

1. **Call the Meeting to Order** – The meeting was called to order at 6:31 pm.

2. **Roll Call**

**Board Members Present:**

Dorothy Lange - President  
Georgia Schroeder – Vice President  
Greg Stimpson – Treasurer  
Denice Sbertoli – Secretary

**Staff:**

Matthew Ellmann – Executive Director  
Karin Johns – Director of Administration & Finance  
Frank Bonanno – Assistant Director of Golf Operations  
Michele Silver – Director of Recreation & Projects

**Also Present:**

Carolyn Mondlock – Recording Secretary

**Visitors:**

None

3. **Pledge of Allegiance**

4. **Additions to Agenda**

Director Ellmann informed the Board that he will talk about the City of Wood Dale’s Intergovernmental Partnership – Thorndale Corridor Master Plan – in his Executive Director’s Report Item 9.C.

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Meeting Minutes of February 23, 2016
- B. Approval of the monthly expenditures: Totaling: \$174,627.21, covered by check nos. 79189 through 79318 (\$54,647.05) and payrolls 2/26/16 (\$59,681.77) and 3/11/16 (\$60,298.39).
- C. Approval of Ordinance O-16-07, authorizing conveyance of personal property (Combi-Oven).

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to accept the Consent Agenda as presented. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

6. **Written & Public Communication**

No communications were submitted or public present to comment.

7. **New Business**

- A. Approval of Memorandum of Understanding with Wood Dale Baseball Association (WDBA) (*Michele Silver*) – Commissioner Schroeder questioned a typo in the Memo of Understanding that Michele said is reflected accurately in a new copy. The Commissioners were concerned with conflicting sentences in the Memo determining each party’s financial obligation should facility repairs be needed. Since the WDBA season starts April 4, the Board is fundamentally in support of them using the fields. However, the Board’s approval of the Memo of Understanding is pending until staff determines the intent of the statements requiring clarification and modifies those statements for consistency. The memo will be re-presented to the Board for approval as part of a Special Meeting scheduled for April 5.
- B. Presentation of Capital Funding Financial Forecast (*Karin Johns*) – Director Ellmann explained the intent of the financial forecast. Karin led the discussion explaining how the District is mapping out revenue sources as well as ongoing expenses. She pointed out three revenue sources – TopGolf, transfers from the vehicle replacement fund, and the special recreation fund. She presented comparisons based on last year’s budget, the current year’s budget, and the anticipated budget for the next three years.

She and Director Ellmann explained each revenue source and how the funds are being transferred. A brief discussion ensued about NEDSRA and the special recreation fund. Karin addressed the expense side that is being budgeted for master plan park improvements. They

both answered questions from the Board. The upcoming Special Meeting on April 5 to examine drafts of the operating and capital budgets will enable the Board to review finances by line item detail.

- C. Acceptance of Central Park Design/Development Proposal (*Matthew Ellmann*) – Director Ellmann presented a Central Park design/development engagement proposal from Planning Resources Inc. (PRI). He recommended that the board accept the proposal so we could begin preparing the design and development drawings and specifications for construction of this park. As the process unfolds, decisions will need to be made on what may or may not be included in each phase and what funds are allocated.

The Board reviewed the preliminary design/development proposal by PRI in detail with Director Ellmann answering questions and explaining what the fees reflect. The Board wanted further clarification on the fee for storm water permitting services and the additional fee for storm water permitting. Director Ellmann explained the service is the fee for managing compliance with the permit and the actual permitting fee is for the permit to be issued. However, he will ask PRI to confirm that information. The Board consensus is to move forward and engage PRI to begin the design/development process.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to accept the Design/Development proposal from Planning Resources Inc. for Central Park and to direct the Executive Director to sign and enter into an agreement with them. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- D. Aerial Park Memorandum of Understanding (*Matthew Ellmann*) – Director Ellmann presented a Memorandum of Understanding prepared by the district with help from Edge Adventures for an aerial adventure park. He explained to the Board that the Memo is not a binding agreement; it is to put forth a strategy for developing such a park. He said there is some difference of opinion as far as the timetable is concerned, but by accepting the Memo, the District is making a commitment to move forward with the process.

Site planning process and public input meetings were suggested to receive community input before committing to the project. Director Ellmann stressed how the District needs to help educate the community about the benefits of the aerial park.

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to accept and approve the Memorandum of Understanding with Edge Adventures. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- E. Discussion of issuing a White Oaks Park Concept Design Request for Proposal (*Matthew Ellmann*) – Director Ellmann is preparing a Request for Proposal (RFP) to have an independent company develop a site plan for White Oaks Park to be redeveloped, and to include the aerial adventure park. The Board gave their consensus for Director Ellmann to move forward with the RFP.
- F. Preliminary discussion of amendments to the District's Compensation Plan (*Karin Johns*) – President Lange requested that the full Board be present to review this topic in order to hear questions and comments by all Commissioners. Commissioner Pokorny is not present this evening. President Lange asked that staff educate the Board about the Amendments to the District's Compensation Plan at the Special Meeting scheduled for April 5.

## 8. Unfinished Business

- A. Items removed from Consent Agenda (*none*)

- B. IAPD Draft Correspondence (*Matthew Ellmann*) – A final draft was included in the Board packet. Director Ellmann will send the letter out to the IAPD Board once all Commissioners have signed the letter and he verifies what is on the IAPD website. He feels it is beneficial for each Board member to personally sign it.
- C. Tax Consortium Agreement (*Karin Johns*) – Karin reported that the School Board concurred to go ahead to prepare the tax consortium agreement. Resolutions will go out to all partner agencies in April, and she will present one to the Wood Dale Park District Board in April. Karin said that any tax objections can now be sent to the firm Robbins Schwartz.

## 9. Executive Director's Report (*Matthew Ellmann*)

- A. National Golf Foundation Study Update – Director Ellmann said he received a draft of the operational analysis part of the study by National Golf Foundation (NGF). The next step is for the Park District Board to provide feedback while NGF puts together other components that include a fiscal plan and concepts regarding the future with TopGolf. Director Ellmann believes the full study can be ready by the end of April, and it's important for NGF to present it. Various elements are already being taken into account in the Park District's budget plan and decision making, and it is valuable information for the Park District to have for all its planning purposes. The Board decided to ask NGF to present the full report at the May 24 Board Meeting.
- B. IAPD Legislative Conference – Director Ellmann is attending the IAPD Annual Legislative Conference on May 4 in Springfield. He budgeted for additional staff and commissioners to come along to this educational conference. He asked the Commissioners if they have any interest in attending. President Lange said she will try to attend. She asked about the value of bringing staff. Karin said there's been good information on the tax cap levy, IMRF legislation, and grant funding to name a few.
- C. ADDED TO AGENDA: City of Wood Dale's Intergovernmental Partnership – Thorndale Corridor Master Plan – Director Ellmann passed out an "Intergovernmental Partnership – Thorndale Corridor Master Plan" rendering and outline that he received from the City of Wood Dale. He and School District Superintendent John Corbett met with the City Manager informally, in which they were presented with some conceptual plans for the acquisition and repurposing of land, some of it being park and school district property. The City's intent is to receive input and support from public partner agencies in order to help them realize the plan before presenting it to the private sector.

Tonight's intent is for the Park District Board to give Director Ellmann feedback to see if the Board is open to these concepts and wants to be part of the evaluation of the plan. Director Ellmann feels input into the plan is important as it could potentially help improve park district assets in a positive way. However, the Board would like to create a list of variables or conditions that allow us to come out better in the long term without disruption of park district programs and services. The Board confirmed that they are willing to be part of the discussion and evaluation of the plan.

## 10. NEDSRA Report

Director Ellmann said the NEDSRA Board is looking at preliminary figures for next year's fiscal budget. The Synergy Program, or Adaptive Sports Program, has a high price tag because nonresident fees are not charged, and there's a cost to carrying those fees. However, you have to draw from a large region and both programs provide a vital service to those with special needs. There is a charity BBQ on April 23.

## 11. Salt Creek Golf Club Report (*Frank Bonanno*)

- Temporary 9-hole golf course opened on March 11. Today saw 30 golfers
- Issue with plumbing last weekend; annual maintenance has been added to schedule
- The kitchen Combi oven installation is complete
- Tollway construction starting to close in with lane closures; business will adapt to the change

- New menus, carry out menus, price boards
- New computer system up and running

#### **12. Parks Department Report** (*Ben Appler*)

- In Ben's absence, Director Ellmann reported that the new conference room project is slightly stalled as ordering needs to take place for wall paper, carpeting, flooring, cabinetry, etc. The electrician is coming to complete wiring next week.
- Two crew leader positions, administrative assistant and general seasonal laborer positions have been advertised
- Many parks have been visited, and concept plan for cleanup is being developed
- Landscaping around the Mohawk Park cell tower structure is dying and choking. We will supply the lease company with a concept plan and specifications of what we want re-established to screen fence and structure.
- Ball field fencing materials are in for Community Park; waiting for ground to firm up to install new backstops.

#### **13. Business Department Report** (*Karin Johns*)

- A. Monthly Budget Summary Report through February 29, 2016 – Karin had no additional information to add; Board had no questions.
- B. Scheduling of Board Budget Workshop meeting the first week of April –
  - Budget meeting scheduled for April 5, 6:00 pm.
  - Budget will be distributed that evening, and Karin will walk the Board through it
  - If additional budget meeting is needed, Karin can meet with the Board Treasurer and past Board Treasure at their convenience, or entire Board, if preferred
  - Staff department employees may also be present to learn of the process and answer any questions from the Board
  - Karin needs direction on wage increase funding allocation amount for staff
  - Discussion of IMRF positions
  - Discussion of golf course positions

#### **14. Recreation Department Report** (*Michele Silver*)

- WDBA – Michele followed up with information to the previous discussion about wording in the Memo of Understanding. She explained that WDBA pays for the insurance for the concession stand, building and contents. It is her understanding that that's the reason there are differing amounts. Commissioner Schroeder still wants it clarified in the document.
- Egg Hunts – 140 kids for regular egg hunt; 30 dogs for doggie egg hunt
- Clear Shelf software – staff has been trained; Michele explained how the software provides a programming workload analysis
- Looking at securing a potential intern for the summer
- Handed out next edition of the employee newsletter to the Board

#### **15. Commissioner Comments & Future Agenda Items for Consideration**

- President Lange congratulated Commissioner Schroeder on becoming a Master Board Member last month. *President Lange was not present last month.*
- Commissioner Stimpson requested that a couple of picnic benches be placed at Lionwood Park.

#### **16. Executive Session** (*not needed*)

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

#### **18. Adjournment**

It was moved by Commissioner Schroeder, seconded by Commissioner Stimpson, to adjourn this General Meeting at 8:50 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

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President

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Secretary