

**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, Stout

Absent: Commissioner Schroeder

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

Members of the Public: Gayle Hearn, WDPD staff.

**3. Pledge of Allegiance**

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

**4. Additions to Agenda**

The topic of “remoting into meetings” was added to agenda item 7, New Business, as 7H. Policy regarding electronic attendance at meetings.

**5. Approval of Consent Agenda Items**

- A. Approval of minutes of the Regular Meeting of May 27, 2014.
- B. Approval of minutes of the Executive Session of May 27, 2014.
- C. Approval of minutes of the Budget & Appropriations Public Hearing of May 27, 2014.
- B. Approval of the monthly expenditures, totaling \$273,277.42 covered by check nos. 76040 through 76170 (\$101,475.50) and payrolls for 6/6/14 (\$83,758.21) and 6/20/14 (\$88,043.71).

It was moved by Commissioner Stout, seconded by Commissioner Sbertoli, to approve the minutes of the Regular Meeting of May 27, 2014; the minutes of the Executive Session of May 27, 2014; the minutes of the Budget & Appropriations Public Hearing of May 27, 2014; and the monthly expenditures, totaling \$273,277.42 covered by check nos. 76040 through 76170 (\$101,475.50) and payrolls for 6/6/14 (\$83,758.21) and 6/20/14 (\$88,043.71).

Ayes: Commissioners Lange, Pulice, Sbertoli, Stout

Nays: None

**MOTION CARRIED**

**6. Written & Public Communication**

- A. Public Comments – none.
- B. Written Correspondence – Included in the Board packet is a letter from Bloomingdale Park District requesting termination of the agreement for the shared use of an information technology (IT) coordinator. Wood Dale Park District currently shares the services of an IT coordinator with Bloomingdale, Addison and Glen Ellyn park districts. The IT coordinator will continue to serve Bloomingdale and Addison but in a different capacity. Wood Dale Park District is exploring the possibility to enter into a shared agreement with Glen Ellyn for another IT coordinator yet to be determined. The current IT coordinator will continue services until July 31.

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Not included in the Board packet is a letter from NEDSRA thanking the Board, park district and Salt Creek Golf Club for the use of the Club, and for the help and support of the successful 100-hole challenge.

**7. New Business**

A. Recognition of Gayle Hearn for 10 years of dedicated service – The Board celebrated employee Gayle Hearn’s ten-year full-time anniversary with the park district. She started part time in 1994 at the golf course. She moved to the business office because of her financial background and in 2004 became a full-time employee. She has a total of 20 years with the park district. Business Manager Rhonda Brewer commended Gayle on the scope of her responsibilities and how efficiently she handles them. The Board and staff applauded Gayle and took pictures. Gayle received a plaque and monetary bonus.

B. Approval of Ordinance O-15-03 of the Wood Dale Park District, DuPage County, Illinois ascertaining the prevailing rate of wages for laborers, workman and mechanics employed on public works of said park district.

It was moved by Commissioner Pulice, seconded by Commissioner Sbertoli, to adopt Ordinance O-15-03, an Ordinance of the Wood Dale Park District, DuPage County, Illinois, ascertaining the prevailing rate of wages for laborers, workmen and mechanics employed on public works of said district.

Ayes: Commissioners Lange, Pulice, Sbertoli  
Nays: Commissioner Stout

MOTION CARRIED

C. Approval of Ordinance O-15-04, authorizing conveyance of personal property – fitness equipment – a brief discussion took place about the sale of surplus equipment.

It was moved by Commissioner Stout, seconded by Commissioner Sbertoli, to approve Ordinance O-15-04, authorizing conveyance of personal property – fitness equipment – which is no longer of use to the park district and to direct staff to sell the equipment.

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

MOTION CARRIED

D. Approval of Ordinance O-15-05, authorizing conveyance of personal property – 2006 Ford F350 Extended Cab Truck – Ray Chaussey summarized the process of trading in equipment or going to auction. The Ford F350 will go to auction in order to yield a higher return.

It was moved by Commissioner Pulice, seconded by Commissioner Stout, to approve Ordinance O-15-05, authorizing conveyance of personal property – 2006 Ford F350, 4-Wheel Drive Extended Cab Pickup.

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

MOTION CARRIED

E. Approval of P-card procedures manual for internal controls associated with the agency purchase card program – Included in the Board packet is a procedures manual for the Mastercard purchase card program. The procedures about how the cards are used and managed were put in place in 2007 at the initiation of the program as a requirement of the bank issuing the card. The

procedures are being brought to the Board at this meeting for review and approval. The procedures will be brought to the board for review on a yearly basis going forward and staff plans to introduce a “Voluntary Misuse Declaration Form” as a vehicle to reconcile accidental use of the card. For example, accidental use might include staff mistaking the company card for their personal card when making a purchase.

Additional discussion ensued about current processes and procedures and staff using the cards. Director Ellmann and Business Manager Brewer addressed questions and explained purchases.

It was moved by Commissioner Stout, seconded by Commissioner Pulice, to approve the Wood Dale Park District Mastercard Purchase Card Program Procedures Manual.

Ayes: Commissioners Lange, Pulice, Sbertoli, Stout

Nays: None

MOTION CARRIED

- F. Approval of the renewal of an intergovernmental agreement with School District #7 for the after school program – Michele Silver said the dates changed to coincide with the school year.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stout, to approve the Intergovernmental Agreement between the Park District and School District #7 for the Extended After School Program for year 2014-15.

Ayes: Commissioners Lange, Pulice, Sbertoli, Stout

Nays: None

MOTION CARRIED

- G. Approval of TopGolf request to perform capital property improvements, specifically replacing synthetic surfacing – Director Ellmann explained that TopGolf needs to replace the synthetic turf on the range due to seasonal wear and tear. A letter is included in the Board packet outlining the replacement schedule. An estimated \$48,000 is the cost of turf replacement.

Director Ellmann also explained that a financial review of TopGolf’s audited figures is being reviewed by Grant Thorton as requested by the park district for compliance with the terms of the lease agreement. The Board received a summary for their review.

The Board gave consensus for TopGolf to go ahead and replace their synthetic turf as planned.

- H. Addition to Agenda: Policy regarding electronic attendance at meetings – The Board discussed what electronic attendance at a Board meeting would require. Director Ellmann presented examples of policies from two different park districts and explained what qualifies absence from a meeting yet permissibility to participate electronically. For a Board member to be qualified to participate electronically, the following requirements are identified: a) member is ill or disabled; b) business or work is preventing member’s attendance; or c) member has family emergency. Being on vacation is not permissible.

The Board requested that Director Ellmann check with the IAPD about electronic attendance at Board meetings. Director Ellmann explained that proper apparatus would need to be in place to accommodate remote attendance.

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**8. Unfinished Business**

- A. Items removed from Consent Agenda – No items were removed.
- B. Discussion of professional services proposals for a Community Wide Attitudes & Interests Survey and creation of a Comprehensive Strategic Master Plan – Professional services proposals for a Community Wide Attitudes and Interests Survey and creation of a Comprehensive Strategic Master Plan have been narrowed down to three firms. The Board discussed the proposals and references. Discussion ensued about particular points in the proposals and what was viewed as the strong and weak points of the firms.

Extensive discussion ensued about all proposals received and experiences of other park districts with those firms. The Board conferred the project to Planning Resources Incorporated. The Board gave consensus for Commissioner Pulice to work with Director Ellmann to list what the Board wants and expects of PRI in order to successfully reach the goals of the project.

**9. Executive Director's Report**

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

- A. Update on the examination of a temporary lease of property for the benefit of Salt Creek Golf Club – There was no discussion on this topic.
- B. Miscellaneous Items and Updates –
- Fairway Suites – Director Ellmann reminded the Board that the Fairway Suites agreement is set to expire June 30. Working with the park district attorney, a letter was drafted to obtain outstanding obligations of \$2,871 for legal services and to remind Fairway Suites of the end of the agreement. The letter will be mailed certified July 1.
  - The Board was reminded that Prairie Fest is coming up on August 7, 8, 9 and 10 and volunteers are needed.
  - Director Ellmann informed the Board about an upcoming Situational Leadership Workshop that may be of interest to them.

**10. NEDSRA Report**

Director Ellmann informed the Board that NEDSRA has a very respected and admired adaptive sports program and is considering a merger with the Western DuPage Special Recreation Association (WDSRA) to increase participation and provide better quality sports. He also reminded the Board that NEDSRA's Annual Golf Challenge is scheduled for September 10.

**11. Salt Creek Golf Club Report**

Tony Perry, General Manager, was absent from the meeting but did submit a written Golf Club report for the month of June. The Board had no questions. Director Ellmann talked about the success of the FootGolf program and distributed newly created FootGolf scorecards to the Board. He said a bridal path and trellis is being constructed off the patio deck where wedding ceremonies and pictures are usually taken, which will be a good marketing feature.

**12. Parks Department Report**

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

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- The Board asked about the tennis courts. Ray said no bids came back and explained the many factors affecting that process. Staff has decided to complete the project prep in-house, such as meeting ADA requirements and installing fence posts. A vendor will be secured to fill the cracks and color/sealcoat the courts after three proposals are obtained.

*Commissioner Stout left the meeting at 7:54 pm.*

- Ray told the Board that he is working with a landscape architect that has been asked to provide landscaping plans of what can be done to enhance the park district's facility fronts – cabin, recreation center, and golf course area where the trellis will be constructed.

**13. Business Department Report**

Rhonda Brewer, Business Manager, submitted a Business Manager report for the month of June. She highlighted the following:

- Four interviews have been set up with IT candidates for Wood Dale and Glen Ellyn.
- A FOIA request was received by an organization called Open the Books, requesting all vendor information, payments, check numbers and amounts from 2008 through 2013, broken down by year. Rhonda said the monthly check list contains all this information.
- She will provide the Board with budget comparisons generated by the financial software instead of manually compiling each month.

**14. Recreation Department Report**

Michele Silver, Superintendent of Recreation, submitted a Recreation report for the month of June. She highlighted the following:

- A special event coordinator was hired.
- Consensus between recreation and marketing to combine the winter and spring season guides was made, starting in year 2015.
- Michele explained the difference of numbers in her participation report include programs that were recorded in different seasons. Overall the numbers are consistent.

**15. Commissioner Comments**

President Lange said the Board still needs to discuss a contract for the executive director and would like to wait until Commissioner Schroeder is present.

**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)

*There was no Executive Session.*

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

**18. Adjournment**

It was moved by Commissioner Pulice, seconded by Commissioner Sbertoli, to adjourn this General Meeting at 8:17 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, July 22, 2014, at 6:00 p.m.

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