

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, Sbertoli, Schroeder, Stout

Absent: Commissioner Pulice (*arrived at 6:02 pm*)

Also Present: Matt Ellmann, Executive Director; Rhonda Brewer, Business Manager, Frank Bonanno, Assistant General Manager-SCGC; Tony Perry, General Manager-SCGC; Carolyn Mondlock, Recording Secretary.

Members of the Public: James Rafferty, Salt Creek Golf Club staff

3. Pledge of Allegiance

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

Commissioner Pulice arrived at 6:02 pm.

4. Presentation and Discussion of SCGC Financial and Management Options

Director Ellmann distributed to the Board an overview memo explaining how staff is planning for the upcoming fiscal year and financial plans or options for the Board to consider. He reminded the Board of their concern with the financial performance of the golf course and declining participation trends and their desire to see revenue from TopGolf allocated to other areas of the park district. He presented three options for consideration:

Option A – operate with an annual \$200,000 operational contribution from the TopGolf lease with 50 percent being earmarked to the golf course and 50 percent to the clubhouse.

Option B – operate with an annual \$150,000 operational contribution from the TopGolf lease with 50 percent being earmarked to the golf course and 50 percent to the clubhouse.

Option C – operate through an independent management company with no annual contribution from the TopGolf Lease.

He distributed several documents of information to include two spreadsheets with each option detailed, one spreadsheet for the clubhouse operations and the other for the golf course operations. He informed the Board that he will walk them through how the figures were derived and the impact it will have on finances, operations, staffing and service.

President Stout asked if they can have a private management firm do an assessment of operations. Director Ellmann explained that the National Golf Foundation could look at the overall operations and give advice about the benefits of a management agreement and the drawbacks.

Director Ellmann proceeded to discuss the options on the spreadsheets handed to the Board in detail, line by line. Questions came up by the Board about the maintenance of golf course equipment should a management company take over operations. Director Ellmann said that an agreement and a budget would be established that both the district and management company would operate within.

The Board had a variety of questions that staff answered. Frank Bonanno described the difference between Options A and B. Tony Perry answered questions about the impact of closing down the clubhouse for five weeks or cutting hours during slow months. The Board discussed extensively the effect on staff, jobs and salaries, in addition to events that may be cut.

At 7:11 pm, the Board took a break due to an unknown odor entering the room.

At 7:25 pm, the Board resumed the special meeting.

Based on the information presented, the Board decided they would like to see more information on Option B, with an annual operational contribution of \$100,000, instead of \$150,000, which staff will work into the budget. They agreed to give golf course and clubhouse operations one more fiscal year at \$100,000 subsidy.

5. **Review and Discussion of Position Classification and Pay Study Recommendations**

Rhonda presented the Board with a condensed version of the Compensation Study from Voorhees & Associates. She presented the following:

1. Grade Levels/Job Classifications – Rhonda said the goal is to be internally and externally competitive. She summarized why grade levels were established and confirmed that most employees fall within their grade level.
2. Job Titles – Rhonda reminded the Board that the proposed titles are driven by the job descriptions and duties. The Board voiced their opinions and the majority agreed on the proposed new titles.
- 3&4 Salary Ranges and Effect of Application of acceptance of ranges – Rhonda suggested the Board look at these two items together.

Rhonda said there were many factors considered to establish recommended salary ranges. Grade levels and JFA (job factor analysis) for internal equitability are two examples. She listed nine factors used for the evaluation of job classes. She explained that each factor was given a numerical value and added up for each position. Actual salaries and salary ranges of same positions in other districts were reviewed. In order to make salary ranges internally equitable, all factors need to be taken into consideration.

In applying the ranges to the positions, most employees fell within the recommended ranges. Only two fell below and Rhonda listed the total amount of dollars that would be required to bring those two positions into their recommended job range. Two positions fall above the recommended ranges. Director Ellmann said that the board would dictate a percentage increase to be placed in the budget that should include a cost of living component and a merit component tied to performance. If a position is above the recommended salary range, the policy would allow a lump sum merit bonus increase only, if offered and approved by the Board.

5. Compensation Policy going forward – Director Ellmann summarized the purpose of the Compensation Policy and listed five points. He said staff would like to prepare the budget knowing the Board is comfortable with the Policy. Director Ellmann and Rhonda answered additional questions from the Board.

The Board agreed that Items 1, 2 and 5 could be placed on the Consent Agenda of the General Meeting of March 25, and that Items 3 and 4 be placed on the discussion agenda.

6. Adjournment

It was moved by Commissioner Lange, seconded by Commissioner Sbertoli, to adjourn this Special Meeting at 8:47 p.m.

After a voice vote, President Stout declared the MOTION CARRIED.

The General Meeting of the Wood Dale Park District Board of Commissioners shall be held on Tuesday, March 25, 2014, at 6:00 p.m.
