

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, Pulice, Sbertoli, Schroeder

Absent: Commissioner Stout

Also Present: Matt Ellmann, Executive Director; Liz Serruto, Recreation Supervisor; Ray Chaussey, Superintendent of Parks; Tony Perry, General Manager; Carolyn Mondlock, Recording Secretary.

Members of the Public: none

3. Pledge of Allegiance

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

4. Additions to Agenda

Commissioner Schroeder asked to add discussion about preschool fees to Item 15 Commissioner Comments and Future Agenda Items for Consideration.

5. Approval of Consent Agenda Items

A. Approval of minutes of the Regular Meeting of June 24, 2014

B. Approval of minutes of the Special Meeting of June 19, 2014

C. Approval of the monthly expenditures, totaling \$304,504.33 covered by check nos. 76171 through 76350 (\$200,993.78) and payroll for 7/3/14 (\$103,510.55)

It was moved by Commissioner Pulice, seconded by Commissioner Sbertoli, to approve the minutes of the Regular Meeting of June 24, 2014; the minutes of the Special Meeting of June 19, 2014; and the monthly expenditures, totaling \$304,504.33 covered by check nos. 76171 through 76350 (\$200,993.78) and payroll for 7/3/14 (\$103,510.55)

Ayes: Commissioners Lange, Pulice, Sbertoli

Nays: None

Abstain: Commissioner Schroeder

MOTION CARRIED

Commissioner Schroeder abstained from the roll call vote because she was not able to be present at the May and June meetings.

6. Written & Public Communication

A. Public Comments – none.

B. Written Correspondence – Letter from Addison Park District concerning the agreement for IT services. This topic is included as New Business Item 7C on the agenda. The Board deferred discussion until Item 7C.

7. **New Business**

- A. Bi-Annual review of Executive Session closed minutes and approval to release minutes identified – Director Ellmann reviewed the requirements of the Open Meetings Act about reviewing on a semi-annual basis the minutes of executive session meetings.

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 July 22, 2014.

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

Ayes: Commissioners Lange, Pulice, Sbertoli, Schroeder

Nays: None

MOTION CARRIED

- B. Adoption of a policy regarding electronic attendance at meetings – The topic of attending Board meetings remotely because a Commissioner is ill or has business that prevents him or her from physically attending was discussed. Director Ellmann consulted with the Illinois Association of Park Districts (IAPD) and the park district attorney and presented the Board with a policy that would permit Commissioners to electronically participate in meetings that meets the requirements of the Illinois Open Meetings Act.

Commissioner Pulice asked if a Commissioner needed to be present for the whole meeting, in which Director Ellmann replied that the Commissioner would have to disclose whether he or she is stepping in or out of the meeting so it is reflected in the minutes.

Commissioner Pulice also asked if a Commissioner could remote into the meeting to hear one topic and vote and then leave the meeting. Director Ellmann's interpretation of the Illinois Open Meetings Act is that you can, but he will check with the IAPD to confirm. The Commissioners discussed notification procedures, and Director Ellmann summarized capital costs of installing a remote system and the different system options.

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to approve the Policy Regarding Electronic Attendance at Meetings and to direct staff to insert it into an appropriate section of the Board Policy Manual.

Ayes: Commissioners Lange, Pulice, Sbertoli, Schroeder

Nays: None

MOTION CARRIED

- C. Consideration of an Intergovernmental Agreement between the Glen Ellyn Park District and the Wood Dale Park District for shared use of an Information Technology Manager – The current IT Manager that is shared by Addison, Bloomingdale, Glen Ellyn and Wood Dale park districts has decided for various business and personal reasons to continue being a shared employee with Addison and Bloomingdale park districts only. Glen Ellyn and Wood Dale are exploring entering into an Intergovernmental Agreement to provide shared use of an IT Manager. Director Ellmann is seeking consensus from the Board to move forward in developing an agreement for a shared IT position with the Glen Ellyn Park District. Director Ellmann also requested the allocation of an additional \$10,000 annually to fund the expansion of the position from 1 day per week to 2.5 days per week based on the demands of the position and needs of the Park District. The Board granted support and consensus after brief discussion.
- D. Board attendance at the NRPA Congress – Commissioners Lange, Sbertoli and Schroeder will be attending the National Recreation and Park Association (NRPA) Congress annual conference.

8. Unfinished Business

- A. Items removed from Consent Agenda – No items were removed.
- B. Approval of a Professional Services Agreement with Planning Resources Inc for a Community Wide Attitudes and Interests Survey and creation of a Comprehensive Strategic Master Plan – Director Ellmann stated that when the Board made their selection of Planning Resources Inc. (PRI), he and Board President Lange met with their principal on July 2, 2014 to discuss the scope of services and the preparation of a Professional Services agreement, which is included in the Board packet at this general meeting for the Board's review, discussion and acceptance.

Director Ellmann further explained that there may be two possible add-ons to the scope of services. One would be base maps that would provide a basic layout of all the parks and their amenities. He handed out an example and explained that base maps would be a good tool for staff and a benefit to the public to see what is available in the parks.

The other additional service would be preliminary assistance for an OSLAD grant for a planned park renovation. PRI would provide a conceptual plan that would lead to a more detailed plan based on the Strategic Master Plan. The OSLAD grant would provide funding assistance for the development of a park. Following PRI's timeline, the park district would be in the position to apply for the grant by July 1, 2015.

Director Ellmann talked about options in the process of the development of the master plan and the retention of PRI. He also explained that he extended the turnaround time from six months to eight months to allow staff to effectively gather and organize information. This would allow the Board to adopt the plan in February of 2015, as opposed to December of this year.

Commissioner Pulice inquired about the number of surveys that will go out to the residents. Director Ellmann responded that 2,000 surveys will be mailed out, and the scope of the project requires that PRI obtain at least 400 surveys back.

The Board discussed the financials of the plan and scope of services. President Lange explained what incidentals would be included. It was agreed that \$1,900 would be allocated towards what PRI is calling "reimbursables". Director Ellmann explained that working effectively and cooperatively with PRI will help keep costs down. Discussion continued about OSLAD grants.

At this time Commissioner Pulice stated that she would be abstaining from voting on a motion to approve PRI for the project because she just recently accessed the Board packet and had not had time to review the agreement in more detail. Discussion ensued and the Board questioned specific items in the agreement. Director Ellmann and President Lange answered their questions.

Director Ellmann suggested that one Board member be a point of contact on the project, and it was decided that President Lange be that contact. Commissioner Schroeder suggested that since each Board member had an interest in specific areas of the project, that one be designated per their interest area. This will assure that each Board member is involved in the process and present during key benchmarking meetings of the project.

The Board decided to split up interest areas as follows: Commissioner Pulice: Surveys; Commissioner Sbertoli: Golf Operations; Commissioner Schroeder: Programs. President Lange initially chose Facilities. However, since she will be the main point of contact, it was decided that Commissioner Stout, who is not present at this meeting, should be asked if he would like to be involved in the Facilities area of the project.

It was motioned by Commissioner Schroeder, seconded by Commissioner Sbertoli, to approve the professional services agreement with Planning Resources Inc. to deliver a Community Wide Attitudes and Interests Survey and to create a Comprehensive Strategic Master Plan, totaling a basic fee of \$87,100, plus reimbursable expenses not to exceed \$1,900, to be funded \$45,000 out of the corporate fund and \$44,000 out of the capital fund.

Ayes: Commissioners Lange, Sbertoli, Schroeder

Nays: None

Abstain: Commissioner Pulice

MOTION CARRIED

9. Executive Director's Report

Director Ellmann submitted an Executive Director's written report for the month of July. He highlighted the following:

- A. Update on the examination of a temporary lease of property for the benefit of Salt Creek Golf Club – Director Ellmann reminded the Board that he was approached by a contractor involved in the Elgin-O'Hare expansion construction project about using a portion of property north of Salt Creek Golf Club to operate a temporary construction site for mixing cement.

Three steps have been taken to investigate the feasibility of such an operation. First, legalities and permit application requirements were investigated with DuPage County because the property is unincorporated. Second, park district staff went to view a similar construction project; however,

the mixer was permanent and staff could not satisfy their questions. Third, the Forest Preserve of DuPage County was contacted because of the road access easement, and the agency expressed no support of the project because of the amount of heavy truck activity that would be placed on the road through the property easement.

Director Ellmann explained that the park district has the right to make improvements to the easement, but this wasn't the intended use. Further, there are homes and a church near the property, and the amount of truck activity would not be well-perceived by the neighbors. The Board decided to direct staff not to pursue the project.

- B. City of Wood Dale inquiry of sharing costs for the installation of a sidewalk in front of Central Park along Hemlock – Director Ellmann was contacted again by the City of Wood Dale about the possibility of cost sharing on their planned sidewalk project on Hemlock, including in front of Central Park. The Board wants him to obtain more detail on the actual costs. Also, because project details were not confirmed by the City at the time the park district Board was developing this year's fiscal budget, funds were not allocated. Therefore, the Board would like to spread out payments over time.

C. Miscellaneous Items and Updates –

- TopGolf accountants plan to complete their financial report this week. The park district should have a copy shortly thereafter.
- A contractor would like to use property at Lionwood Park to temporarily stockpile dirt and clay, for approximately a few weeks or a month. They offered to make a donation to the park district and assured staff that they would provide a screen around the stock pile. Director Ellmann said he needs to check with the City because he is not sure if the area is a floodway. The Board is okay with the use of the property but wants the dentist office nearby to be notified.

Commissioner Pulice took a short break at 7:45 pm. She returned to the meeting at 7:48 pm.

- The library is bringing a bookmobile out for the teen camp and after school program.
- The pool gutters need repair in the future. More information will be obtained.

Commissioner Schroeder asked if Director Ellmann could explain more about the documentation relative to employee flex time referred in his report. He explained that he is allowing salaried exempt staff the ability to flex their work schedule with parameters, based on work demands. Furthermore, that this practice has been working well and not negatively impacting our customers or operations. As a result, he no longer sees the need for a formal policy as previously suggested. Brief discussion ensued with the Board.

10. NEDSRA Report

Director Ellmann received correspondence from NEDSRA about a special meeting next week (week of July 28) to engage an interim director.

11. Salt Creek Golf Club Report

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

- July is seeing an increase in revenue because weather has been cooperative and no outdoor events have been cancelled.

- FootGolf has been very well received. Two corporate FootGolf events have been booked this year to date. The Club is seeing approximately 30-40 people per weekend for FootGolf. The month of June saw 101 players. Over 200 players are anticipated for July.
- Cookouts on Friday nights are slightly down in attendance due to weather.
- The Luau event was sold out this year with 104 tickets sold.
- Nite-lite golf received a very positive reception. Players commented positively about the customer service received by golf course staff.
- Tony spoke about the three Chicago Bears tailgate parties planned and that ticket sales have been good to date.

President Lange took a short break at 8:03 pm. She returned to the meeting at 8:05 pm.

12. Parks Department Report

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

- Ray's crew is done with the relocation of the dumpster in the Salt Creek Golf Course parking lot. Nine additional parking spaces were created as a result.
- Ray is working with a landscape designer for three locations – golf course, cabin and recreation complex – to develop aesthetically pleasing settings, such as building a trellis at the golf course for wedding photo opportunities.
- The Community Park tennis courts will receive crack fill, then a patch, and then color coating. The gate will be enlarged and a ramp installed to accommodate ADA requirements.
- Duct work underneath the HVAC system on the roof of the recreation complex will be addressed next week (week of July 28).
- Four trees near the pool were cut down due to emerald ash borer infestation.

13. Business Department Report

Rhonda Brewer, Business Manager, submitted a written Business Manager report for the month of July. Director Ellmann briefly presented it in her absence. The Board had no questions.

14. Recreation Department Report

Liz Serruto, Recreation Supervisor, sat in for Michele Silver, Superintendent of Recreation, who submitted a Recreation report for the month of July. Liz highlighted the following:

- A new fitness coordinated started today, July 22.
- A current preschool teacher was hired as coordinator for the Playschool.
- A sales promotion for pool passes started today, July 22, offering customers a 65 percent discount. The promotion ends at 9:00 pm July 23.

15. Commissioner Comments

- President Lange would like to start discussion about a nepotism policy for future employees.
- President Lange would like to start a discussion about changing pool fees for next year.
- Commissioner Schroeder would like to know why fees for 4-year-old preschool morning class are the same as the afternoon class, yet the morning class does not have as many class dates. She feels there should be some way to compensating the families for at least a portion of the fee. She suggested ways to offset the fees. Discussion ensued with Recreation Supervisor Serruto providing details and possible remedies. Commissioner Schroeder asked that this topic be added to the next Board meeting agenda, so the Board could be advised to its resolution. Director Ellmann said he can report

electronically in advance so the Board doesn't have to wait a month to hear how staff resolved the issue.

- President Lange asked why fitness studio members don't have incentive to pay for a full year membership versus a monthly fee. Director Ellmann explained that the electronic funds transfer (EFT) option offers individuals the ability to spread out payments.

16. Executive Session

- A. For the purpose of discussing issues related to the hiring, firing, disciplining or compensation of personnel or status of an employee. 5 ILCS 120/2(c)(1)

It was motioned by Commissioner Sbertoli, seconded by Commissioner Pulice, to enter into Executive Session at 8:57 pm for the purpose of discussing issues related to the hiring, firing, disciplining or compensation of personnel or status of an employee.

Voice vote was taken; all in favor.

MOTION CARRIED

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

A special meeting was scheduled for August 19, 2014 at 6:00 pm to discuss the possibility of a contract for the executive director.

18. Adjournment

It was moved by Commissioner Pulice, seconded by Commissioner Schroeder, to adjourn the General Meeting at 9:12 p.m.

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, August 26, 2014, at 6:00 p.m.
