
These Minutes reflect the numbering on the Agenda.

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, Sbertoli, Schroeder, Stout

Absent: none

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

Members of the Public: Mike Bersani, Attorney – *arrived at 6:58 pm.*

3. Pledge of Allegiance

3. Additions to Agenda (for discussion purposes only)

There were no additions to the Agenda.

4. Approval of Consent Agenda Items (Roll Call)

- A. Approval of Minutes of the Special Meeting of June 18, 2013 (attached).
- B. Approval of the Budget & Appropriation Hearing Minutes of June 25, 2013 (attached).
- C. Approval of Minutes of the Regular Meeting of June 25, 2013 (attached).
- D. Approval of the Minutes of the Special Meeting of July 10, 2013 (attached).
- E. Approval of the Executive Session Minutes of July 10, 2013 (content only).
- F. Approval of the monthly expenditures, totaling \$457,254.91, covered by checks nos. 74331 through 74533 (\$243,953.06), and payrolls for 7/5/13 (\$107,452,06) and 7/19/13 (\$105,849.79).

It was moved by Commissioner Lange, seconded by Commissioner Sbertoli, to approve the Consent Agenda Items A through F as presented.

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

Nays: None

MOTION CARRIED

5. Written and Public Communication *(The Board has set a 7-minute maximum per individual for Public Communication)*

Written Communication –Director Ellmann read a letter to the Board from the Addison Park District Executive Director dated July 17, 2013, thanking the Wood Dale Park District for its “tremendous accommodations to the community, its programs and events by allowing them to use our aquatics facility this summer.” It went on to state that they are “grateful for the cooperative spirit of the neighboring districts in this time of need.”

6. New Business

- A. Approval of an Intergovernmental Agreement between Wood Dale School District #7 and Wood Dale Park District for cooperation with facilitating the Extended School Program – Director Ellmann explained that the changes to the Intergovernmental Agreement basically refer to dates

being updated for the calendar school year, to the before school program being eliminated at school sites, and to changing the park district executive director to reflect his name.

He reminded the Board that this program partnership has been in place for a few years, is working well, and should be continued to serve the needs of the community for after school care through recreation. The school board did approve the agreement earlier in the month. In answer to an inquiry from Commissioner Schroeder, Michele explained that the before school program was an offering at school sites, but enrollment was low to none. The program is still being offered in-house at the Wood Dale Recreation Complex with the kids being bused to school.

It was moved by Commissioner Pulice, seconded by Commissioner Schroeder, to approve the Intergovernmental Agreement between Wood Dale School District #7 and Wood Dale Park District for cooperation with facilitating the Extended School Program.

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

Nays: None

MOTION CARRIED

- B. Bi-annual Review of executive session minutes and approval to release specific recommended minutes – Director Ellmann said that in discussion with President Stout, a new and expedient process has been identified for review of closed session minutes as required semi-annually. The discussion was to have the executive director and one commissioner sit down twice a year and review all minutes, recommend which minutes would be released, and consult Attorney Bersani on the recommendation.

President Stout recommended Commissioner Schroeder for the review of minutes, based on her knowledge and tenure of the minutes. She and Director Ellmann engaged this process and are making a recommendation for designated minutes to be released. Director Ellmann charted the minutes in a spreadsheet for reference (Exhibit A, included in Board packet). He said the recommended minutes for release do not contain any detailed information, and he gave examples of minutes that can be released.

It was moved by Commissioner Pulice, seconded by Commissioner Lange, to approve the release for public inspection minutes of closed executive session meetings of the Wood Dale Park District as listed and designated for release on Exhibit A.

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

Nays: None

MOTION CARRIED

- C. Discussion of Strategic Planning Road Map and engaging a consultant to facilitate the first phase Director Ellmann reminded the Board that a strategic plan is to guide the park district into the future and ultimately for the next five to ten years. Budget funds have been set aside this fiscal year to get the process started. Director Ellmann created a draft of the Strategic Planning Road Map for 2013-2015, which he handed out at this meeting.

Before going over the road map, he reiterated to the Board that a strategic plan defines the agency's direction and how it plans to get there. It is a process, and there is no ideal template to follow because every community is different. However, all strategic plans contain core elements – vision and mission statements; values that can act as a foundation to achieving objectives; and analysis of current structures, facilities and services. Director Ellmann went on to explain that a community needs assessment will help define the processes and priorities, and that strategic

planning involves a series of exercises, studies and reports. Each step in the process is designed to build upon the prior step.

Director Ellmann walked the Board through the draft of the Strategic Planning Road Map. He explained it is a working document and should be used as a guide in the process of what the park district wants to accomplish. The document outlines the steps Director Ellmann suggests taking, the audience that the park district should work with on those steps, the suggested sources that would take the lead in facilitating those steps, and the projected length of time for the process and projected costs. He suggested a consultant, Barbara Heller of Heller & Heller, to support the initial phase of the project. She would assist the park district to completely facilitate Phase 1 of the project, as indicated in the road map.

Discussion ensued with the Board about the proposed calendar phases of the road map and the strategic plan development process. Director Ellmann explained Phase 1 in more detail in answer to questions posed by the Board.

It was moved by Commissioner Pulice, seconded by Commissioner Schroeder, to proceed with the refinement of the Strategic Planning Road Map and to engage a consultant that will work with the Executive Director in facilitating the first phase of the process, not to exceed \$10,000.

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

MOTION CARRIED

- D. Discussion of a Compensation Study and directing staff to interview and commission the best qualified firm to perform the study – Director Ellmann discussed the need for a compensation study in order to determine salary ranges for all full-time positions in advance of starting to prepare for next fiscal year's budget. A comprehensive study would look at comparable positions to other agencies with similar budgets and demographics. He said Business Manager Rhonda Brewer conducted an informal survey of other agencies that have recently completed similar studies.

In order to have a fair and unbiased study, Rhonda is looking at three outside consulting firms. Each provides different deliverables, and she is waiting for more information from each in order to determine which one would be the best to guide Wood Dale Park District. She explained that job descriptions will be updated in conjunction with the compensation study; and positions will be benchmarked against various other park districts of similar size, demographics and EAV, in addition to outside sources, in which to determine the fair market price for those positions.

Director Ellmann explained that the consulting firm will gather the information and present final deliverables to the Board. The firm may provide guidance but does not make recommendations. It is up to the Board to decide what to do with the information.

It was moved by Commissioner Sbertoli, seconded by Commissioner Lange, to authorize staff to interview consultants with experience performing compensation studies for Illinois Park Districts and to commission the best qualified firm to perform a study of full-time staff positions for the Wood Dale Park District at a cost not to exceed \$10,000.

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

MOTION CARRIED

- E. Approval of Resolution R-14-01 designating Freedom of Information Officers – Director Ellmann explained that an updated Resolution has been prepared for the Board’s approval, recommending that the Board keep the three current FOIA officers minus the former executive director.

It was moved by Commissioner Schroeder, seconded by Commissioner Pulice, to approve Resolution R-14-01 – Wood Dale Park District Resolution Designating Freedom of Information Officers as presented.

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

MOTION CARRIED

- F. Discussion and acceptance of the replacement of the water heater for the “Beach” pool – Ray Chaussey explained to the Board that the current water heater at the Beach water park is currently 25 years old. Over recent years, in addition to the annual preventive maintenance, additional service repairs have been necessary to keep the unit and system operating. The current Capital Budget has a \$20,000 allocation for a new pool heater.

It was moved by Commissioner Lange, seconded by Commissioner Schroeder, to approve the purchase of the new water heater for \$17,000 plus allocate up to \$1,000 for start-up fees. In addition, the Board allows maintenance department staff to install the water heater at the end of the pool season, but before draining the pool so the unit can be tested.

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

MOTION CARRIED

7. Unfinished Business

- A. Items removed from Consent Agenda – no items were removed from the Consent Agenda.
Attorney Mike Bersani arrived at 6:58 pm.

8. Executive Director’s Report

Director Ellmann submitted a Report for the month of July 2013. He reported and reviewed the following:

City of Wood Dale Vision Plan – In addition to Director Ellmann’s written report, he told the Board that he had the opportunity to attend a city council meeting where they presented and updated their vision plan that involves the city, park district and private properties.

Legislator Tour – Director Ellmann reported that he has reached out to the District’s legislators and had the opportunity to sit down with a representative a few weeks back. He also reported that Senator Cullerton wants to come out and visit with Director Ellmann and tour Wood Dale’s parks and facilities. The tour is scheduled for July 24.

Senior Club – Director Ellmann met with Marsha of the Senior Club to get to know her and learn about the Senior Club. He said that there are Bylaws and a Memo of Understanding that they will be voting on August 7, which will be presented to the Board at the August meeting.

Dog Park – Director Ellmann and staff have started to do some examination of the dog park operation. They are going to do a survey of dog park users on an evening and a weekend. Staff is working on questions to get a sampling of the demographic that is coming there, what they like about it, what they like to see, and what they think about a policy change or fee structure. Director Ellmann said that the Board will be presented with the results and a recommendation for the dog park.

School District 7 – Director Ellmann met briefly with John Corbett of School District 7, and they are planning to meet again in the near future to discuss the parking lot situation. He spoke with Ray about new school district diesel busses that may require the installation of docking stations, and he will research this topic before he meets again with John.

9. NEDSRA Report

NEDSRA did not have a July meeting, but Director Ellmann said he had an orientation to their programming with Lisa Deets of NEDSRA and Bruce Baum, Executive Director of Medinah Park District. He will be attending NEDSRA's August Board meeting.

10. Recreation Report

Michele Silver, Supt. of Recreation, submitted a Recreation Report for the month of July 2013. Michele reported and reviewed the following:

Pool Audit – The pool was audited by Ellis on Monday, July 15, and received an overall EXCEEDS rating for July.

Safety Training – Michele said the fire department is conducting their annual water safety training at the pool on August 13, 14 and 15, and she has staff scheduled.

Pool Back-to-School Hours – Michele informed the Board of the pool's back-to-school hours. Michele said that during the week of August 19 through the 23rd, the pool evening hours will be 6:30 pm to 8:30 pm.

Locker Room Project Examination Update – Michele and her staff conducted a customer satisfaction survey in the Fitness Studio. Surveys were turned in the week of July 15. She will be reviewing them to determine customer needs for lockers and the locker rooms. In addition, the survey posed questions about the Fitness Studio, equipment, basketball courts and the gym. She will present findings at the August Board Meeting.

Pickleball – Commissioner Schroeder thanked Michele and staff for offering pickleball. Michele said the sport is offered early in the morning to attract the clientele that are at the Recreation Center, many of them seniors, and because the gym is open at that time. She is also marketing the sport through e-mail blasts, website, flyers, brochure, and posters in the Fitness Studio. She will also present it to the Senior Club.

11. Parks Report

Ray Chaussey, Supt. of Parks, submitted a Parks Report for the month of July 2013. Ray had nothing to add to his report and the Board had no questions.

12. Salt Creek Golf Club Report

Tony Perry, General Manager, submitted a report for the month of July 2013. Tony reported and reviewed the following:

Luau – Tony told the Board that on July 13, Salt Creek Golf Club hosted its first Luau on the patio with 85 guests in attendance, which was full capacity for the patio.

Greens Superintendent – The Salt Creek team has been reviewing resumes for a greens superintendent and interviews will be scheduled.

Special events – Turkey Trot sign up – Sign up for this event is in August. Salt Creek then does a blind draw in September and picks 84 golfers to participate in the event. Bears Golf Outing – Last year Salt Creek sold out fast with 84 tickets purchased. Thirty two tickets have been sold this year for the November 29 event to date.

13. Public Communication

There was no further public communication.

14. Executive Session (if needed)

- A. Semi-annual Review of Executive Session Minutes. 5 ILCS 120/2(c) (21)
- B. For the purpose of discussing the purchase or lease of real property for use by the park district 5 ILCS 120/2(c) (5).

It was moved by Commissioner Lange, seconded by Commissioner Schroeder, to enter into Executive Session at 7:28 pm for the purpose of discussing the setting of a price for the sale of or lease of property owned by the park district. 5ILCS 120/2(c) (6)

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

Nays: None

MOTION CARRIED

Executive Session was adjourned at 7:37 pm, and the General Meeting reconvened.

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

16. Adjournment

It was moved by Commissioner Sbertoli, seconded by Commissioner Lange, to adjourn this General Meeting at 7:37 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, August 27, 2013, at 6:00 p.m.
