – Fitness Strength Equipment.

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

MOTION CARRIED

*Adam Vasquez left the meeting at 7:07 pm.*

- C. Approval of personnel policy manual changes including Mission, Vision and Flextime Policy – Director Ellmann summarized why the Board is being presented with a Flextime Policy to be included as part of the Personnel Policy Manual. He said that he and staff researched flex policies at other districts and thought that while the Board is looking at the Personnel Policy Manual, he would include a flextime policy for their consideration. He explained that the policy would enable full-time, exempt salaried employees the ability to flex their schedules if they had to work weekends or evenings, and approval for time off would be at the supervisor level.

Extensive discussion took place by the Board with the majority feeling that working more than 40 hours a week to accommodate special events and activities is expected as part of the job. The Board decided that it would think more about the policy and discuss it again at a later date possibly over the summer.

Replacing the old Mission and Vision statements in the Personnel Policy Manual was approved in the following motion:

It was moved by Commissioner Schroeder, seconded by Commissioner Pulice, to approve replacing the old Mission and Vision statements in the personnel policy manual as follows: 1.01 Vision Statement: Aspire to create positive memories and endless opportunities for the community; and 1.02 Mission Statement: Serving the community with quality recreational experiences that provide a fun and healthy lifestyle.

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

MOTION CARRIED

## 8. Unfinished Business

- A. Items removed from Consent Agenda – No items were removed.
- B. *Presented after Item 7.A.*
- C. Consideration of draft compensation policy – The Board received a draft of a Compensation Policy with the intent to get discussions started and eventually move forward with the policy in terms of how it would be used in budget development, performance appraisals and procedures to compensate staff. In the development of the draft, Rhonda tied it back to the key points presented in the compensation study.

In answer to why comparisons were not made to the private sector in the study, Rhonda responded that the private sector does not have to give that information. In response to a question about the benefit packages not being included, Matt explained the study is based on salary only. Rhonda explained that the bottom line of the salary survey has very limited financial impact. Most people fell within the ranges determined. The target is to get everybody into the range, not necessarily get all up to the 50 percentile within the range. Only two people are below the recommended range. Bringing them up to the range helps us be competitive in the marketplace. It will cost \$7,000 to bring two employees into the recommended pay range.

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The question was posed as to what is being asked of the Board. Director Ellmann responded that staff is looking for acceptance of the following:

- minimum/maximum ranges
- classifications (grade levels)
- job titles/recommendations
- salary ranges
- what to do with people who currently fall either above or below the range
- what to do in terms of budget development guidelines for salary increases

President Stout asked that this topic be tabled until a near future meeting. He suggested that Board members send their specific questions to Director Ellmann, who will address them at that meeting.

D. Approval of intergovernmental agreement with School District #7 regarding shared use of the recreation center parking lot and the beach water park parking lot –

It was moved by Commissioner Schroeder, seconded by Commissioner Pulice, to approve the intergovernmental agreement with School District #7 regarding shared use of the recreation center parking lot and the beach water park parking lot.

Ayes: Commissioners Lange, Pulice, Sbertoli, Schroeder  
Nays: Commissioner Stout

MOTION CARRIED

**9. Executive Director's Report**

Director Ellmann submitted an Executive Director's report for the month of February.

- A. Discussion of the process for the evaluation of the Executive Director's performance – Director Ellmann said with his first year evaluation coming up in a few months, he wants to start a conversation about what process the Board would like to utilize and if he can help prepare forms or procedures to consider. Commissioner Schroeder suggested reviewing a new evaluation form she had received. Director Ellmann also agreed to obtain samples from other agencies for the Board's review. The Board decided to have a special meeting on March 18 to review the samples and determine an evaluation form.
- B. Process for evaluation and confirmation of attorney – Director Ellmann created a form to provide formal feedback on the performance of park district attorney Mike Bersani. He spoke with Mike about it and Mike is not opposed to an evaluation. Director Ellmann said it is very straightforward and includes areas for improvement, lists of strengths, etc. Director Ellmann said that if the Board has any concerns or comments they would like to include, he will include them. He will ask President Stout to review his appraisal of Mike before it is finalized and sent.
- C. Preparation and composition of a Comprehensive Master Plan request for proposal – Director Ellmann explained the next step in the process to developing strategic plans is to conduct an attitude/interest survey and to develop a comprehensive master plan. He handed out a draft of a request for proposal (RFP) that encompasses the scope of services that the district would be seeking a consultant to perform. The document was created using several examples received from other agencies. He outlined the scope of services to the Board which would include a kick-off

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meeting, focus groups, community forum, and a community feedback survey, to name a few deliverables. He gave the Board an idea of where fees may fall.

The Board asked questions about the process, and Director Ellmann went into great detail about what will be requested in an RFP and explained the vendor selection process. The RFP could be bid on as a whole or in parts. Once received, staff would go through the RFPs to narrow them down for the Board and select three companies to interview. If the RFP is bid on in two parts, by different companies, the interview process will have to happen twice, requiring more staff time.

The Board agreed for staff to initiate the RFP. Director Ellmann said he would attempt to have the RFP ready for their review at the March general meeting.

D. Miscellaneous items –

- Director Ellmann announced that the park district now owns the golf course maintenance facility and land. He said that over time improvements will be made to the facility. Funds from the operating budget are being used to make some improvements currently to the maintenance shop. At some time he said a request for capital funds will be made to improve working conditions and make the building more energy efficient.
- Interior improvements are being explored for the Recreation Complex in the way of fresh paint and images. Director Ellmann is planning to contract an interior designer for assistance and was looking for board support to expend approximately \$2,000 to engage the design consultant, which the board provided consensus for.
- Director Ellmann congratulated Commissioner Schroeder who recently achieved her Distinctive Board Member Award from the Illinois Association of Park Districts. He also commended Tony, Frank and staff on their organization of the Saturday night concert at Salt Creek Golf Club.

**10. NEDSRA Report**

Director Ellmann informed the Board that there is nothing new to report for NEDSRA.

**11. Salt Creek Golf Club Report**

Tony Perry, General Manager, submitted a Golf Club report for the month of February. He highlighted the following:

Salt Creek Golf Club was selected as a “Readers’ Choice TOP PICK” for the Best Public Golf Course in the suburbs. President Stout congratulated him. Tony continued with his participation report.

A. Presentation of December Salt Creek Golf Club Participation Report for the 2013 season –

- Tony said the golf course had 25 less days of golf available due to weather. Typically, he said, the amount of loss in a season is five days.
- Tony reported 36 golf leagues, down from 40 last year. He explained that several large companies moved out of the area that used to frequent the course and clubhouse.
- Outings in 2013 were 41, compared to 26 in 2012. The increase is due to marketing efforts to bring in fundraisers.
- Rounds in 2013 were down from 2012. Salt Creek lost 3,500 rounds of golf, but the average golf course, according to the National Golf Foundation, lost 7,500.

- Clubhouse shows 38,005 meals served in 2013, with a three-year average being 40,257.

**12. Parks Department Report**

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

- A. Replacement of the 2006 Ford 350 truck – Ray explained that to keep park vehicles going, the district has an eight-year rotation plan. Because major breakdowns on older vehicles are costly, replacing vehicles helps the district retain more value on trade-ins. Ray is anticipating to receive \$15,000 on the trade-in of the 2006 Ford 350 truck, which would be sold at auction. Then a newer vehicle can be purchased with trade-in value decreasing the costs.

The Board is being asked by Ray to grant him the ability to replace the truck by sale at auction and use trade-in value as a cost differential to keep the purchase of a newer vehicle within \$25,000. The Board gave consensus for Ray to replace the 2006 Ford 350 truck.

- B. Replacement of ball diamond netting and cabling at James Mixon Fields – The baseball field nets at James Mixon fields are torn up and in need of repair. The cables are original and are fraying. Ray is getting quotes and has funds in the budget to replace the nets.

**13. Business Department Report**

Rhonda Brewer, Business Manager, submitted a Business Manager report for the month of February. She had nothing further to add, and the Board had no questions.

**14. Recreation Department Report**

Michele Silver, Superintendent of Recreation, submitted a Recreation report for the month of February. She highlighted the following:

- A. Application for a DCEO Energy Grant for the Beach Pool Parking Lot – Michelle is in the process of applying with the assistance of Project Green for two separate grants to upgrade and enhance lighting at the pool. One grant would help to improve lighting in the pool parking lots and lights inside the water park. The other grant would apply to the lights in the exterior of the pool, as well as locker rooms. At the time of this report, she was still waiting for cost estimates.

**15. Commissioner Comments**

- Commissioner Pulice doesn't like the word "older adults" in the brochure. She finds it offensive. Michele described how they classify the sections of the guide.
- Commissioner Schroeder would like to have the flextime discussion over the summer. She said it is a good idea to have a policy in writing so that staff understands how to handle things.
- Commissioner Lange said she thought that the brochure cover picture should be of a group of people or scenery.

**16. Executive Session**

There was no Executive Session.

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

**18. Adjournment**

It was moved by Commissioner Schroeder, seconded by Commissioner Pulice, to adjourn the General Meeting at 9:20 p.m.

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

The next General Meeting of the Wood Dale Park District Board of Commissioners shall be held on Tuesday, March 25, 2014, at 6:00 p.m.

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