

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:

Scott Marquardt, HRGreen; Mike Bersani, park district attorney; Rick Pokorny, resident; and park district staff: Joanne Lamb, Griffin Price, Kim Sellars, Liz Serruto, Kristina Sromak, and Brad Thomas.

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)*

No additions were made to the Agenda.

5. Approval of Consent Agenda Items (Roll Call)

A. Approval of the minutes of the Regular Meeting of December 9, 2014

B. Approval of the minutes of the Special Meeting of December 3, 2014

C. Approval of the monthly expenditures, totaling \$438,867.87, covered by check nos. 77081 through 77285 (\$249,761.76) and payrolls for 12/19/14 (\$69,474.72), 1/2/15 (\$65,563.49), and 1/16/15 (\$54,067.90).

It was moved by Commissioner Stimpson, seconded by Commissioner Stout, to approve the minutes of the Regular Meeting of December 9, 2014; the minutes of the Special Meeting of December 3, 2014; and the monthly expenditures, totaling \$438,867.87, covered by check nos. 77081 through 77285 (\$249,761.76) and payrolls for 12/19/14 (\$69,474.72), 1/2/15 (\$65,563.49), and 1/16/15 (\$54,067.90).

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

Nays: None

MOTION CARRIED

6. Written and Public Communication

A. Public Comments – none

B. Introduction of new employees – Michele Silver introduced Kim Sellars as Customer Service/Facilities Coordinator and Brad Thomas as Recreation Supervisor. Director Ellmann introduced Griffin Price as Marketing Assistant.

C. Letters received from NEDSRA and PDRMA – The Board acknowledged the letters received.

7. **Executive Session**

- A. 5/ILCS 120/2(c)(6) – the setting of a price for sale or lease of property owned by a public body.

It was moved by Commissioner Stout, seconded by Commissioner Stimpson, to enter into Executive Session at 6:07 pm for the purpose of setting a price for sale or lease of property owned by a public body.

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

Nays: None

MOTION CARRIED

The General Meeting reconvened at 6:50 pm.

8. **New Business**

- A. Bi-annual review of Executive Session closed minutes and approval to not release minutes identified and to destroy audio tape recordings identified.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stout, 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 27, 2015.

February 28, 1989	June 22, 1999	April 9, 2013
January 24, 1995	April 22, 2003	May 7, 2013
February 28, 1995	May 27, 2003	May 20, 2013
May 23, 1995	January 25, 2005	July 10, 2013
June 27, 1995	February 22, 2005	July 23, 2013
August 22, 1995	March 22, 2005	August 27, 2013
August 29, 1995	September 22, 2006	March 25, 2014
September 1, 1995	September 28, 2010	May 27, 2014
May 28, 1996	April 26, 2011	July 22, 2014
June 25, 1996	May 24, 2011	August 19, 2014
August 24, 1996	July 26, 2011	August 26, 2014
June 24, 1997	October 30, 2012	October 2, 2014
August 26, 1997	December 11, 2012	October 21, 2014
February 24, 1998	January 22, 2013	

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

Nays: None

MOTION CARRIED

- B. Resolution R-15-03 authorizing the participation in the Northern Illinois Municipal Electric Collaborative and authorizing the Executive Director to approve a contract with the lowest cost electricity provider for a period up to 24 months.

Rhonda reminded the Board that in 2007 the State of Illinois deregulated Commonwealth Edison. At that time the park district went with a pool of investors to bid on electricity and joined the collaborative called NIMEC. In 2012, the park district had an opportunity to enter into a 3-year contract at very low rates. As it is time to bid again, Rhonda explained that after a three-day notification period, the bid must be accepted on the day of the bid.

Staff is asking the Board to consider a resolution that allows the Executive Director to approve a contract with the lowest cost electricity provider. The district derives benefits from pooling with other municipalities and park districts. The bid would affect the recreation center and golf course.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stout, to approve Resolution R-15-03, a Resolution Authorizing the Participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) and Authorizing the Executive Director to approve a contract with the Lowest Cost Electricity Provider for a period up to 24 months.

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

Nays: None

MOTION CARRIED

C. Discussion and approval of request to raise greens fees and cart rental rates for 2015.

Tony reminded the Board that at this time of year he generally proposes an increase in golf fees before contracts are sent out to the golf leagues. He is proposing a \$1 increase on golf fees and golf cart rentals.

It was moved by Commissioner Stout, seconded by Commissioner Stimpson, to approve the two fee increases for the 2015 season, the first being a \$1 increase on green fees per nine holes played, and an increase of \$1 for golf cart rental per nine holes played for two riders, to generate an increase in revenue.

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

Nays: None

MOTION CARRIED

D. Review and approval of Financial Policy changes and additions.

It was moved by Commissioner Lange, seconded by Commissioner Sbertoli, to approve the updates and changes to the Wood Dale Park District Investment Policy, Fund Balance Policy and Purchasing Policy, as presented.

Discussion – Rhonda explained the changes:

Investment Policy – only a title was changed.

Fund Balance Policy – the approval of ADA compliance plan improvements under the special recreation fund.

Purchasing Policy - the exception that employees are allowed to pay five to ten percent more for business purchases made from local vendors in Wood Dale, while adhering to the bid process and meeting budget targets. Executive Director approval may be required. Director Ellmann stated that this addition to the policy is a good practice that goes a long way in terms of public relations and goodwill in the community.

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

Nays: None

MOTION CARRIED

9. Unfinished Business

- A. Items removed from Consent Agenda – No items were removed.

- B. Central Park sidewalk plan – Director Ellmann distributed an engineered drawing for the City’s sidewalk plan. He reminded the Board that the City approached the district last year wanting to build a sidewalk on the east and west side of Hemlock, which fronts Central Park. They asked if the park district would consider contributing to the construction, and at the time the Board indicated verbally that they are supportive of the project and would consider a capital contribution towards it. The project will improve safety and accessibility, as well as better positioning the agency for a OSLAD grant. The City will require easements from the park district, which would require an Intergovernmental Agreement (IGA).

Director Ellmann shared the following thoughts:

1. If a permanent easement is needed, it would be for the portion leading into the park and the park district property just west of the parking lot.
2. It was suggested that the width of the sidewalk be expanded along the parking area to meet the back of parking curbs. This will reduce maintenance costs so that there is not a strip of grass to mow.
3. It was suggested that the park district include an accessible ramp from the parking area to the sidewalk and from the sidewalk to the entrance of the playground.
4. The City will maintain the existing split rail fence along the sidewalk between the playground and sidewalk, serving as a physical barrier for protection and safety for kids.

Easements granted by the park district will maintain that the City is responsible for the future maintenance of the sidewalk going forward.

Director Ellmann and Attorney Bersani recommend that the park district makes a capital contribution to the project, offering 50 percent of linear foot share (\$12,500) and to work with the City to develop an IGA for an easement for the portion that fronts district property and for a temporary easement for construction.

The Board gave their consensus to notify the City that the park district is willing to contribute \$12,500.

10. Executive Director’s Report

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

Technology – After the collaborative efforts of Wood Dale, Itasca and Glen Ellyn park districts to find a dedicated IT manager, the districts are currently looking into contracting a third party to provide a dedicated person. The person would be interviewed and approved by the districts. The person would remain an employee of the company and have the full power of the company’s workforce and resources should he/she be absent, take a vacation, or change employment. The employee would not receive park district benefits, and the park districts would define the parameters of the job.

The IGA currently applies to a hired individual, so the districts are modifying it to also include a contracted person. The IGA will be ready for review before the next Board meeting. All three districts are in support.

- A. TIF and Joint Review Board Update – Procedural issues were identified and are delaying the process and approval of the Joint Review Board (JRB). The underlying districts asked the City to consider an IGA that helps determine in advance how surplus funds get accessed. As there has been confusion in communication, the City is restarting the process by passing an ordinance dictating when the JRB will meet.

Attorney Mike Bersani left the meeting at 7:26 pm.

- B. Planning Approach for OSLAD Grant Application – Director Ellmann said it is his vision for the park district to receive a state grant for a park development project. A master plan is the foundation to position the district’s application for an Open Space Land Acquisition and Development (OSLAD) grant. He explained that OSLAD is a longstanding dedicated grant program that is funded by real estate transfer taxes.

He explained the grant cycle begins in July, with awards being presented between October through February of the next year. If approved, the district would have the guarantee of the funding and can begin construction. In order to submit a grant application, a park needs to be identified, and a master plan for the park needs to be developed. The grant application process is one that requires specialized work to develop the plan and write to the specifications of the application requirements. The current planning consultant to the district has been asked to submit a proposal for the work, and Director Ellmann described the steps involved in the process in great detail.

The Board gave consensus to start the planning process, engage the planning consultant and discuss details in February.

- C. Miscellaneous items –

Chamber Charity Gala Event – Director Ellmann will represent the district at this event. The event supports seven Wood Dale charitable organizations. The Board would like him to sit with The Child’s Voice.

Renovation of Board room and lobby – Two quotes were received, the first being the most cost effective; and plans are to move forward to get a concept plan developed so project construction can start in the fall.

Marketing – Director Ellmann developed a part-time marketing position that new employee Griffin Price will fulfill. Three critical needs were identified: 1) program guide, 2) technical use of software, and 3) coordination and design of general advertising and marketing. Program guide will be contracted independently.

11. **NEDSRA Report**

Director Ellmann had nothing to report.

12. **Salt Creek Golf Club Report**

Tony Perry, Director of Golf Operations, submitted a Golf Operations report for the month of January. He highlighted the following:

- The first fish fry fed 122 people.

- Pump house – The 55-horsepowered pump has been repaired. Parks staff has done numerous repairs on the building, such as reinforcing the roof for winter. In summer the roof will be replaced. All work will be done in-house. The interior of the pump house and equipment was cleaned of rust. Tony shared before and after pictures with the Board.

Tony spoke about the 10-horsepowered pump that pumps water to the pond and fountain off the 9th hole. The pump needs repair. A quote was accepted for the project from Illinois Pump. Staff is requesting consensus from the Board to allocate funds out of capital for pump repair and in-house excavation to be done when weather allows. The Board gave consensus.

- ComEd property – Tony told the Board that the arms installed to the new towers collapsed when erected. They were weak in the joints and need to be remanufactured. The project is delayed, but ComEd hopes to be off the Salt Creek Golf Course property by April 15.

13. Parks Department Report

Ray Chaussey, Director of Parks and Facilities, submitted a Parks Department report for the month of January. He had nothing further to report.

14. Business Department Report

Rhonda Brewer, Director of Finance and Administration, submitted a Business Department report for the month of January. She highlighted the following:

- Election – Rhonda confirmed that the three people running for election and re-election for the Park District Board were in the room: Rick Pokorny, Greg Stimpson and Dorothy Lange.
- Investments – She informed the Board that a portion of funds will be transferred, from Itasca Bank to Wood Dale Bank & Trust, not to exceed FDIC limits. She will provide documents for signature at a future meeting.
- Budgets – Rhonda is working on budgets and collecting surveys from other park districts about their protocol for salary increases in order to identify the proportionate increase to cost of living adjustments.

15. Recreation Department Report

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

- Included in the Board packet was a recreation coordinator update. Michele commended the preschool and fitness coordinator present in the room on a tremendous job so far. She highlighted the key responsibilities and goals of each coordinator position at length. The part time positions include preschool, fitness, special events, and senior coordinators. President Lange inquired about the hours of the coordinators, and a short discussion ensued.

Michele summarized her participation report. Participation numbers from 2013 to 2014 were stable. Class cancelation rate is 18.97 percent, with the standard being 20-25 percent. Overall the district is doing well. Michele said that all programs are being evaluated to access overall structure, which ones can be dropped and which new ones can be brought in.

16. Commissioner Comments and Future Agenda Items for Consideration

There were no additional comments.

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

No action taken.

18. Adjournment

It was moved by Commissioner Stout, seconded by Commissioner Sbertoli, to adjourn this General Meeting at 8:17 pm.

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

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