

1. **Call the Meeting to Order** – The meeting was called to order at 6:31 pm.

2. **Roll Call**

Board Members Present:

Dorothy Lange - President
Georgia Schroeder – Vice President
Denice Sbertoli – Secretary
Rick Pokorny – Treasurer (*arrived 8:12 pm*)
Greg Stimpson – Commissioner

Staff:

Matthew Ellmann – Executive Director
Karin Johns – Director of Administration & Finance
(*departing*)
Terri Svec – Director of Administration & Finance (*new*)
Ben Appler – Director of Parks & Facilities
Michele Silver – Director of Recreation & Projects

Also Present:

Carolyn Mondlock, Recording Secretary
Mike Bersani, Attorney
Ray Ochrowicz, staff
Griffin Price, staff

Visitors:

Steve Halberg, Senior Consultant, Planning Resources Inc.
Mary Ellen Collins, resident

3. **Pledge of Allegiance**

4. **Additions/Changes to Agenda - none**

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Meeting Minutes of August 23, 2016.
- B. Approval of the Executive Session Minutes of August 23, 2016.
- C. Approval of the monthly expenditures: Totaling \$438,957.79, covered by check nos. 80178 through 80369 (\$202,285.38) and payrolls 8/26/16 (\$87,820.04), 9/9/16 (\$75,313.17) and 9/23/16 (\$73,539.20).
- D. Approval of Ordinance O-17-5, 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** – Director Ellmann presented Marketing Coordinator Griffin Price, who is departing the park district to pursue another opportunity. He wrote and recited a letter to the Board thanking them for allowing him this exceptional opportunity with the Wood Dale Park District.

Resident Mary Ellen Collins, who is involved with the Seniors Club, spoke up later in the meeting (at approximately 7:30 pm) and asked that the Board consider having a presentation from Lutheran Church Comfort Dogs. She talked about the benefits of these dogs. Michele Silver will follow up with her staff about the idea.

7. **New Business**

- A. Introduction of new Safety Coordinator employee, Ray Ochrowicz - (*Karin Johns*) – Karin introduced the new safety coordinator, Ray Ochrowicz, who started on August 31. Ray has been in the park and recreation industry for 36 years and has served on the PDRMA Executive Board for 10 years as Vice President. He has a consulting firm where he manages safety programs for other districts, and will be working for the Wood Dale Park District on a part-time basis.
- B. Introduction of new Director of Finance & Administration employee, Terri Svec – (*Matthew Ellmann*) – Director Ellmann introduced Terri Svec, the new Director of Finance and Administration. Terri is a Wood Dale resident and has been involved in park district programs.

She's spent the last ten years serving government organizations in accounting, auditing, financial consulting and operations management. She has a strong IT background, a Masters in Business Administration, and a triple major in management consulting. She also worked for Lucent Technologies for 15 years. Terri spoke about herself briefly, and the Board of Commissioners welcomed her.

- C. Recognition of Griffin Price and Karin Johns for dedicated service and a fond farewell – (President Lange) – President Lange recognized Karin Johns and Griffin Price for their service with the Wood Dale Park District. She presented Karin and Griffin with departing gifts and the Board wished them well in their new positions. Karin has taken a position closer to home at the DeKalb Park District, and Griffin has taken a higher level position with the Lombard Park District.

Griffin Price and Ray Ochromowicz left the meeting at 6:40 pm.

- D. Review and discussion of Bids for Central Park Improvements and Acceptance of Lowest Responsible Bidder – (Matthew Ellmann & Steve Halberg) – Director Ellmann gave an overview of the Central Park plan as outlined in the Board Packet. He said that over the past number of months, Planning Resources Inc has been putting together detailed specifications and construction drawings for Central Park that comply with the concept of the revised drawing of the two phases presented a couple months ago. Bids went out at the beginning of September. Nine firms downloaded bid drawings, and four firms submitted bids for the project.

Director Ellmann said alternates and line item detail were requested in the bids to fully evaluate and understand the numbers and differences as it relates to what was originally scoped for the project. He went on to explain the bidding process for the project and the alternates.

The Board reviewed financials for the project. Director Ellmann said the base bids had a spread of \$113,000, which is large. Unfortunately, all bids exceeded the allocated budget for the project. As a result, Planning Resources Inc and staff explored a number of options to move forward. Director Ellmann engaged the Board in further discussion, presenting examples of options explored in greater detail.

Steve Halberg explained potential allowances for soil, erosion control and permitting. Soil borings were taken in advance and results were good, demonstrating good soil conditions to work from. He confirmed that all the Phase I components remain in the plan. He explained the permit requirement for the monitoring of all water run-off from rainfall and the movement of soil during construction, up until the time the soil is seeded and stabilized. The allotment for the erosion control monitoring is \$17,000. Karin explained how additional funding could be obtained from our Special Recreation Fund. In addition, she demonstrated how allocating additional funds would not negatively impact our five year capital funding plan with any significance.

Director Ellmann explained to the Board where scope reduction could assist in lowering the total cost for the project. Karin and Terri added information on how funding would be realized if suggested reductions are made, and how it would affect current operating capital and the future five-year plan.

Director Ellmann said he reached out to the lowest bidder to explain some of these options, and the company was very understanding and willing to be accommodating. He explained the options of building the shelter next fiscal year and funding its cost in next year's capital budget.

Attorney Bersani explained the motions that the board could take to accept staff's recommendations and approve the lowest bidder accordingly. Commissioner Sbertoli inquired about the lowest bidder contractor's references. Ben Appler made reference calls and shared his research into Copenhagen Construction's performance on recent nearby project work, which was

favorable. Steve Halberg said he had done a project with Copenhaver many years ago, and they were good to work with and that he would use them again.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to reject partially the bids for the Central Park Redevelopment Project as follows: Line Item A (3); Line Item B (7); Line Item D (4), (5) and (6); Line Item G (4); Line Item H (1) and (2); Line Item I (d); Line Item K (c), Line Item L (4); 50% reduction of Line Item O (4) through (13); and 50% reduction of Supplies (3) furnish and install hardwood mulch rings and gator bags; and Line Item P (1) and 75% reduction of Line Item Q (1). *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve the bid of Copenhaver Construction for the Central Park Redevelopment Project, as adjusted by the partial reductions, and the acceptance of alternate No. 3 Shelter, as the lowest responsible bidder, in the amount of \$397,922. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

Attorney Bersani left the meeting at 7:34 pm.

Resident Mary Ellen Collins left after she spoke at the meeting at 7:37 pm.

Steve Halberg left the meeting at 7:39 pm.

E. Approval of Resolution (R-17-02) to Appoint a Temporary Election Secretary for the April 4, 2017 Election for Commissioner

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to approve Resolution R-17-02, a Resolution to Appoint Terri Svec as the Temporary Election Secretary for the April 4, 2017 Election for Park District Commissioner. *VOICE VOTE TAKEN, MOTION CARRIED.*

F. Approval of Resolution (R-17-03) Appointment of an Authorized Agent for the Wood Dale Park District for the Illinois Municipal Retirement Fund

It was moved by Commissioner Schroeder, seconded by Commissioner Stimpson, to adopt Resolution R-17-03 for the appointment of Terri Svec as our authorized agent for the Wood Dale Park District for the Illinois Municipal Retirement Fund. *VOICE VOTE TAKEN, MOTION CARRIED.*

G. Approval to update account signers for all Itasca Bank and Trust Accounts

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to have Terri Svec and Michele Silver added as signatories and to remove Karin Schindel (Johns) as signatory on all Itasca Bank and Trust Bank Accounts and continue to require dual signatures on all checks and outgoing wire transfers. *VOICE VOTE TAKEN, MOTION CARRIED.*

H. Approval of Resolution (R-17-04) to Approve 2016 Amendments to Amended and Restated Articles of Agreement for NEDSRA – (Matthew Ellmann) – Director Ellmann explained that it is the formal responsibility of NEDSRA to perform a review of their Bylaws every three years. Modifications were made to their Bylaws as the result of the IMRF instatement and agreed upon conditional refund back to member agencies.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, that the Governing Board of the Wood Dale Park, which is a member partner of the Northeast DuPage Special Recreation Association ("NEDSRA"), adopt the "Resolution to Approve 2016 Amendments to Amended and Restated Articles of Agreement for NEDSRA", as such amendments are requested by and are set forth in Resolution #09-01-2016 of the NEDSRA Board of Trustees; and further move that the Secretary of this Board be directed to provide a

certified copy of the Board's Resolution to the Secretary of the NEDSRA Board of Trustees.
ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

I. Approval of City of Wood Dale request for use of "Beach" pool parking lot for holiday fireworks event

It was moved by Commissioner Schroeder, seconded by Commissioner Stimpson, to approve the City of Wood Dale's request for use of the "Beach" pool parking lot for holiday fireworks event.
VOICE VOTE TAKEN, MOTION CARRIED.

J. Approval of Pool Parking Lot Use Agreement with Al Hira – A brief discussion ensued, and the Board was concerned about early termination and requested that their concerns be stipulated in the agreement.

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to approve the request to renew the agreement for Pool Parking Lot Use with Al Hira Community Center for the 2016-2017 year with a nominal fee of \$100 per month and a stipulation in the contract that a 30-day written notice to terminate be provided prior to the end date of the agreement. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

8. Unfinished Business

A. Discussion and Approval of Resolution (R-17-05) Regulating Reimbursement for Wood Dale Park District Employee and Board Member Development Expenses and Amendments to Board of Commissioners Manual – Director Ellmann went over the changes made to the educational expense resolution presented last month and to the Board Manual. He explained that the control mechanism is the budget and that the Board can place classifications (such as, fly economy nonstop coach fares) or set maximum dollar figures. He and Attorney Bersani researched and worked on the resolution and Board Manual edits together and recommended the identification of expense classifications. After briefly discussing and concurring with the proposed changes to the resolution, the Board went page by page over the Board Manual. Director Ellmann explained notations and corrections made to them and addressed their questions

Commissioner Pokorny arrived at 8:12 pm.

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve Resolution R-17-05, Regulating Reimbursement for Wood Dale Park District Employee and Board Member Development Expenses. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to approve amendments to the Board Manual as presented and prepared. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

B. Items removed from Consent Agenda – None removed.

9. Executive Director's Report (Matthew Ellmann)

A. White Oaks Park Development Project Update – The White Oaks project is on hold awaiting the review of the wetland delineation caused by the City changing engineers. The Park District is waiting to find out the fees for a review of the wetland delineation from the new engineering firm. Director Ellmann proposed an alternate location to be considered for the Aerial Park be Franzen Grove.

B. NEDSRA Report – There is not been a meeting for a while, but some agency restructuring is taking place. The Larry Roesch golf outing was a huge success.

C. Miscellaneous updates –

- TopGolf – Director Ellmann met with TopGolf's General Manager and Maintenance Leader to discuss the access drive that needs to be built as part of the Tollway project off of Thorndale Road leading into the parking lot of TopGolf and Salt Creek Golf Club. The local representatives realized the importance of the access road and will follow up with their corporate office.

10. Recreation Department Report (*Michele Silver*)

- Michele thanked everyone who helped out at the Festravaganza event, which saw the most participation in its short history this year – about 500 people.
- There will not be Target volunteers at the Scarewalk. This was an error in her written report.
- The City of Wood Dale is in support of the sponsoring of two summer movies next year.
- Summer participation was steady and the Pool annual report will be presented next month.

11 Business Department Report (*Karin Johns*)

- Karin had nothing additional to add to her report and thanked the Board for their support.
- Director Ellmann added that the annual audit will be presented next month.

12. Salt Creek Golf Club Report (*Frank Bonanno – not present at this meeting; Director Ellmann reported*)

- Second Bears viewing outing is October 9th and Bingo is on October 8th.
- The course was closed because of two large private events – a tournament with youth and a corporate function.
- They are following up with brides that attended the bridal expo.

13. Parks Department Report (*Ben Appler*)

- Salt Creek Golf Club used the movie system for a function on the patio to show a movie and it was positively received.
- Update on the pool gutter project – the engineered cap piece is being remolded to include the grooves to match the current pool tile.

14. Commissioner Comments & Future Agenda Items for Consideration

Director Ellmann mentioned he and staff are working with an organizational development coach that was contracted. A leadership team retreat is being planned to fortify and align the team as well as better define values. This can then result in better unified planning for the future. In addition, the organizational coach is having his master students at Elmhurst College work on engaging an employee attitudes and satisfaction survey for the district. The survey will be prepared, disseminated, tabulated and interpreted by the students without any expenses being incurred by the park district.

The Commissioners agreed to have a Special Meeting on Tuesday, October 11, at 6:30 pm to approve the Copenhagen contract for Central Park.

15. Executive Session (*if necessary*)

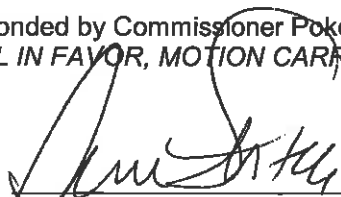
16. Adjournment

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to adjourn this General Meeting at 8:53 pm. **VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.**

Board Member Signatures:



President



Secretary