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**1. Call the Meeting to Order**

President Lange called the meeting to order at 6:05 pm after the Budget Overview meeting – Ordinance O-16-01, Combined Annual Budget and Appropriation Ordinance – FY 15-16.

**2. Roll Call**

At 6:05 pm roll call was taken:

Present: Commissioners Lange, Pokorny, Sbertoli, Schroeder, Stimpson

Absent: None

Also Present: Matt Ellmann, Executive Director; Ray Chaussey, Director of Parks and Facilities; Karin Schindel, Director of Finance and Administration; Carolyn Mondlock, Recording Secretary. Michele Silver, Director of Recreation (*arrived at 7:15 pm*).

Members of the Public:

Steve Halberg, PRI; Joe Krebasch, Wood Dale Baseball Association; Angela Minichiello, Griffin Price and Kristina Sromek – Wood Dale Park District 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 Special Meeting of April 7, 2015.
- B. Approval of the minutes of the Closed Executive Session of April 7, 2015.
- C. Approval of the minutes of the General Meeting of April 13, 2015.
- D. Approval of the minutes of the Closed Executive Session of April 13, 2015.
- E. Approval of the minutes of the Special Meeting of May 11, 2015.
- F. Approval of the minutes of the Closed Executive Session of May 11, 2015.
- G. Approval of the monthly expenditures, totaling \$360,961.68, covered by checks nos. 77653 through 77854 (\$224,733.02) and payrolls of 4/24/15 (\$66,783.06) and 5/8/15 (\$69,445.60).

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve the minutes of the Special Meeting of April 7, 2015; the Closed Executive Session of April 7, 2015; the General Meeting of April 13, 2015; the Closed Executive Session of April 13, 2015; the Special Meeting of May 11, 2015; the Closed Executive Session of May 11, 2015; and the monthly expenditures, totaling \$360,961.68, covered by checks nos. 77653 through 77854 (\$224,733.02) and payrolls of 4/24/15 (\$66,783.06) and 5/8/15 (\$69,445.60).

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

Nays: None

**MOTION CARRIED**

**6. Written and Public Communication**

A. Public Comments – It was noted by President Lange that Joe Krebasch of the Wood Dale Baseball Association was present for Agenda Item 7D. He did say he was very grateful to the Wood Dale Park District for helping the association with the fields.

B. Introduction of recently hired full-time staff members – Director Ellmann introduced the following new employees:

Karin Schindel is the new Director of Finance and Administration. Karin came from St. Charles Park District, and holds degrees from Marquardt University and Northwestern's Keller Graduate School of Management.

Kristin Sromek, park district fitness coordinator has accepted the full-time position of overseeing the fitness center, fitness programming, seniors' programming, and front desk operations.

Angela Minichiello is new Recreation Supervisor in charge of before and after school programs, day camp, dance programs and other youth-related programs. She was formally with the Waukegan Park District.

Griffin Price has been offered the position of Marketing Coordinator. He's been with the district for a few months in a part-time capacity.

- C. Letters received from Holy Ghost Church and NEDSRA – The Board acknowledged that they read the letters.

## **7. New Business**

- A. Presentation and Approval of the Central Park development concept plan by Planning Resources Inc. – Steve Halberg of Planning Resources Inc. ("PRI") shared print renderings of the Central Park Master Plan. He gave the Board a brief status of the OSLAD grant process and what has been done to date. He said a number of concept plans have been developed for Central Park. The plans were brought to the staff and presented to the Board for additional feedback. From there PRI developed a concept plan for display in the Recreation Complex lobby. The first open house was held on April 21, and a number of individuals attended.

Steve explained how public participation is key for grant projects; and based on the initial comments received, PRI looked at what would place the park district in the best position to get a OSLAD grant. The majority of comments pertained to having restrooms capabilities on site in the form of a portable toilet. In addition, residents would like to see a basketball court. The second open house was on May 13, and PRI obtained additional feedback to help place the Central Park Master Plan into the grant application. PRI rolled out Mindmixer, a survey tool that obtains feedback from participants unable to attend the open houses. The Mindmixer site was launched on April 27 and will stay live until June 14.

Steve referred to renderings that displayed half court basketball with multiple hoops. It was suggested that some of the hoops be adjustable so summer camps can use the park. For example, kids can play basketball at 8-, 9- or 10-foot hoop height. Steve also talked about the shelter and the ability to provide restrooms, one of the items identified in the master plan.

Participating neighbors are concerned about vehicular traffic and parking issues on neighborhood streets, garbage left after parties, and the port-a-let being a hangout area. Those concerns were discussed.

The concept plan identified an ice skating area, the Board discussed the maintenance of such an amenity. Flooding an area versus putting a liner down, and the history of winters, became cost concerns. The idea of building up a berm parallel to Central Avenue for sledding became a winter option.

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The Board discussed the budget, what contingency and construction management fees are included in the project, and where the parks staff may be able to install some equipment to reduce expense. Also, Steve explained that if the grant gets approved by the end of January or early February, construction could start in July or August of the same year with construction completed the following spring. The Board also discussed the dollar amount to request in the grant application.

*Michele Silver arrived at 7:15 pm.*

The Board discussed the feasibility of having a splash pad as Phase II of the project; however, Steve explained that Phase II would require an additional grant application. Director Ellmann recommended the Board keep the splash pad in the concept plan and remove the ice skating rink. The sled hill can be identified as a winter sports area, and there is still the option to flood the open field for a rink. He also recommended taking out the smaller shelter.

Overall discussion lasted one hour and twenty minutes as Steve explained in great detail the concept plan and options, and the Board reviewed the plan in great detail.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve the Central Park concept plan based on 1) fencing along Central Avenue being added; 2) security lighting being included per suggestion from police department; 3) ice skating modified to some other winter activity, such as sledding; 4) removing the small shelter; and 5) requesting \$350,000 with balance covered by park district to demonstrate equity stake in the investment.

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

Nays: None

MOTION CARRIED

- B. Approval of Resolution R-16-01 for Authorization to submit an OSLAD grant application for Central Park – Director Ellmann explained that part of the OSLAD grant program requires the Board to formally apply for the grant by adopting a resolution as part of the standard application process.

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to approve Resolution R-16-01 for Authorization to submit an OSLAD Grant Application for Central Park.

Before roll call, Commissioner Schroeder asked Steve Halberg to verify verbiage in the Resolution pertaining to IDNR.

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

Nays: None

MOTION CARRIED

*Steve Halberg departed at 7:39 pm.*

- C. Approval of Resolution R-16-02 to set regular Board Meeting dates for FY 2015/2016 –

It was moved by Commissioner Schroeder, seconded by Commissioner Stimpson, to approve Resolution R-16-02, the setting of the Regular Board Meeting dates for FY 2015/2016.

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VOICE VOTE TAKEN. ALL IN FAVOR. MOTION CARRIED.

D. Annual Election of Board Officers –

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to nominate Commissioner Dorothy Lange as Board President.

It was moved by Commissioner Lange, seconded by Commissioner Stimpson, to nominate Commissioner Georgia Schroeder as Board Vice President.

It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to nominate Commissioner Denice Sbertoli as Board Secretary.

It was moved by Commissioner Sbertoli, seconded by Commissioner Lange, to nominate Commissioner Greg Stimpson as Board Treasurer.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to approve the slate of officers as nominated.

VOICE VOTE TAKEN. ALL IN FAVOR. MOTION CARRIED.

E. Discussion and consideration of granting Wood Dale Baseball permission to have alcohol on park district grounds at Franzen Grove for their annual association picnic on Saturday, July 11– Joe Krebsch from the Wood Dale Baseball Association was present for the Board’s motion. He said the hours of the picnic are 2:00 to 6:00 pm. Only wine and beer are allowed at the event, with the beer being in cans. No dogs are allowed, and the baseball association cleans up after the event. The baseball association also pays the fee for PDRMA’s special event insurance.

It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to approve the request to allow alcoholic beverages, specifically wine and beer only, to be allowed during the annual end-of-the-year picnic by the Wood Dale Baseball Association.

VOICE VOTE TAKEN. ALL IN FAVOR. MOTION CARRIED.

F. Presentation of Executive Director’s Work Goals for the Fiscal Year 2015/2016 – Director Ellmann submitted a draft of his work goals, stating the goals are the result of how he felt the district is moving forward, projects the district is engaging in, and feedback from his performance appraisal. He stressed the importance of giving the Board some type of measurement instrument in order to chart his achievements of the goals in a measureable manner.

Commissioner Pokorny asked how employee morale is measured, referring to Goal No. 2. Director Ellmann responded that measuring employee morale is tough. First, he said he recognizes that it is an ongoing issue; and second, he is making sure to do things to improve it. To measure specifically is difficult as people perceive things differently; however he surveyed employees when he first started as director, and one year later surveyed them again. He has had meetings, group sessions, retreats and put initiatives in place to address what may be perceived as an issue.

After a brief discussion, the Board decided it would like to see measurements of full and part-time employee turnover over the last few years. The Board did recognize that when Director

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Ellmann was hired, it was requested of him to make changes. They also recognize that turnover brings change and change is healthy.

Commissioner Schroeder, after a brief discussion with the Board, wants Goal No. 6 rewritten. Currently, it is worded as follows: “Coordinate the execution of the first stage portions of the Park Master Plan.” The Board agreed that prioritizing the projects is key to this goal.

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to approve the Executive Director Work Goals for 2015/2016 with the correction to No. 6 being rewritten to engage the Board in prioritizing elements of the Master Plan.

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

Nays: None

MOTION CARRIED

## **8. Unfinished Business**

- A. Approval of Budget and Appropriation Ordinance O-16-01 for Fiscal Year Beginning 5/1/15 and ending 4/30/16 –

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to adopt Wood Dale Park District Combined Annual Budget and Appropriation Ordinance O-16-01 for Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016.

It was confirmed, at the request of Commissioner Schroeder, that there were no changes to the Ordinance since the last presentation.

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

Nays: None

MOTION CARRIED

- B. 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 May. He highlighted the following:

Presentation of the agency organization structure reflecting recent staffing changes – Director Ellmann included in the Board packet an updated Organizational Chart to reflect new positions of Recreation and Customer Service Supervisor and Marketing Coordinator. He discussed the responsibilities of the staff with the Board. He also informed the Board that Michele Silver will continue to oversee the Recreation department, and in addition, she will assist with project management, for example, the ADA transition plan, increasing social media and website use, etc. Director Ellmann explained how the multiple levels of strength and varying skill sets make the park district a stronger agency.

Miscellaneous items – Director Ellmann asked to hold two special meetings, one June 2 and one, if necessary, June 9, which the Board concurred with.

## **10. NEDSRA Report**

- A. Reach for the Stars – June 3 at Shrine Center in Addison – Commissioners Lange, Sbertoli, and Schroeder will be attending, along with some staff.

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**11. Salt Creek Golf Club Report**

Tony Perry, Director of Golf Operations, submitted a Golf Operations report for the month of May. In his absence, Director Ellmann highlighted the following:

- In the area where ComEd easement is located, Nicor has done some fine grading and will plant seed next.
- Tony has been emailing TopGolf about their responsibilities with the fountain by the first hole, which is included in their agreement with the district. The mechanical device is not working.
- Tony wants to thank the Board for the purchase of the fairway mower. It's made a huge difference in how the fairways are cut and look.

**12. Parks and Facilities Department Report**

Ray Chaussey, Director of Parks and Facilities, submitted a Parks and Facilities report for the month of May. He had nothing additional to add, and the Board had no questions.

**13. Business Department Report**

Director Matt Ellmann submitted a Business Department report from the financial consulting contractor for the month of May. Director Ellmann said the temporary contract for the financial consultant will be relinquished on May 27 due to the hiring of Karin Schindel. He said with the budget done, the next step is the annual audit.

**14. Recreation Department Report**

Michele Silver, Director of Recreation, submitted a Recreation Department report for the month of May. She had nothing additional to add other than the pool is scheduled to open this weekend (May 30) and that training sessions were being conducted this evening.

**15. Commissioners Comments**

Commissioner Schroeder said she was approached by a business owner who wants to sponsor movies at the park. She asked if he could put up a banner with his company name. Director Ellmann explained that the district has a formalized program to encourage sponsorships. Commissioner Schroeder will work with Director Ellmann to address the business owner's request. Michele Silver suggested sponsoring the movies at the pool.

**16. Executive Session *(if needed)***

There was no Executive Session.

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

**18. Adjournment**

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to adjourn this General Meeting at 8:37 pm.

VOICE VOTE TAKEN. ALL IN FAVOR. MOTION CARRIED.

A Special Meeting of the Wood Dale Park District Board of Commissioners shall be held on Tuesday, June 2, 2015, at 6:30 pm. If necessary, an additional Special Meeting may be held on Tuesday, June 9, at 6:30 pm.

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The next General Meeting of the Wood Dale Park District Board of Commissioners shall be held on Tuesday, June 23, 2015, at 6:30 pm.

Board Member Signatures

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