

1. **Call the Meeting to Order** – The meeting was called to order at 6:30 pm.

2. **Roll Call**

Board Members Present:

Dorothy Lange – President
Georgia Schroeder – Vice President
Denice Sbertoli – Secretary
Rick Pokorny – Treasurer
Greg Stimpson – Commissioner

Staff:

Matthew Ellmann – Executive Director
Ben Appler – Director of Parks & Facilities
Mike Huber – Director of Golf Course Operations
Jan Hincapie – Recreation Advisor & Assistant

Also Present:

Carolyn Mondlock – Recording Secretary

Visitors:

Rick Poole – Executive Director, NEDSRA
Kelly Zabinski – Resident

3. **Pledge of Allegiance**

4. **Additions/Changes to Agenda** –

President Lange commented as follows:

1. She commended staff for their support and assistance to the Executive Director during the current staffing transition.
2. She moved agenda item Number 7. New Business Item E – Approval of Auditing Services Engagement and New Business Item H – Approval of 2017-2018 Operating and Capital Budget – to the end of the agenda, following Agenda Item 13.

5. **Approval of Consent Agenda Items**

- A. Approval of the Special Meeting Minutes of April 4, 2017 and the Continued Special Meeting Minutes of April 18, 2017.
- B. Approval of the Regular Meeting Minutes of April 18, 2017.
- C. Approval of the monthly expenditures: Totaling \$419,190.22, covered by check nos. 81258 through 81453 (\$264,592.55) and payrolls 4/21/17 (\$82,069.17) and 5/5/17 (\$74,528.50).
- D. Approval of Ordinance O-18-01, authorizing conveyance of personal property (Exhibit A).

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

6. **Written & Public Communication**

Written - The Board acknowledged thank you letters from NEDSRA for the park district's support of the 100-Hole Challenge Golf Marathon at Salt Creek Golf Course and from the City of Wood Dale for the Park District's support of the Charity Gala.

Public – Resident Kelly Zabinski introduced herself as the wife of a former park district employee. As a resident, she gave her opinion of the White Oaks Park project and the survey conducted. She noted her experience as a municipal accountant and finance director for the past 20 years and went on to offer constructive criticism about the park district budget and current auditor. President Lange thanked her for her comments and said they will be taken into consideration.

7. **New Business**

- A. Swearing in of newly elected Commissioners Schroeder and Stimpson (Secretary Sbertoli) – Commissioner Sbertoli, Secretary of the Board, administered the Oath of Office to Commissioners Schroeder and Stimpson, both who ran unopposed in the recent local election. The Commissioners read the Oath of Office in unison as follows:

I, Georgia Schroeder and Greg Stimpson, do solemnly swear or affirm that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Park District commissioner according to the best of my ability.

- B. Introduction of Newly Hired Employees, Michael Huber and Janice Hincapie (Matthew Ellmann) – Director Ellmann introduced Jan Hincapie in the newly created position of Recreation Advisor and Assistant. Jan has been hired part-time for the summer to help fill the leadership role in the Recreation Department. Her role is to advise and assist recreation staff and evaluate the direction of the department. Jan has a 32-year, extensive career in parks and recreation. Jan expressed her excitement to keep the Recreation Department moving in a forward direction.

Director Ellmann introduced Michael Huber as the new Director of Golf Course Operations. Mike was formerly with White Pines Golf Course and has experience with corporate golf management companies. He has 20+ years of experience. He has been directed to bring stability, confidence and solutions to the financial and operational challenges of running the golf course. Mike expressed his eagerness to avail himself of this opportunity to tap into Salt Creek Golf Club's unique potential and work hard and strategically to get past the challenges.

- C. NEDSRA Annual Agency Update (Rick Poole) –NEDSRA Executive Director Rick Poole introduced himself and distributed NEDSRA's annual service report. He expressed his appreciation of the partnership and support from Salt Creek Golf Course for NEDSRA's 100-Hole Challenge. He said staff was spectacular. The 100-Hole challenge preliminary fundraising numbers are about \$15,000.

Mr. Poole briefly summarized some numbers from the service report. Five participants from Wood Dale used inclusion services and participated in eleven of Wood Dale Park District programs. Over 200 Wood Dale residents participated in 400 or more NEDSRA programs this past year.

In answer to a question posed by Commissioner Schroeder, the program for military veterans, Healthy Minds Healthy Bodies, is doing well. Expansion is planned in the service/companion dog area. NEDSRA has seen 19 new veterans in the last several months. He reminded the Board about the Reach for the Stars fundraiser. The Board thanked Mr. Poole for coming.

Rick Poole left the meeting at 6:50 pm.

- D. Presentation of Monthly Financial Summaries (Matthew Ellmann) – Director Ellmann presented the Monthly Financial Summary, which represents a consolidated Income Statement compared to Budget vs. Prior Year for the 12-month period of May 1, 2016 through April 30, 2017.
- E. Approval of Auditing Services Engagement – *moved to follow Agenda Item 13.*
- F. Approval of Amendment to the Agency Purchasing Policy (Matthew Ellmann) – Director Ellmann summarized the recommended changes to the Purchasing Policy. He explained that the bidding limit threshold was raised from \$20,000 to \$25,000 by the Illinois State Legislature last year. The Board had questions that Director Ellmann answered.

It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to approve all the amendments to the Park District Purchasing Policy as presented and recommended. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- G. Approval of Top Golf Safety Netting Repairs as per Lease Alterations Provisions (Matthew Ellmann) – Director Ellmann talked about the safety netting repairs planned by TopGolf. The

lease requires that improvements over \$50,000 receive approval by the Park Board in advance as landlord.

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to approve TopGolf's request to conduct Safety Netting repairs and alterations as per lease provisions. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- H. Approval of 2017-2018 Operating and Capital Budget – moved to follow Agenda Item 13.
- I. Placement of Budget & Appropriation Ordinance FY 2017/2018 Up for Public Inspection (*Matthew Ellmann*) – Director Ellmann explained that as standard procedure and in compliance with the Budget & Appropriation (B & A) Ordinance of the county, the Wood Dale Park District B & A Ordinance will be posted for public inspection for the next thirty days. This allows the Board to adopt the Ordinance at the June meeting, which is within three months of the start of the new fiscal year, that being July 1, 2017. After the 30 days of public inspection, a Public Hearing is held. Staff recommends the hearing be scheduled at 6:15 pm before the regularly scheduled Board meeting of June 27, 2017, and that the Budget & Appropriation Ordinance be made available for public inspection beginning Friday, May 26, 2017. The board concurred with staff's recommendation.

VOICE VOTE, ALL IN FAVOR.

- J. Approval of Central Park Construction Contract Payout #1 in the amount of \$55,926.54 to Copenhaver Construction (*Ben Appler & Matthew Ellmann*) – Director Ellmann explained that payments are required to be made to the contractor, and this is the first payout request by the contractor for costs incurred during the first phase of the project minus a 10% retainer. The project architect and Park District staff reviewed the request, including necessary waivers and certified payroll documents to assure compliance and recommend the board approve the payout amount requested by the contractor. At the advice of President Lange and Director Ellmann, Commissioner Pokorny has agreed to review the project documents as Treasurer for all remaining payout requests.

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to approve the Central Park Construction Contract payment in the amount of \$55,926.54 to Copenhaver Construction. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- K. Discussion and Approval of Executive Director's Work Goals (*Matthew Ellmann*) – Director Ellmann said he prepared draft goals reflecting projects and initiatives currently being supported by the board. The goals reflect supporting and completing important agency initiative, addressing the staff work culture. Each goal has measurements attached as well as completion date targets. Commissioner Schroeder added that the Executive Director is to *examine and pursue additional sources of funding* to the first goal concerning the White Oaks project.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to make the Executive Director Work Goals part of his contract and to approve the proposed Executive Director Work Goals for Fiscal Year 2017/2018. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

- L. Election of Officers (*President Lange*) – The Board decided to keep the same Officers, thereby voting on the Slate of Officers, instead of individual vote per Officer.

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to accept the Nomination Slate as presented with all positions remaining the same. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to accept the Slate of Officers as presented. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

8. Unfinished Business

- A. Items removed from Consent Agenda – *None removed.*

9. Executive Director's Report (Matthew Ellmann)

A. Attendance at NEDSRA's "Reach for the Stars" on June 7, 2017

- o Board members attending the event are Dorothy Lange, Denice Sbertoli and Georgia Schroeder.

B. Miscellaneous Updates

Director Ellmann summarized the restructuring of some positions:

- o Parks – Garick Schiddell was promoted to park foreman, thus eliminating the crew leader positions.
- o Golf course – The Director of Golf Course Operations position has been filled, and Mike Huber was welcomed. All full-time positions at the golf course are currently filled.
- o Finance – GovHR has been contracted to provide a temporary Director of Finance and Accounting Coordinator until permanent people are hired. GovHR will also work to recruit and screen candidates for the open Director of Finance & Administration position. Currently, candidates are being examined for the accounting coordinator position.
- o Recreation – With the assistance of Jan Hincapie, the Recreation Department will be evaluated to assure the best workforce internally and leadership for the community.

10. Recreation Department Report (Janice Hincapie)

- o Jan said she's been visiting the facilities and meeting staff. She commended Parks staff on the job they do, especially when it comes to maintaining the pool.
- o Jan informed the Board that at the next meeting she will be presenting a letter requesting approval to the Wood Dale Baseball Association (WDBA) to have their annual family picnic at Franzen Park. She understands it's been a topic in the past because of their request to allow beer and wine. She solicited preliminary feedback on the anticipated request of WDBA. Jan also said she will encourage someone from the baseball association to attend the next meeting in case there are any questions by the Board.

11. Finance & Administration Department Report (Matthew Ellmann)

- o Director Ellmann stated the Finance & Administration Department report was prepared by the Director of Finance & Administration before her departure. The Board had no questions.

12. Salt Creek Golf Club Report (Michael Huber)

- o Director Ellmann said the Salt Creek Golf Course report was prepared by consultant Steve Cherveney. Mike Huber added that in his short time with the park district, he has seen Salt Creek staff's desire to succeed. He also mentioned he'll be meeting with the general manager of TopGolf next week.
- o The access drive off of Thorndale into Salt Creek Golf Course and TopGolf's parking lot is anticipated to begin construction very soon. The permit is still being reviewed by the City of Wood Dale, and the TopGolf lease amendment will be brought to the Board next month.

13. Parks & Facilities Department Report (Ben Appler)

- o Ben has hired two seasonal summer labors and has two more candidates in the hiring process.
- o The gutter cap project at the pool is finally finished. The pool, splash down and spa have all been painted for the season.
- o Some minor vandalism was experienced at the pool, resulting in the old sign being destroyed, along with an underwater light. Ben had planned to fix the light anyway and was trying to buy time with replacing the old sign.

- o Central Park is progressing – construction fencing is in and demolition is complete. The playground should be ready for installation in a couple weeks. Ben showed the Board the banner sign that will be posted at the park.

CHANGES TO THE AGENDA – Agenda Items moved from 7. New Business.

7. New Business (continued)

- E. Approval of Auditing Services Engagement – (Matthew Ellmann) – Director Ellmann said the auditing proposal is before the Board, and he received a Letter of Engagement from auditor Joe Julius, as suggested by the former Director of Finance & Administration, to have presented to the Board annually. Resident Kelly Zabinski gave her unsolicited opinion about the auditor proposal process.

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to approve the Engagement Letter for the 2nd year of a 3-year contract, as presented, with Joseph R. Julius, Ltd for auditing services for fiscal year ending 2017. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- H. Approval of 2017-2018 Operating and Capital Budget – (Matthew Ellmann) – Director Ellmann reviewed some alterations made to the budget. The Board received a detailed outline showing fund-by-fund accounting, the original amounts, new amounts, and differences. He highlighted a few budget detail items that changed. The Board had no questions.

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to approve the Operating and Capital Budget for the Fiscal Year 2017-2018. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

14. Executive Session

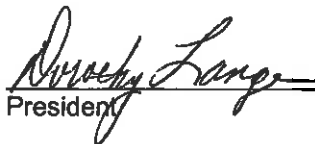
There was no Executive Session.

15. Commissioner Comments & Future Agenda Items for Consideration

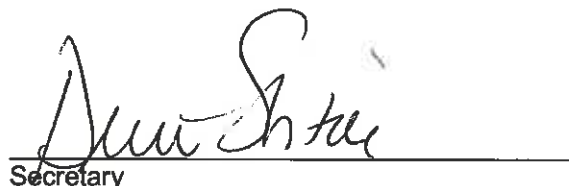
16. Adjournment

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to adjourn this General Meeting at 7:52 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:



President



Secretary