

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; Ray Chaussey, Superintendent of Parks; Michele Silver, Superintendent of Recreation; Tony Perry, General Manager; Carolyn Mondlock, Recording Secretary.

Members of the Public: Jay Babowice and Diana Kosmach, residents; Linda Bray and Adam Vasquez, WDPD Staff; John Vann, Landtech.

3. Pledge of Allegiance

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

4. Additions to Agenda

There were no additions to the agenda.

5. Approval of Consent Agenda Items

- A. Approval of Minutes of Special Meeting of March 4, 2014 (attached).
- B. Approval of Minutes of Special Meeting of March 18, 2014 (attached).
- C. Approval of Minutes of Regular Meeting of February 25, 2014 (attached).
- D. Approval of the monthly expenditures: Totaling \$282,666.02, covered by check nos. 75583 through 75711 (\$146,547.41) and payrolls for 2/28/14 (\$68,215.80) and 3/14/14 (\$67,902.81) (attached).

It was moved by Commissioner Lange, seconded by Commissioner Sbertoli, to approve the minutes of Special Meeting of March 4, 2014; Special Meeting of March 18, 2014; Regular Meeting of February 25, 2014; and the monthly expenditures, totaling \$282,666.02, covered by check nos. 75583 through 75711 (\$146,547.41) and payrolls for 2/28/14 (\$68,215.80) and 3/14/14 (\$67,902.81).

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

MOTION CARRIED

Commissioner Lange asked that there be a short discussion regarding the executive director evaluation form at the end of the meeting.

6. Written & Public Communication

- A. Public Comments – Resident Jay Babowice was present to voice concerns with the following: 1) broadcast system doesn't work, 2) elliptical machines and treadmills in first row are too close to the wall (can't see televisions), and 3) there are people using the gym that, he feels, may not be residents. The Board listened to his concerns. The subject of the broadcast system is on this meeting's agenda.

- B. Written Correspondence– none.

7. New Business

- A. Presentation of Community Park Tennis Court repair options for consideration – Director Ellmann summarized the need for research to assist in determining possible repair options of the tennis courts at Community Park. He introduced John Vann from Landtech, a landscape architect specializing in parks and recreation.

John handed out documents highlighting court repair methods and costs. He spoke about what causes moisture to get trapped under the surface and how cracks are formed. He showed pictures of net fence posts heaving from the ground on park district courts. He also reminded the Board that part of the project includes ADA accessibility to the courts.

John described three recommended methods of repair.

- 1) Standard repair – Fill in the cracks using different fillers, systems and equipment. Cracks are covered, and then the courts are re-colored. Re-coloring would be necessary every five to six years. This is the financially inexpensive way to go.
- 2) Glas-Grid – A product that is a high tensile strength fiberglass grid system that binds into the pavement and creates a moisture barrier. It can be ground up should the courts ever require extensive repair. A lesser expensive method, Petromat, which is a drainage fabric, cannot be ground up so easily. Petromat may only last three years compared to Glas-Grid, which can last five years or more. Glas-Grid is also a waterproof product, whereas Petromat is not.
- 3) TitanTrax – A relatively new product, TitanTrax is a polyester/vinyl that comes in a roll. Seams and edges are glued down and it can stretch so that cracks can move around underneath but will not come through. It is much more expensive.

John described a few other options listed in his handouts, and the pros and cons of each. He answered questions from the Board. Ray asked about new fill products, and John confirmed there are some good ones available. Ray also answered questions from the Board about crack filling processes and water drainage. Discussion ensued about the planned development of the Master Plan and a survey to see if tennis is of value to the community.

The Board consensus was to maintain a standard crack fill/repair process. Mr. Vann and staff are working on a request for proposal for the project. The project is temperature and moisture driven and should be started in the warmer months of summer.

- B. Consideration of new Broadcast Entertainment System for Fitness Studio – Concerning the broadcast system in the fitness studio, brought up during public comments and described in the Board packet, Director Ellmann said staff has been attempting to address the failures of the current system. After several attempts to fix the system, they have concluded that a new system is needed. Recreation Supervisor Adam Vasquez gave a history of broadcast system issues, spanning several months, and described various methods used to attempt to fix the system.

Adam looked at companies who provide a standard 900 MHz system, used by many park districts, and presented quotes from two, explaining the history of each and what they each

provide. The Board suggested staff get more quotes but authorized staff to spend up to a specific amount after additional research is done.

It was moved by Commissioner Lange, seconded by Commissioner Sbertoli, to approve the replacement of the current audio broadcast system with a 900 MHz audio broadcast system not to exceed \$4,000 from unanticipated capital.

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

MOTION CARRIED

- C. Selection of a special meeting date for presentation and discussion of the 2014/2015 draft budget
Director Ellmann told the Board that after the meeting he will distribute the draft Operation & Capital Budget for fiscal year 2014-15 for their review. The next step is to have a workshop to present the information and address any questions. The Board selected April 10, 2014, at 6:30 pm for the workshop.

- D. Authorization to lease golf course maintenance equipment to be funded by TopGolf proceeds
Director Ellmann talked about four pieces of equipment necessary to maintain the golf course. He is proposing to lease the equipment. The cost to lease is more equitable than the cost to purchase, and at the end of the lease the equipment can be purchased for \$1 per piece of equipment. Specifics and pictures of the equipment were included in the Board packet. Staff answered questions from the Board.

It was moved by Commissioner Sbertoli, seconded by Commissioner Lange, to authorize staff to lease four new pieces of golf course maintenance equipment from Reinders, in an amount not to exceed \$25,000 annually, to be funded by TopGolf proceeds.

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

MOTION CARRIED

- E. Approval of Fitness Studio fee increase and structure change – Included in the Board packet is a summary of the fee increase and structure change, the current fee structure, and membership rate comparison with other park districts. Adam reviewed the information with the Board. Staff is proposing a 5 percent increase on most membership rates to stay competitive. Staff is also recommending altering the fee structure to offer Electronic Fund Transfers (EFTs).

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to direct staff to increase Fitness Studio membership rates 5 percent as recommended and to implement a new fee structure offering EFTs.

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

MOTION CARRIED

8. Unfinished Business

- A. Items removed from Consent Agenda – No items were removed.
- B. Acceptance of Compensation Study Recommendations
1) Grade Levels & Job Classifications

- 2) Job Titles
- 3) Salary Ranges

The Board wanted additional clarification on the grade levels and salary ranges. They were in agreement with the 50 percentile averages but not in agreement with some of the grade levels. Director Ellmann clarified that the grade levels were based on the Job Analysis Questionnaire scores (JAQ's).

The Board worked on understanding the relationship between the grade levels and the salary ranges in the 50 percentile compared to the grade levels and salary ranges for recommended new pay ranges presented in the compensation study. A lengthy thorough discussion took place.

The Board took a brief break at 7:44 pm. Discussion continued at 7:51 pm.

After continuous discussion, the Board deferred the rest of Agenda item 8.B.1,2,3 until the end of the meeting. *It was approximately 8:20 pm.*

Note: After addressing the rest of the agenda, the Board came back to this topic at approximately 8:50 pm. The Minutes starting at this point up to the Executive Director's report took place between 8:50 pm and 9:16 pm.

Commissioner Sbertoli reviewed each grade level and salary range individually for both the 50th percentile averages and the recommended new pay ranges. She walked the Board through each level and modified a few salary ranges slightly based on combined averages. The Board accepted the modifications with new ranges developed using a combination of 50th percentile averages and consultant "Recommended Ranges."

It was moved by Commissioner Schroeder, seconded by Commissioner Lange, to accept the compensation study grade levels and job classifications.

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

MOTION CARRIED

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to accept the compensation study job titles.

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

MOTION CARRIED

It was moved by Commissioner Schroeder, seconded by Commissioner Lange, to accept the salary ranges as discussed and proposed at this meeting.

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

MOTION CARRIED

- C. Approval of moving staff out of salary range into recommended range and compensation retroactively to 3/1/14 – With the salary ranges just modified, Rhonda confirmed that no employees fall below the range. Staff will take the new ranges and recalculate the numbers and bring back to the Board for approval if necessary.

- D. Approval of Compensation Policy –In discussion about the Compensation Policy, staff provided the Board with clarification on the verbiage concerning the monetary lump sum bonus as requested.

Commissioner Schroeder asked about staff’s comparative market study each year, and Director Ellmann explained that the study is a poll of other districts to find out what percentage increase they are adding to overall salary ranges.

Commissioner Pulice took a brief break at 9:08 pm. She returned to the meeting at 9:12 pm.

More discussion about the monetary lump sum bonus took place. Staff informed the Board that the lump sum bonus, which would apply to employees above their salary range, would be paid out at the time of their annual performance appraisal. Commissioner Lange wants to see a more definitive timeline placed in the policy for this payout.

It was moved by Commissioner Lange, seconded by Commissioner Sbertoli, to accept the Compensation Policy with the addition of the timeline discussed for the disbursement of the monetary lump sum bonus.

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

MOTION CARRIED

9. Executive Director’s Report

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

- A. Community-Wide Attitudes & Interests Survey and Comprehensive Master Plan Request for Proposals update – Director Ellmann has compiled information needed for an RFP for the Master Plan, but he has not been able to complete the draft. He hopes to have a draft copy for the Board to examine by the next meeting.
- B. Updating and renewal of Intergovernmental Agreement for certain Police Services – Director Ellmann met with the police chief and park ranger coordinator about the Police Services Agreement and upcoming park ranger program season. The agreement is up for renewal, and he is aligning fee increases with what the City of Wood Dale is planning. He will have an agreement ready for Board consideration and approval in April.
- D. Miscellaneous items –
- Due to the departure of the greens superintendent at Salt Creek Golf Club, the former greens superintendent was asked to come back temporarily out of retirement to help maintain operations and assure a smooth transition until the next person is hired for the position.
 - The evaluation for park district attorney Mike Bersani was completed and presented to him. He was appreciative of the information.
 - Director Ellmann expressed his thanks to the leadership team, specifically Rhonda Brewer, for all the work on this year’s fiscal budget. He also thanked Commissioner Schroeder for her assistance on the budget. The draft budget will be distributed to the Board at the end of this meeting to review before the special budget workshop meeting.
 - A brief discussion with the Board took place about the renovation of the junior high school parking lot and how it may affect baseball at Community Park.

10. NEDSRA Report

Director Ellmann informed the Board that NEDSRA is presenting their 2014-15 budget at the next Board of Trustees meeting on April 9. He made mention of Special Olympic Snowshoe athletes who brought home medals at the Winter Games in Galena.

11. Salt Creek Golf Club Report

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

- The Club House had a successful month of visitors for the Friday fish fry, a bingo night, St. Patrick's Day corned beef dinner, and a few parties.
- Tony is meeting with the president of the Illinois FootGolf Association (IFGA) to build a FootGolf course as part of daily activities for guests. Representatives from the IFGA will be out to "kick" the course to figure out the course's layout. After layout is complete and targets installed, a final drawing will be submitted to AFGL for approval and course accreditation. Salt Creek is planning a FootGolf tournament on October 11 in addition to hosting a junior FootGolf event during the summer.
- Tony was pleased to report to the Board that Salt Creek Golf Club was selected as one of the best public golf courses in the Chicagoland area through the Daily Herald.

12. Parks Department Report

Ray Chaussey, Superintendent of Parks, did not submit a written report, but he did highlight the following:

- Nets at the Community Park baseball fields are to be installed.
- Ray examined the HVAC unit to be installed at the Recreation Complex to make sure it is comparable to the existing system.

13. Business Department Report

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

- A. Monthly Budget Summary Report for February and fund balance update – Rhonda informed the Board that she included the fund balances as of Feb 28 in the budget to see what is there to be allocated. She also reported that the Levy report was received and the park district will receive a 1.8 percent levy.

14. Recreation Department Report

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

- Received an Ellis & Associates Gold Level award for the pool
- Recreation Supervisor Adam Vasquez will be overseeing the camp program to enhance his experience at the park district.

15. Commissioner Comments

- Commissioner Lange passed out to fellow Board Members examples of director evaluation forms for review. She asked the Board to email or call her with comments.

16. Executive Session

It was moved by Commissioner Schroeder, seconded by Commissioner Pulice, to enter into Executive Session at 9:18 pm 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)

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

Nays: None

MOTION CARRIED

Executive Session was adjourned at 9:30 pm, and the General Meeting reconvened.

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

18. Adjournment

It was moved by Commissioner Lange, seconded by Commissioner Pulice, to adjourn this General Meeting at 9:31 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, April 22, 2014, at 6:00 p.m.
