

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 Pulice, Sbertoli, Schroeder, Stout
Absent: Commissioner Lange

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

Members of the Public: Liz Serruto, WDPD Staff

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 the Regular Meeting of December 10, 2013 (attached).
- B. Approval of the monthly expenditures: Totaling \$426,678.09, covered by check nos. 75257 through 75454 (\$230,488.71) and payrolls for 12/20/13 (\$67,947.90), 1/3/14 (\$62,506.77), and 1/17/14 (\$65,734.71) (attached).

Commissioner Schroeder requested that the Minutes of the Regular Meeting of December 10, 2013 be moved to 8.A. Unfinished Business, Agenda Item A. Items removed from Consent Agenda.

It was moved by Commissioner Pulice, seconded by Commissioner Sbertoli, to approve the monthly expenditures, totaling \$426,678.09, covered by check nos. 75257 through 75454 (\$230,488.71) and payrolls for 12/20/13 (\$67,947.90), 1/3/14 (\$62,506.77), and 1/17/14 (\$65,734.71).

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

MOTION CARRIED

6. Written & Public Communication

- A. Public Comments – none.
- B. Introduction of Liz Serruto, Recreation Supervisor – Michele introduced new recreation supervisor Liz Serruto. Liz comes from the Channahon Park District where she oversaw a variety of adult, youth and teen programs, and special events. President Stout and the Board welcomed Liz and thanked her for coming out. Liz said the Wood Dale Park District and staff is fantastic, and she easily adapted and felt part of the team within her first few days here.

- C. Various letters received from multiple sources – Director Ellmann highlighted the following letters:
- PDRMA – acknowledging the park district’s loss prevention efforts with a Level A – Accredited \$1,500 cash award. He said in future years this award could be allocated to safety initiatives. He also gave praise to Mark Goode and the safety committee.
 - Law firm of Mike Bersani – announcing a rate increase, the first in seven years.
 - City of Wood Dale – thanking park district for agreement to jointly host Prairie Fest 2014 on park district property. However, the original location has become available again, and the City no longer needs to use the park district property this year.
 - Bandits Football, American Brain Tumor Association – thank you letter.

7. New Business

- A. Bi-Annual review of Executive Session closed minutes and approval to release minutes identified and to destroy audio tape recordings identified – Director Ellmann reminded the Board that pursuant to the Open Meetings Act, the executive session closed minutes not yet released be reviewed and considered for release for public inspection. The process identified calls for Commissioner Schroeder and Director Ellmann to review the closed session minutes and recommend, after consultation with attorney Bersani, minutes to be released.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pulice, having this date conducted the semi-annual review of its executive session meeting minutes required by the Open Meetings Act, approve the release for public inspection of minutes of executive session meeting of the Park District held on February 23, 1999.

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

MOTION CARRIED

It was moved by Commissioner Pulice, seconded by Commissioner Sbertoli, that the following executive session closed meeting minutes be found to continue to require confidentiality and not be released at this time: all executive session meeting minutes or parts thereof which the Board of Commissioners determined require continued confidentiality pursuant to the semi-annual review of executive session meeting minutes conducted at its meeting on January 28, 2014. Board of Commissioner meetings held on: February 28, 1989, January 24, 1995, February 28, 1995, May 23, 1995, June 27, 1995, August 22, 1995, August 29, 1995, September 1, 1995, May, 28, 1996, June 25, 1996, August 24, 1996, June 24, 1997, August 26, 1997, February 24, 1998, February 23, 1999, June 22, 1999, April 22, 2003, May 27, 2003, January 25, 2005, February 22, 2005, March 22, 2005, September 22, 2006, September 28, 2010, April 26, 2011, May 24, 2011, July 26, 2011, October 30, 2012, December 11, 2012, January 22, 2013, April 9, 2013, May 7, 2013, May 20, 2013, July 10, 2013, and August 27, 2013.

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

MOTION CARRIED

It was moved by Commissioner Sbertoli, seconded by Commissioner Pulice, having this date conducted the semi-annual review of audiotapes of its closed executive session meeting minutes required by the Open Meetings Act, authorize the destruction, on or after January 29, 2014, of audio tapes of Wood Dale Park District closed executive

session meetings held on the following dates, as to which closed executive session meetings the Wood Dale Board of Commissioners has approved official minutes and no litigation under the Open Meetings Act is pending: Board of Commissioner meetings held on August 28, 2007, July 26, 2011, and June 26, 2012.

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

MOTION CARRIED

- B. Discussion and approval of request to raise greens fees and cart rental rates for 2014 – Included in the Board Packets was a rate comparison sheet Tony Perry prepared for 2013, comparing the rates of fourteen like-size golf courses in the area. Salt Creek Golf Club prices remain low in comparison to similar courses. In order to meet the goals set forth for the golf club, he is suggesting a nominal greens fee increase and a rental cart fee increase for the 2014 golf season.

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to approve two fee increases for the 2014 golf season: 1) a one dollar (\$1) or 6 percent increase on greens fees per nine holes played, and 2) a one dollar (\$1) or 6 percent increase per golf cart rental per nine holes.

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

MOTION CARRIED

- C. Request to temporarily offer Mount Prospect resident rates for the use of SCGC with restrictions – Tony Perry was informed that the Mt. Prospect Park District golf course will be undergoing an extensive renovation project this summer starting in July. Salt Creek Golf Club was asked to accept its residents at Wood Dale resident rates should they choose to golf here. Tony said that Salt Creek is the furthest course away, whereas other courses are in adjoining towns; but he feels it will be good exposure to provide this. Commissioner Schroeder asked about restrictions. Tony responded that Mt. Prospect patrons will need to call and make tee times based on availability, reserving the course just like other customers, and walk-ups will not be accepted. Permanent weekend tee times cannot be honored due to the number of outings Salt Creek hosts on weekend mornings.

Director Ellmann wanted to convey comments from absent Board Commissioner Lange about considering not having resident rates at all – not just for golf operations but district-wide.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pulice, to direct staff to send a request to the Mt. Prospect Park District in writing, offering their residents' access to Salt Creek Golf Club at resident rates during the period when their golf course is under construction with restrictions to be determined by Salt Creek staff.

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

MOTION CARRIED

- D. Proposal for the replacement of one HVAC unit for the Recreation Complex and approval to expend capital funds. – Director Ellmann was informed last fall that one HVAC system on the roof of the Recreation Complex had not been operating for a while and another unit has had to

carry the full load the past few years. One of the units failed in 2010. In his write-up to the Board, Ray Chaussey suggests replacing the unit that failed in anticipation of the current unit failing in the future due to its age, high use and the lack of replacement parts. Ray wrote that this is also the recommendation of the service contractor who services our HVAC units.

Ray researched pricing. A new unit could cost up to \$43,000, not including installation. However, exploring other avenues, he found a slightly used smaller unit for \$8,500. Installation costs would be extra and would include rental of a crane and operator, the hiring of roofing contractor to seal the unit and roof, and an HVAC contractor to integrate the systems. Total for purchasing and installing the unit is estimated to be no more than \$13,000 and can be funded by the Capital Improvement Fund.

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to approve the purchase of a used roof top HVAC unit for the Recreation Complex roof and to allocate funds for its installation not to exceed \$13,000 paid for out of the Capital Improvement Fund.

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

MOTION CARRIED

8. Unfinished Business

- A. Items removed from Consent Agenda –Minutes of the Regular Meeting of December 10, 2013. Commissioner Schroeder corrected an error on Page 6 of the Minutes, referring to the motion of Agenda Item 8.C. She was included in the roll call of the motion when she was not present in the room. She had excused herself from the meeting before discussion of the topic 8.C. due to possible conflict of interest with the City of Wood Dale. Following the motion, she had returned to the meeting, and that note is recorded in the minutes.

It was moved by Commissioner Pulice, seconded by Commissioner Sbertoli, to approve the Minutes of the Regular Meeting of December 10, 2013, as amended.

Ayes: Commissioners Pulice, Sbertoli, Stout
Abstain: Commissioner Schroeder
Nays: None

MOTION CARRIED

- B. Continued discussion of the Compensation Study results and formation of compensation policies and practices – In follow up to last week’s special meeting, Director Ellmann suggested discussions be continued about the compensation study presented by Joellen Earl of Voorhees & Associates. He and Business Manager Rhonda Brewer would like to develop some policy language and procedures to present to the Board in February for consideration and approval and are requesting general direction at this time.

The memo in the Board Packet laid out key discussion items as follows:

1. Grade levels
2. Salary ranges
3. Job Classifications
4. Consideration of employees classified below the range

5. Policies and/or procedures going forward, including guidelines for annual range increases and determining merit components.

The study presented included four park districts whose data was not comparable to Wood Dale's but were included by request. Of the four, only three responded. Commissioner Pulice would like the data of those three pulled so she can see how those numbers may have impacted the survey.

Commissioner Schroeder was surprised that Woodridge was a comparable district as she feels, being familiar with the community, that spending habits may vary greatly. Rhonda reminded the Board that comparable data was based on population, EAV and general tax fund levies, all close to Wood Dale's. Director Ellmann explained that when you look at multiple agencies collectively, it's objective and scientific because the data may be vastly different and very similar at the same time.

Rhonda asked the Board if they would like to discuss grade levels. President Stout said he liked the way they were broken down in the report. The Board asked about job descriptions, and Rhonda said that Joellen had just sent her a template to get started. The Board expressed interest in seeing the job descriptions when completed. It was the consensus of the Board that the grade levels are acceptable.

6:42 pm – City of Wood Dale Mayor Nunzio Pulice entered the Board Room and took a seat as a Member of the Public. He remained until Adjournment.

Director Ellmann asked if the Board had any questions or specific areas to discuss about salary ranges. Commissioners Pulice and Schroeder both expressed that the full Board be present when discussing the details of salary ranges, to include Commissioner Lange who was absent for this meeting. It was also expressed that with budget planning being so close, writing the job descriptions and making decisions about salary ranges should not be rushed, particularly because those decisions will help staff plan the district's future direction in its policies and procedures.

President Stout asked about discussion Item 4, and Director Ellmann said the topic concerns people that fell out of the range. The recommendation is to bring any employee out of or below the salary range up into the range.

Director Ellmann asked the Board if they had ideas or thoughts to contribute to the development of policies and procedures moving forward. The Board agreed that they would like a policy developed to address the fixed component for increasing salary ranges annually and the merit component based on performance. In further discussion, staff informed the Board that salary ranges are not necessarily going to change annually. Staff is just recommending that ranges be reaffirmed and stay within market value, and this can be addressed in a policy. Director Ellmann reminded the Board that terms of a policy can be retracted or altered if necessary, but they give staff direction to move forward.

Director Ellmann said that as part of a policy, the Board may review, confirm, and/or alter salary ranges annually. Rhonda explained that surveying other comparable park districts for salary ranges is not out of the ordinary in the industry. She said all you have to ask another district is "What are you increasing your ranges by?" Director Ellmann said the same agencies identified in the compensation report can be pooled. Staff will come back to the Board with information about what the other districts are doing and what is recommended for Wood Dale.

It was confirmed that a policy will define cost of living and merit increases. Rhonda explained that one of the points of the salary study is to be competitive in hiring and with other districts. So if a general or cost of living increase is in line with what the other districts are doing to increase salary ranges on an annual basis, it will most likely be less flexible than the merit component.

Director Ellmann concluded the discussion by reminding the Board that this study is intended to be a collective process and a place to start.

9. Executive Director's Report

Director Ellmann submitted an Executive Director's report for the month of January 2014.

- A. Update and discussion of the proposed terms of the draft Intergovernmental Agreement with School District #7 – Director Ellmann said that he and staff are continuing to work with District 7 school administration to come up with revised language for the Intergovernmental Agreement (IGA) for both the pool and recreation complex parking. He identified two areas that required clarification: 1) the dates the draft agreement covered in terms of when the buses would be parked during the school year, and 2) the provision for the park district to have an 'out' should we decide to do any major capital construction onsite at the pool site.

In reference to the dates, Director Ellmann says they are working through the issues, and he does not see it as a problem. The buses are present during the school year, and there needs to be a transition period, he says, when school is in session to move the buses to an area so that park district patrons have accessible parking. He said the agreement will have revised language to address exactly when the buses need to utilize the lot in relation to the school year and standard operations.

In his Executive Director's Report, Director Ellmann included language addressing the issue of accommodating the bus drivers if the park district were to rebuild or redevelop the Beach Water Park property during the term of the agreement. The school district contends that in the original agreement, the park district would have a place for their drivers to assemble, get supplies, get directions, and start and end their days, adjacent to the buses. Director Ellmann researched temporary amenities should the park district need to relocate them and suggests placing a construction trailer onsite that can be occupied by the drivers with the bare basics as indicated in the language in his report. He went into some detail and then asked if the Board had any questions.

A discussion went back and forth between Commissioner Schroeder and Director Ellmann about the amount of time the drivers would need to be accommodated. If construction were to take place during the summer, for example, the buses are already relocated to the Recreation Complex. Commissioner Schroeder feels the park district should not be financing the costs of a trailer for the school district's bus drivers during summer. Director Ellmann explained that rental of a trailer usually requires a six-month rental guarantee. She would like to see a provision in the agreement that allows for the bus drivers to use the Recreation Complex in the summer as opposed to renting a trailer during that time period. Director Ellmann said he would work with the attorney to add the legalese to which Commissioner Schroeder is referring.

- B. Salt Creek Property Acquisition – Director Ellmann informed the Board that the park district successfully closed on the Forest Preserve Property adjacent to Salt Creek, and that the park district officially owns the 4.4 acre parcel that houses our golf course maintenance building and operations.

- C. Strategic Plan – Director Ellmann is continuing his initiatives concerning the development of the strategic plan. He is planning to put together a Request for Proposal (RFP) for consulting services relative to conducting an environmental assessment that reviews the park district’s facilities, features, programs, and how we match up to other communities, including having a community needs assessment survey performed. He would like to present an outline for the RFP to the Board in February, get the RFP out in March and start negotiations with consultants for services to be rendered.
- D. Attorney Evaluation – Director Ellmann informed the Board that the park district attorney, Mike Bersani, is raising his rates for corporate and litigation matters. This is the first rate increase in seven years. Director Ellmann agrees that Mike has performed well on behalf of the park district and that his rates are fair. Director Ellmann is working to create an evaluation process to validate the services rendered to the park district.
- E. Other –
- There have been discussions with the City of Wood Dale about the extension of a sidewalk along the south side of Central Park.
 - Tennis court resurfacing will be delayed until the weather warms for better results.
 - Attended a PDRMA meeting in which a park district requested approval to pull out of PDRMA’s health insurance plan in search for better rates.
- F. Board Communication – Director Ellmann followed up on a request by Commissioner Pulice at the January 21 Special Meeting about what constitutes proper communication with Board members and staff in compliance with the Open Meetings Act. He said that obviously the Board cannot get together outside of these meetings to act as a quorum leading to business decisions, but it is totally appropriate to share information within the confines of the Open Meetings Act by making that a one-way path to the Director and the Board. Director Ellmann’s intent is to keep the Board up to date on basic information, provide background information, and get an idea, not to persuade a decision one way or another, but to assure that staff is going down the right path, so that they are not putting together a proposal or recommendation that is far from what the Board may be thinking.

10. NEDSRA Report

Director Ellmann informed the Board that the NEDSRA Board has not met since the last Park Board Meeting, and there is nothing new to report.

11. Salt Creek Golf Club Report

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

- Events – Salt Creek Golf Club hosted two fish fries to date that averaged 115 people each night. The first of two VFW Bingo events was successfully held and well represented by employees of the City of Wood Dale. Bingo packets were purchased by 126 people.
- A. Presentation of December Salt Creek Golf Club Activity Report – a copy of this report was included in the Board Packet for review. Tony reported that there were no rounds of golf for the

month of December. He did a promotion with Groupon and sold 60 “stocking stuffer” greens fees good until June 30, and \$1,921 worth of gift cards was sold over the holiday period.

12. Parks Department Report

Ray Chaussey, Superintendent of Parks, submitted a written Parks Department report for the month of January. He was not present at this meeting. Director Ellmann commended him and his staff for doing a great job with painting the fitness studio and golf course clubhouse.

13. Business Department Report

Rhonda Brewer, Business Manager, submitted a Business Manager report for the month of January. She highlighted the following:

- Rhonda spoke briefly about tax objections and explained that the park district attorney will review any outstanding objections to determine if advice is needed from an outside attorney who specializes in the area.
 - Rhonda indicated that Net revenue is higher this year than it was last year.
- A. Monthly Budget Summary Report for December – a copy of this report was included in the Board Packet for review.

14. Recreation Department Report

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

- New fitness equipment has been installed, and staff is being trained to orient the customers on its usage. Commissioner Pulice and Rhonda Brewer both said that they heard people complimenting the Fitness Studio.
 - Customers that visited Bensenville during the equipment installation process totaled 123. Michele sent Bensenville a thank you letter.
 - Little Daddy’s Princess Party – 45 people have registered for this February 3 event, up nine people from this time last year.
 - ADA lockers have been installed by the Parks Department. Michele thanked the Board for helping her and staff to move along with that project.
- A. Participation Summary Report – Michele reported that recreation participation numbers are up compared to both the last two years due to an increase in new programs. Programs showing increases are aquatics, early childhood, and two special events – Adventures with Santa (formerly Polar Express).

Michele attended a conference workshop that talked briefly about cancellation rates and reported that the standard cancellation rate is 20-25 percent. She said when we look at the cancellation rate for the park district, we are slightly higher overall. She feels this is due to the number of aquatics classes being offered through Addison Park District. If she takes the aquatics numbers out of the equation, the park district is in line with normal cancellation rates

B. Staff Update on Special Event Planning for 2014 – A special events committee was created to review events, see how to enhance them or remap the ones that need new direction. It was agreed that there are four events full-time staff should participate in, whether it be on the committee or helping out on the day of the event. The events are as follows:

- Party in the Park – will be combined with Wheels Go Round and Round and Family Day of Play, in addition to the Concerts in the Park, on September 27.
- Waffle 5K Shuffle on June 14
- Scare Walk on October 25
- Senior Holiday Party on December 3

15. Public Communication

There was no Public Communication.

16. Executive Session

There was no Executive Session.

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

18. Adjournment

Before adjournment, the Board decided to hold a Special Meeting on February 25, at 5:00 pm, one hour prior to the General Meeting, in order to share knowledge and ideas obtained at the recent the IAPD/IPRA State Conference.

It was moved by Commissioner Pulice, seconded by Commissioner Schroeder, to adjourn the General Meeting at 8:02 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, February 25, 2014, at 6:00 p.m.
