

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
Rick Pokorny – Treasurer
Greg Stimpson – Commissioner

Staff:

Matthew Ellmann – Executive Director
Ben Appller – Director of Parks & Facilities
Mitch Bowlin – Director of Finance & Administration
Mike Huber – Director of Golf Course Operations
Arturo Segura – Deputy Director of Recreation Services

Also Present:

Carolyn Mondlock – Recording Secretary

Visitors:

Raphaliata McKenzie, Speer Financial

3. **Pledge of Allegiance**

4. **Additions/Changes to Agenda** – *None.*

5. **Approval of Consent Agenda Items**

- A. Approval of the Special Meeting Minutes of November 20, 2017.
- B. Approval of the Public Hearing Minutes (Truth in Taxation) of December 5, 2017.
- C. Approval of the General Meeting Minutes of December 5, 2017.
- D. Approval of the Public Hearing Minutes (Intent to Sell GO Bonds) of December 5, 2017.
- E. Approval of the monthly expenditures: Totaling \$488,619.01, covered by check nos. 82339 through 82559 (\$306,657.07) and payrolls 12/01/17 (\$58,391.40), 12/15/17 (\$62,462.48) and 12/29/17 (\$61,108.06).

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

6. **Public & Written Communication** – Director Ellmann acknowledged a letter from NEDSRA thanking the Wood Dale Park District and Salt Creek Golf Club for hosting their 2017 Holiday Gathering on December 7.

7. **New Business**

- A. Presentation of 2017 Annual Accomplishments (Matt Ellmann) – Director Ellmann distributed the Annual Highlights of 2017 report that is published each year. Wendy Bondi, Marketing Coordinator, was going to present the report but could not be at this evening's meeting. Director Ellmann asked the Board to review the highlights and let him know if he should invite Wendy to the next Board meeting to present the report.
- B. Discussion of Proposed Pool Rates and Structure Changes (Arturo Segura) – Arturo explained that for the past four years, revenue for the pool has experienced a decline. Staff is recommending taking a risk this year to significantly reduce pool pass rates. With Addison Park District's pool closing, this is a great opportunity to introduce them to the Wood Dale pool at very low and affordable rates to entice more memberships. In addition, area families who may not have been able to afford passes may also be able to afford a lower rate. It is proposed to make the initial early bird rate for an individual \$49, which will be adjusted to \$69 after the early bird rate expires. The initial rate is more than 50% lower than the 2017 pool pass rate. Arturo presented a report to the Board with additional pricing structure information.

Director Ellmann said the pool is underwritten approximately \$40-60K each year. This opportunity with Addison coming on board is a great way to attract more patrons to the pool. As a result, staff is also recommending having only one rate and eliminating the non-resident pool pass rate entirely.

Board consensus is to move forward with staff's recommendations.

- C. Approval of Ordinance (O-18-07) for Sale of General Obligation Limited Tax Bonds (Mitch Bowlin)
Mitch explained this ordinance is the final step in the issuance of bonds for the White Oaks Park Redevelopment project. Term sheets were distributed to the Board that listed the schedule of interest and principal payments. Mitch introduced Raphaliata McKenzie of Speer Financial who explained the process. Three competitive bids were received with Wintrust Schaumburg coming in with the lowest bid, with an interest rate of 2.42%, which Ms McKenzie said is great considering recent tax legislation. Mitch explained that Wintrust Schaumburg is actually part of Wintrust Wood Dale. The debt service levy for these bonds extends until 2023. Director Ellmann informed the Board that over 60 banks were solicited for a bid.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to approve Ordinance O-18-07 providing for the issue of \$1,515,250 General Obligation Limited Tax Park Bonds, Series 2018, of the Wood Dale Park District, DuPage County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to Wintrust Bank of Schaumburg.
ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

Raphaliata McKenzie of Speer Financial left the meeting at 6:48 pm.

- D. Approval of Ordinance (O-18-08) Amending and Adopting a Sexual Harassment Policy (Mitch Bowlin) – Mitch presented Ordinance O-18-08 explaining that it updates the current policy by protecting the District and staff against allegations not brought forth in good faith, meaning any claim that is made in an attempt to have any result outside of halting harassment.

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to approve Ordinance O-18-08 amending and adopting a sexual harassment policy. **ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED**

- E. Discussion of Employee Cost of Living and Merit Increase Percentage/Funds Pool (Mitch Bowlin)
Mitch said he is asking the Board for consensus and guidance on how to handle salaries and increases in this year's draft budget. In the past a pool for increases has been allocated using the same CPI number that drives the district levy, in addition to a merit component. The same amount is presented as last year since the consumer price index is the same. Mitch would like to place into the budget for approval a 3% increase, which is comprised of 2.1% for CPI and 0.9% for merit at Director Ellmann's discretion.

Commissioner Stimpson would like to see what is allotted by the 0.9% merit increase pool and how is it distributed. Commissioner Schroeder would like to see a report that lists all employees, titles and where they all fall in their respective salary ranges, considering there are many new employees and new titles.

The Board consensus is for staff to go ahead and place the recommended numbers in the draft budget.

- F. Discussion of IAPD Annual Membership Renewal (Matthew Ellmann) – Director Ellmann requested Board approval to renew membership with the Illinois Association of Park Districts (IAPD). Last year the Board had concerns about the benefits of membership given circumstances at the IAPD that caused some park districts to leave. Membership provides the benefit of the IAPD’s lobbying for all park districts at the State level and reporting the most up-to-date case law affecting districts. In addition, things like conferences, legislative events, publications, webinars, symposiums for staff training and many resources will either be much more expensive at nonmember rates or may not be accessible.

The Board agreed to pay the membership but wants to revisit this topic each year, so Director Ellmann will put the topic on the Board Action Calendar.

8. Unfinished Business

- A. Items removed from Consent Agenda – None removed.

9. Executive Director’s Report (Matthew Ellmann)

- A. Wood Dale Charity Gala Attendance – Director Ellmann asked the Board who will be attending the Wood Dale Charity Gala on Saturday, March 10. The park district pays \$200 for a Bronze Sponsorship and attendees can select the charity they want to support. The Board was reminded of past years’ choices. Board members who attend may bring spouses, but the spouses tickets are not covered by the district. Commissioner Schroeder is attending, along with Director Ellmann and his spouse. Commissioners Lange and Sbertoli attended last year.

- B. Marketing report – The marketing report will now be broken out of the recreation report and presented separately.

C. Miscellaneous updates –

- o Director Ellmann had much to report about the White Oaks Park Redevelopment project, most of it written in his Board report. He summarized progress and informed the Board that he will be meeting with the City of Wood Dale on February 8 to gain support and to learn what the City can financially commit in support of the project.

Director Ellmann also reminded the Board that the footprint of the building was increased, which comes with a larger price tag of around \$1.4 million for a total project estimated cost of 4 million. With the park district able to contribute near \$2 million over the course of the next few years with bonds, and fund balances, any short falls will result in phasing the project in two parts. Phase 1 would be the building, parking, interconnecting paths, civil and engineering drawings and plans required for final permitting. Phase 2 would be the new dog area, trails and other items.

A contract for Rocco Castellano, the main project architect, is being prepared by Attorney Bersani. Preparing the City’s PUD application is an involved process that requires a civil engineer, soil borings being performed, examining storm water permitting. Director Ellmann said he just learned that all work relative to the wetlands must be done in advance and be included in the drawings and plans to meet county requirements. There is also a three-year monitoring system by an outside professional which is required.

The Board discussed impervious ground options and storm water retention. The cistern was considered a system that may gain a credit in this process. Edge Adventures was also discussed and plans to break ground approximately one year from now. Director Ellmann said the park district is pushing back the PUD application a month because it has more items that the park district needs to comply with.

- Legislative Breakfast is March 9 in Carol Stream at 7am. Our legislatures, executive directors and board members are invited to talk about legislative issues in our industry and in our home communities.

10. Recreation Department Report (Arturo Segura)

- Arturo reported they are still working with Di Bella dance studio to partner fully and absorb their dance program into the park district. Staff is also working on recruiting many of last year's staff back for aquatics and summer camp. WIBA started recently, and the district is taking registrations now for spring soccer. A one-month free membership offer for the fitness studio has brought in 45 memberships this year already compared to 15 last year. Arturo attributes this to more marketing and social media. Staff is also looking to increase rentals by offering themed birthday parties with party hosts.

11. Finance & Administration Department Report (Mitch Bowlin)

- A. Monthly Financial Summary – Mitch had nothing further to add to his financial summary included in the Board packet but addressed a question by Commissioner Pokorny regarding decrease in cash accounts. The reason for the decrease was planned debt service payments.
- B. Central Park Redevelopment Financial Summary – Mitch said Central Park is one of the best executed projects he has ever worked with. Everything went smoothly, and both Copenhaver and PRI were excellent partners for the project. A few punch list items need to be completed, which will be wrapped up in the spring. The District is still holding 10% retainage on the final payout, which is standard for this type of project. Commissioner Schroeder addressed Ben with a concern about balls rolling into the wetland area of Central Park. Ben will talk to the project architect at PRI to see if they have any suggestions for prevention. In answer to a suggestion from Director Ellmann, Ben will also discuss with PRI what it will cost to install the tot area.
- Mitch is asking to present the budget at the regular board meeting on March 20. The Board has not yet confirmed that date.

12. Salt Creek Golf Club Report (Mike Huber)

- A. Clubhouse Interior Improvements Update – Mike reported on the status of the improvements being made to the clubhouse. This week much prep work took place, and painting has started. There are a few rentals and events scheduled and will be accommodated between the two rooms (Masters and Fairway) to avoid the remodeling work. Mike has been working with carpeting contractors, and carpeting should be installed by mid-March after bidding is wrapped up and the bid is awarded.
- In answer to a question posed by the Board, the clubhouse is not closed for rentals. Inquiries are being received as the business office is open 9:00am to 4:30 pm. A wedding has been secured for the end of April. Mike is looking to invest more in the Wedding Wire, where many inquiries are being obtained, and additionally The Knot, another site that brides and grooms use heavily in this digital age to plan their weddings. Both sites have listings of venues and amenities.
- A sign with verbiage enforceable by police will be going up to deter traffic away from using the access drive as a pass through.

13. Parks & Facilities Department Report (Ben Appler)

- Ben had nothing to add to his report. Commissioner Pokorny asked about the replacement of LED lights in the gym. Ben explained that there were several about to go out or already burnt out, so they were replaced.

14. Commissioner Comments & Future Agenda Items for Consideration

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

15. Executive Session

- A. Semi-annual review of closed session minutes pursuant to 5 ILCS 120/2(c)(21).

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to enter Executive Session at 8:00 pm for the semi-annual review of closed session minutes pursuant to 5 ILCS 120/2(c)(21). *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

At 8:13 pm a Roll Call Vote was taken upon re-entering the General Meeting. Board members present are Commissioners Schroeder, Stimpson and Pokorny.

16. Action from Executive Session

- A. Approval of Resolution (R-18-08), A Resolution to Maintain Confidentiality and/or Release of Park Board Closed Session Minutes.

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to approve Resolution R-18-08, a resolution to maintain confidentiality and/or release of Park Board closed session minutes. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- B. Approval of Resolution (R-18-09), A Resolution Providing for the Destruction of Verbatim Recordings of Approved Closed Session Meeting Minutes.

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to approve Resolution R-18-09, a resolution providing for the destruction of verbatim recordings of approved closed session minutes. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

17. Adjournment

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to adjourn this General Meeting at 8:14 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:



President



Secretary