
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, Sbertoli, Schroeder, Stimpson, Stout

Absent: none

Also Present: Matt Ellmann, Executive Director; Michele Silver, Director of Recreation; Ray Chaussey, Director of Parks and Facilities; Tony Perry, Director of Golf Operations; Rhonda Brewer, Director of Finance and Administration; Carolyn Mondlock, Recording Secretary.

Members of the Public:

Griffin Price and Kristina Sromek, WDPD staff

3. Pledge of Allegiance

The Board, staff and members of the public present stood for the Pledge of Allegiance.

4. Additions to Agenda (*for discussion purposes only*)

There were no additions to the agenda.

5. Approval of Consent Agenda Items (Roll Call)

A. Approval of the minutes of the Regular Meeting of February 24, 2015

C. Approval of the minutes of the Special Meeting of March 3, 2015

D. Approval of the monthly expenditures, totaling \$286,997.47, covered by check nos. 77394 through 77527 (\$159,861.39) and payrolls for 2/27/15 (\$62,941.58) and 3/13/15 (\$64,194.50).

It was moved by Commissioner Stimpson, seconded by Commissioner Stout, to approve the minutes of the Regular Meeting of February 24, 2015; the minutes of the Special Meeting of March 3, 2015; and the monthly expenditures, totaling \$286,997.47, covered by check nos. 77394 through 77527 (\$159,861.39) and payrolls for 2/27/15 (\$62,941.58) and 3/13/15 (\$64,194.50).

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

Nays: None

MOTION CARRIED

6. Written and Public Communication

President Lange acknowledged a letter was received from Fenton Community High School District 100 music boosters thanking the park district for the donation of a season pool pass for a family of four to their "Spaghetti with a Song" fundraiser.

7. New Business

A. Adoption of Comprehensive Master Plan (Community Action Park Plan) prepared by Planning Resources Inc – Director Ellmann distributed the Comprehensive Master Plan to the Board. He explained how the updates are indicated and pointed out the addition of an implementation section. Once adopted, copies will be created for the recreation complex front desk, the library, and perhaps other locations where residents may want to review the plan. It will also be made available on the park district website. He thanked the Board for their time and work on the plan.

It was moved by Commissioner Stout, seconded by Commissioner Stimpson, to adopt the Comprehensive Master Plan.

VOICE VOTE TAKEN, ALL IN FAVOR. MOTION CARRIED

- B. Approval of opening a new bank account with Wood Dale Bank for placement of some district assets – Rhonda informed the Board that at a previous meeting she spoke about opening an account at Wood Dale Bank & Trust with an investment of \$100,000 deposited into a CD with the potential of growing the account not to exceed the FDIC limit. This will comply with the park district financial investment policy.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve opening an account with the Wood Dale Bank & Trust not to exceed \$250,000.

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

Nays: None

MOTION CARRIED

- C. Approval of golf course loan from corporate fund to recreation fund –

It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to transfer the Due From Other Funds listed on the Balance Sheet under the General Fund to the Recreation Fund in the amount of \$282,500, along with the resulting cash transfer.

Rhonda explained that in 2006, the golf course was operating at a deficit and money had to be loaned from the recreation and corporate funds to the golf and club funds. The funds accumulated until 2011, and Board-approved transfers would be done each year since the park district had been carrying the balances. There have been no additional loans since that time. The golf course is in positive territory at this point in the fiscal year; the clubhouse may end up in a deficit. Rhonda says there is enough cash in the bank account to carry Salt Creek Golf Club through the end of April because of their changes in budget and their ability to decrease expenses the past few years. The Board discussed taking the money off the books but need to consult with the auditor.

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

Nays: None

MOTION CARRIED

- D. Approval of Memorandum of Understanding with Wood Dale Baseball Association – Director Ellmann included in the Board Packet a Memo of Understanding with the Wood Dale Baseball Association (WDBA). The document is updated annually to reflect the dates of the current year and outline the responsibilities of and benefits received by both organizations.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stout, to approve the Memo of Understanding for the 2015 WDBA season.

VOICE VOTE TAKEN, ALL IN FAVOR. MOTION CARRIED

- E. Approval of Fitness Studio fees increase –

It was moved by Commissioner Stout, seconded by Commissioner Sbertoli, to accept staff's recommendation for increasing each of the identified membership rate categories as indicated in the attached Appendix A.

Discussion ensued before the motion was accepted. The Board asked various questions of the staff. Questions were about Electronic Fund Transfer (EFT) rates, price comparisons with other park districts, visits to view equipment/facilities at other park districts, and pricing in each rate category (individual, couple, family, senior, student, corporate, daily) – all of which staff answered satisfactorily.

The Board adjusted the fees presented by staff to keep the district competitive in the fitness market. Rates are to be effective May 1.

The motion was amended as follows: Staff proposes a \$10 increase on the following annual membership rates – family, individual, and couples. Additionally, a \$5 increase on the annual senior rate and a \$1 increase on the annual student rate, plus a \$45 increase on the corporate (5+) rate. Moreover, staff proposes a \$4 increase on the following EFT system user rates – family, individual, couples, and \$2 increase on corporate. Staff proposes a \$2 increase on senior monthly rate, and a \$1 increase on student monthly rate.

It was motioned by Commissioner Stout, seconded by Commissioner Sbertoli, to amend the motion to accept the proposed rate increases as discussed.

Ayes: Commissioners Lange, Sbertoli, Stimpson, Stout
Abstain: Commissioner Schroeder
Nays: None

MOTION CARRIED

- F. Approval of full time employee salary pool increases – Rhonda reminded the Board that at last month’s meeting, salary ranges were increased by 1.5 percent across the board based on the CPI increase of 1.5 percent. She conducted a survey of 41 park districts in the area and those comparable to Wood Dale to see what other districts are offering. The average salary pool increase was determined to be 3% percent from comparable districts.

The Wood Dale Park District Compensation Policy allows for a general and merit increase. The general increase would be the 1.5 percent across the board for all full-time employees who fall below the maximum range currently. An additional 1.5 percent merit pool can be awarded at the executive director’s discretion to employees receiving satisfactory or better job performance on their evaluations. Employees who fall above the maximum salary range would be eligible for a one-time monetary lump sum bonus based on merit up to 1.5 percent at the executive director’s discretion.

It was motioned by Commissioner Lange, seconded by Commissioner Stimpson, to accept staff recommendation of a 3% percent budgeted allocation pool, consisting of a 1.5 percent general across-the-board increase for those employees below the maximum salary range, and a 1.5 percent merit pool to be awarded at the Executive Director’s discretion to employees receiving a satisfactory or better job performance evaluation. Further, it is recommended that employees currently above the maximum salary range be eligible for a one-time monetary lump sum bonus, based on merit, of up to 1.5 percent to be paid on May 22, 2015, and also at the Executive Director’s discretion.

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

MOTION CARRIED

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- G. Discussion of Capital improvement program plan – Director Ellmann explained that capital improvement projects (CIPs) can support infrastructure and initiatives throughout the district. He distributed a list of capital projects for 2015/16 with priority levels and the budget cost to support them. He asked the Board to review and discuss the projects.

He explained how CIPs were identified and evaluated. Staff completes a project criteria evaluation form (sample also distributed at meeting). A project is identified and rated with general and financial criteria to obtain total value score for each project. He explained the criteria levels in detail. The levels also determine priority of the projects.

Deferred projects were carried over from last year, 2014, and were pointed out to the Board. Projects were summarized and questions posed by the Board were answered by Director Ellmann and staff.

It was motioned by Commissioner Stout, seconded by Commissioner Stimpson, to authorize staff to go out to bid on the purchase of park tractor and fairway mower either through government bidding, if available, or to execute a bid if necessary.

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

Nays: None

MOTION CARRIED

- H. Proposal for Wood Dale Park District rebranding initiative – Director Ellmann explained the importance of having a clear and consistent image in the community as the district re-evaluates its marketing because of department changes and information derived from the strategic master plan. He introduced staff member Griffin Price who is researching the evaluation and development of a brand, logo, and tagline.

Griffin gave a brief overview and timeline of the rebranding research, strategy, implementation and review. He said how the district communicates its mission statement is a key part to see how people perceive the district. He identified the fact that the district has a lot of talent that goes unnoticed. Offering classes at a low fee do not make people come back; they come back because they know and trust the brand and the people. Griffin explained the timeline he developed and the process he plans to engage. He is asking the Board to look at the four main steps and to allow two months for each to complete the initiative because he is part time.

He pointed out that the process is cost effective, as it is mostly done in-house. Implementation can start slowly on social media, website, other – cost effective means that will help create a building point to expand and maintain consistency.

The Board gave consensus to move ahead on the rebranding initiative.

- I. Discussion of process and timeline for Executive Director's evaluation – President Lange asked Director Ellmann to distribute the evaluation form to the Board before the end of the night. She asked the Board to have their completed forms to her by April 7 (special budget meeting) for closed session discussion on April 13 (regular General Meeting moved from April 28).

8. Unfinished Business

- A. Items removed from Consent Agenda
No items were removed.

9. Executive Director's Report

Matt Ellmann, Executive Director, submitted a Director's report for the month of March. He highlighted the following:

- A. TIF and Joint Review Board update – The TIF/JRB Board met March 16 and approved the TIF agreement. The City has done all the things necessary to comply with the provisions. There was discussion if they would enter into negotiations for an IGA regarding how excess funds would be allocated. The City wasn't willing to do that in advance of establishing the TIF, but they were willing to accept a Resolution that said they would be willing to negotiate once the TIF had been formed and established.
- B. Central Park Sidewalk Plan update – Director Ellmann and staff have been working with the City through park district Attorney Bersani on an Intergovernmental Agreement (IGA) for the project and for the temporary and permanent easement for the placement of the sidewalk so that the City has to maintain it in perpetuity. The IGA will be presented to this Board for review and approval upon completion.
- C. Miscellaneous items –
 - o Director Ellmann completed participation in the Wood Dale Citizens Police Academy.
 - o He is working with the Wood Dale Police Department to have the Recreation Complex designated as a Red Cross disaster relief shelter.

10. NEDSRA Report

Director Ellmann reported that NEDSRA held five candidate interviews for the Director's position. He also informed the Board that the park district will have a full table at the Reach for the Stars event and asked if any of the Board members would like to participate.

11. Salt Creek Golf Club Report

Tony Perry, Director of Golf Operations, submitted a Golf Operations report for the month of March. He highlighted the following:

- o 9 holes of the Golf course were opened for the season on March 15, the earliest opening date in many years.
- o The old ComEd towers were completely disassembled. Now that they are removed, the temporary road can be removed. Tony spoke to ComEd about sod replacement. He also explained how he has to maneuver golfers around the construction site by playing the blue course at a shorter length. He anticipates construction being complete and cleaned up by April 24.
- o Friday night fish fries have seen a steady average of 191 people per night.
- o Revenues are up with five events in eight days. Events booked already for the year amount to 120 but don't account for golf outings, holiday parties, funeral luncheons, etc.
- o The clubhouse is still seeking a part-time facility events coordinator.

12. Parks and Facilities Department Report

Ray Chaussey, Director of Parks and Facilities, submitted a Parks Department report for the month of March. He highlighted the following:

- o The remaining grant monies awarded for the renovations to the maintenance shop are on hold. The park district received \$12,500 out of the \$50,000 award. An engineering plan is being developed and basic hardware, to construct the project is being purchased.

13. Business Department Report

Rhonda Brewer, Director of Finance and Administration, submitted a Business Department report for the month of March. She highlighted the following:

- Rhonda said the new shared IT service person is working out well.
- The park district did not receive the Certificate of Achievement in financial reporting this year but hope to address deficiencies in the application and try again in October 2015.

14. Recreation Department Report

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

- Michele received word after writing her report that Liz Serruto obtained the park district IAPD's Powerplay grant in the amount of \$1,000 to use towards the extended school program. In addition, Liz was also awarded \$250 from the IPRA's recreation scholarship program to go towards the IPRA conference fee.
- Michele commended Ray and his team for the painting of the room on the second floor of the Recreation Complex.
- Director Ellmann also added that the park district was able to secure a sponsorship for the Festravaganza event.

16. Executive Session (if needed)

- A. For the purpose of discussing issues related to the appointment, employment, compensation, discipline, performance, or dismissal of personnel pursuant to the Open Meetings Act. 5 ILCS 120/2(c)(1)

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to enter into Executive Session. The time was 7:50 pm.

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

MOTION CARRIED

The Board took a break prior to entering Executive Session at 7:50 pm.

The Board entered back into the General Meeting open session at 8:11 pm.

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

None taken.

17. Commissioner Comments and Future Agenda Items for Consideration

Director Ellmann handed out the operations budget for the Board to review over the next two weeks before his presentation at the April 7, 2015 special budget meeting. He explained the process he and staff took to develop a more detailed budget.

Commissioner Stout departed the meeting at 8:25 pm.

Rhonda reviewed the spreadsheets distributed to the Board and summarized historical fund balances and what was achieved each year versus actual revenue and the basis for the fluctuations.

18. Adjournment

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to adjourn this General Meeting at 8:55 pm.

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

A Special Meeting of the Wood Dale Park District Board of Commissioners shall be held on Tuesday, April 7, 2015, at 6:00 pm for the purposes of reviewing the 2015/16 operating budget.

The next General Meeting of the Wood Dale Park District Board of Commissioners shall be held on Monday, April 13, 2015, at 6:00 pm – (rescheduled from April 28)

Board Member Signatures
