

1. **Call the Meeting to Order** – The meeting was called to order at 6:30 pm.

2. **Roll Call**

Board Members Present:

Dorothy Lange – President
Georgia Schroeder – Vice President
Denice Sbertoli – Secretary
Rick Pokorny – Treasurer
Greg Stimpson – Commissioner

Staff:

Matthew Ellmann – Executive Director
Ben Appler – Director of Parks & Facilities
Mike Huber – Director of Golf Course Operations

Also Present:

Carolyn Mondlock – Recording Secretary
Mike Bersani – Park District Attorney

Visitors:

Kelly Zabinski – Resident

3. **Pledge of Allegiance**

4. **Additions/Changes to Agenda** – *none made.*

5. **Approval of Consent Agenda Items**

- A. Approval of the Special Meeting Minutes (B&A Public Hearing) of June 27, 2017
- B. Approval of the Regular Meeting Minutes of June 27, 2017
- C. Approval of the monthly expenditures: Totaling \$419,234.90, covered by check nos. 81580 through 81666 (\$240,616.14) and payrolls 6/30/17 (\$92,316.50) and 7/14/14 (\$86,302.26).

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the Consent Agenda as presented.

ROLL CALL VOTE, FOUR IN FAVOR, MOTION CARRIED

Commissioner Schroeder abstained as she was not present at the June 27 meetings.

6. **Public Communication**

Resident Kelly Zabinski thanked the Board for hearing her comments. Comments referred to concerns with staff turnover, the executive director's contract and goals, the hiring of GovTemps and the bid for audit services and the processes involved. She informed the Board that the FOIA form is out of date.

7. **Written Communication** – *none.*

*President Lange asked that Agenda Item 15. **Executive Session** be moved before Agenda Item 8. **New Business** so that Attorney Bersani could exit the meeting shortly thereafter.*

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to move into Executive Session at **6:38 pm** for the following:

- A. Semi-annual review of closed session minutes pursuant to 5 ILCS 120/2(c)(21)
- B. Discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, pursuant to 5 ILCS 120/2(c)(1)

ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

*The Board re-entered back into the General Meeting Open Session at **7:03 pm**.*

8. New Business

- A. Memorandum of Understanding between Bensenville-Wood Dale Football and Cheerleading Association and Wood Dale Park District (Matthew Ellmann) – Director Ellmann informed the Board that the Memorandum of Understanding is for use of Community Park for practices of the above association. The proper certificate of insurance is on file.

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to approve the Memo of Understanding for the 2017 Bensenville-Wood Dale Football and Cheerleading season. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED*

- B. Parking Lot Asphalt Pavement & Striping Work Contract Payout in the amount of \$24,240 to Elementary School District #7 for work performed by Advantage Paving Solutions Inc. (Ben Appler) – Ben reported that the parking lot asphalt pavement and striping work is complete. The school district did the bid process and the job ran smoothly. Commissioner Pokorny observed good drainage after a large rain storm. He also reviewed and evaluated the documentation.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to approve the parking lot asphalt pavement and striping work contract payout in the amount of \$24,240 to Elementary School District #7 for work performed by Advantage Paving Solutions Inc. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- C. Central Park Construction Contract Payout #3 in the amount of \$41,385.60 to Copenhaver Construction (Ben Appler & Matthew Ellmann) – Ben informed the Board that the third payment to Copenhaver Construction is due for the Central Park project. Recent rains delayed the project a couple of days, but overall the project is on schedule. Shelter materials have been delivered and asphalt may be spread this week depending on weather. The project is making significant progress. Commissioner Pokorny reviewed the payout documentation and financials for the project prior to this meeting.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to approve the Central Park Construction Contract payment in the amount of \$41,385.60 to Copenhaver Construction. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- D. Central Park Change Order #2 for color coating courts (Ben Appler) – Ben explained that the color coating of the multi-court pad and half basketball court was removed from the original scope of the Central Park project to save costs, but when costs were compared between parks staff doing the color coating and the contractor, it was realized that it is best to allow the contractor to perform the color coating. The contractor will honor the original bid price for the service. Director Ellmann explained that funds were placed in the capital budget for this purpose.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve change order #2 with Copenhaver Construction for color coating the courts at Central Park. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- E. Fourth Amendment to TopGolf lease relating to construction and cost sharing for Thorndale Frontage Road access drive (Mike Bersani) – Attorney Bersani explained the Fourth Amendment pertaining specifically to the access drive under construction should be added to the existing ground lease between the Park District and TopGolf. It states that costs will not exceed \$133,446 and that the Park District and TopGolf will share those costs 50/50. It also states that the modifications to the mini golf course not exceed \$25,000. Maintenance costs of the access drive shall be shared 50/50, the same as the parking lot which is part of the original lease agreement. The Park District/Salt Creek Golf Club shall have nonexclusive use of the access drive for patrons and staff.

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to approve adding the Fourth Amendment to the TopGolf Lease relating to construction and cost sharing for the Thorndale Frontage Road Access Drive. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- F. Resolution R-18-01 to maintain confidentiality and/or release of Park Board Closed Session Minutes (*Mike Bersani & Matthew Ellmann*) – Reviewed in Executive Session.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to approve Resolution R-18-01 to maintain confidentiality of Park Board closed session minutes. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- G. Resolution R-18-02 providing for the destruction of verbatim recordings of approved Closed Session Meeting Minutes (*Mike Bersani & Matthew Ellmann*) – Reviewed in Executive Session.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve Resolution R-18-02 providing for the destruction of verbatim recordings of approved closed session minutes. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- H. Land Acquisition & Environmental Review Policy (*Matthew Ellmann*) – Director Ellmann said earlier this year he met with our PDRMA representative to get prepared for our Loss Control Review. The technician pointed out some of the deficiencies, one of which is the absence of a program and policy to protect the district from exposed risks to hazardous substances and environment cleanup as it relates to property acquisition. Director Ellmann said that to be proactive and prepare the district for the loss control review and position the park district for a higher score, the policy presented was assembled with the help of PDRMA. Attorney Bersani has reviewed it.

Director Ellmann pointed out two errors in the language that were corrected, and Attorney Bersani addressed a question by Commissioner Schroeder about the interpretation of other language.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to approve the Land Acquisition Environmental Program Policy. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

Attorney Bersani departed the meeting at 7:24 pm.

- I. Purchase of an electronic sign and allocation of additional capital funds (*Ben Appler*) – Ben presented information for the purchase and installation of a digital signboard in front of the Recreation Complex to replace the current 25-year-old sign. The new sign would be the same height to accommodate the sign ordinance, however it will be cloud-based with the ability to operate it from within the building through software. The contract with the installer, Omega Signs, includes warranty of five years parts and labor. The quote Ben received includes installation. The quote is \$2,000 over budget which is why Ben is seeking Board approval. Installation was not included in the original budget amount.

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to have staff purchase an electronic digital sign from Omega Sign in the amount of \$19,899 and to use funds from the capital budget. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- J. Fiberglass overlays for pool capital expense (*Ben Appler*) – The fiberglass gutter cap project at the pool is complete. Costs were scheduled to come out of the 2016-17 budget. Two-thirds of the materials were received during that budget year and paid. The last batch of gutter cap material

was obtained in May 2017. This year's capital budget earmarked demo and installation work to be done but not the balance of the gutter caps themselves. An additional \$4,553 is capital expense and completes payment for the project. Commissioner Schroeder inquired as to if the total cost was within the original anticipated budget for the entire project. Staff responded that it was.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve an additional capital expense of \$4,553 for the gutter cap final payment. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- K. Discussion of Draft Cabin Study (Matthew Ellmann) –Director Ellmann summarized last month's presentation by Williams Architects about the Cabin Study. Since then, the Board toured the facility and expressed thoughts on the degree of cost to rehabilitate as well as the limited value to the community once completed. The Board briefly discussed their concerns. Comments about salvaging some materials if the cabin is raised were made, for example, using the logs to recycle into benches. Director Ellmann inquired if the concept plan for the park should reflect the removal of the cabin. The board agreed to have the plan reflect a new shelter and the removal of the cabin structure.

Director Ellmann suggests the following:

1. Conduct a courtesy presentation to the City and public
2. Conduct environmental phase I study
3. Explore salvaging and costs

The Board suggests conducting environmental study simultaneously to move things along while presentations are scheduled and costs are explored.

9. Unfinished Business

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

10. Executive Director's Report (Matthew Ellmann)

- A. Salt Creek Golf Club/Top Golf access drive update
- o Topic was addressed previously in these minutes.
- B. Misc updates
- o Tollway Authority – They want to have a celebration of the tollway's opening on October 28 with a 5K run and festival for the public. They have asked the Park District and Salt Creek Golf Club to sponsor the event by providing golf carts; however, the Turkey Trot is the same day, so the District is looking at other ways to sponsor or may work with another course to provide golf carts.
 - o Staff - A new director of finance & administration will be introduced at the August meeting.
 - o Arial Challenge Course – Work on a draft operating agreement is making progress.
 - o Cell Tower Lease – Lease is delayed due to provisions PDRMA is requesting in the lease that are unfamiliar to American Tower. In addition, American Tower is requesting a confidentiality clause that cannot be upheld by the Park District since we are bound by the Open Meetings Act. Director Ellmann said the attorneys are still working to finalize a lease.
 - o Water Rats Swim Team – Director Ellmann and his recreation team met with members of the swim team board to share and address specific requests and concerns. Another meeting is scheduled for August. The team is concerned that their numbers are dropping. The Park District plans to assist with marketing efforts and to also look at where there is scheduling flexibility at the pool for the swim team to practice some hours in the afternoons or evenings as they are requesting.

11. Recreation Department Report

- A. 50th Anniversary Events update

- Director Ellmann discussed the committee's suggestion of having an event in November at the golf course for invited guests to share and celebrate the park district's history. The guests would be city and community officials and dignitaries. A different event will be held at the recreation center with many family activities planned the following day on Saturday.
- Recreation department is preparing to include the 50th Anniversary festivities in our fall events such as Festravaganza and the ScareWalk.
- The State House of Representatives passed a resolution in the park district's honor.
- Elmhurst College students have been requested to create a historical video about the park district.

B. Miscellaneous

- Pool sales are down 14% from 2016; scans down 4%. Daily admissions are up 12%, along with concessions up slightly and pool party rentals.

12. Finance & Administration Department Report (*Matthew Ellmann*)

- June saw receipt of first installment property taxes, and expenses are higher due to more capital projects this year compared to last year.
- A CD matured so Director Ellmann will contact institutions about rates and present that information to the Board at the August meeting.

13. Salt Creek Golf Club Report (*Michael Huber*)

- Mike spoke of the recent storms and damage to the course. The blue/outer course experienced the most damage with trees and limbs down, so the focus was on getting the white course up and ready as soon as possible before more extensive work took place to repair the blue course. GolfNow assisted with communications to their customers and tee sheets were called. Leagues were able to be accommodated on the white course after the stormy weekend.
- Mike is assessing the value of working with WBIG for a radio advertising trade. This requires no out-of-pocket expense. There is currently no ROI yet from the Value Pak coupons. For donation requests, more thought is being given whether to donate rounds of golf or food and beverage discount coupons.
- Mike is working with IT on printing receipts so that food can be ordered at the bar but the ticket be printed in the kitchen.
- President Lange asked about the phone system. Mike confirmed that all calls are routed through the pro shop, which is open from 6:30 am to dark.
- A new online event contracting and organizing software is being used at no charge. It improves efficiency by creating event order sheets that can be sent to the kitchen or bar so that staff has more ownership and are informed of event details.
- Salt Creek has signed up with Wedding Wire and has seen a 7% increase in website traffic. Current photos are dated so staff is reaching out to recent weddings and upcoming weddings for the rights to use their photography on our website and our Wedding Wire account.

14. Parks & Facilities Department Report (*Ben Appler*)

- Ben summarized changes related to the construction at Central Park:
 - Infrastructure for the detention pond required a \$2,700 change, which is part of the permit allowance already included in the contract.
 - Discovered 2-inch clay tile entering the site southwest of the multi-court area, which requires installing a tile line to discharge into the southwest rain garden – this is about a \$1,500 addition and could be covered by the allowances already included in the contract price.
 - Replaced a curb inlet with 48-inch manhole instead of coring into existing inlet, saving \$3,000 of the contract price.
 - If any of the allowances are not used, they will be deleted from the contract and the unused allowances would be credited to the Wood Dale Park District at contract completion.
 - Ben explained some technicalities about existing piping and storm water management in answer to a question by Commissioner Schroeder.

- Trees – Three dead trees were taken down from the dog park, and 20 dead ash trees were removed behind residences on Murray Street. Three oaks went down at the dog park because of the storm. One of the trees is believed to belong to Du Page county.
- Ball fields were mowed in preparation for the Prairie Fest event.

15. Executive Session – moved to precede Agenda Item #8. New Business.

16. Commissioner Comments & Future Agenda Items for Consideration

President Lange suggested a Board retreat to conduct strategic planning and project prioritizing. Date to be determined.

17. Adjournment

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to adjourn this General Meeting at 8:39 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

President

Secretary