

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
Rick Pokorny – Treasurer
Greg Stimpson – Commissioner

Staff:

Matthew Ellmann – Executive Director
Terri Svec – Director of Administration & Finance (*new*)
Ben Appler – Director of Parks & Facilities
Frank Bonanno – Director of Golf Operations
Michele Silver – Director of Recreation & Projects

Also Present:

Carolyn Mondlock, Recording Secretary
Brad Thomas, Staff

Visitors:

Joseph R. Julius, Auditor

3. **Pledge of Allegiance**

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

5. **Approval of Consent Agenda Items**

- A. Approval of the Special Meeting Minutes of October 11, 2016.
- B. Approval of the monthly expenditures: Totaling \$356,035.18, covered by check nos. 80370 through 80520 (\$203,414.69) and payrolls 10/7/16 (\$82,001.88) and 10/21/16 (\$70,618.61).
- C. Approval of Ordinance O-17-06, authorizing conveyance of personal property (Exhibit A).

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

6. **Written & Public Communication** – Director Ellmann recognized a letter of thanks from NEDSRA for the District's contribution to 25th annual Roesch/NEDSRA Golf Classic.

7. **New Business**

- A. Presentation and Acceptance of the Financial Report (Audit) for the year ended 4/30/16 - (Joseph R. Julius) –The annual audit contains statements that conform to generally accepted accounting principles that set forth the financial position and results of financial operations for each fund of the park district. The park district must make the report part of the public record in addition to filling the report with the State of Illinois Comptroller and DuPage County Clerk.

Joe Julius presented the Financial Report (Audit) for the year ended April 30, 2016. In addition, a supplemental handout reflecting a summary of profit and losses by major funds for comparisons was distributed. Topics Mr. Julius covered:

- **Tax Levy** – He reminded the Board that the presentation covers taxes for the last four calendar years. The State of Illinois' procedure is to collect taxes after the calendar year. So 2015 taxes were collected in 2016, which will be in the Park District's 2016/2017 fiscal year. Mr. Julius covered assessed valuation over the last four years and rate of inflation.
- **Financial Analysis** – The Board received a separate Profit and Loss summary statement for review, covering expenses/revenues, not including the golf operations. Mr. Julius covered revenue and expenditure categories, explaining history since 2014 through 2016 current. For example, revenue categories include property taxes, personal property replacement tax, fees and charges, rentals, interest income, TopGolf, to name a few. Expenditures include the

general corporate liability insurance, IMRF, vehicle replacement, special recreation, paving and lighting, police, and capital improvement.

The Financial Analysis continued, covering Recreation funds and Salt Creek Golf Course Profit and Loss statement separately. Overall, Mr. Julius feels the Park District is right on target with a balanced budget.

- Mr. Julius referred the Board to the Audit document and explained fund balances, capital assets, bond and debt service, interest rates, pension numbers, cash balances and more, historical and current. Overall, the Park District has 8 to 9 months worth of excess, which Mr. Julius states is a very good number to have. He compared fund balances in the special recreation fund versus expenditures.

It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to accept the Financial Report (Audit) presented by Joe Julius for the year ended April 30, 2016. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- B. Approval of the Treasurer's Report (Receipts & Disbursements) for the period 5/1/2015 – 4/30/2016 – (Terri Svec) – Terri explained that each year the park district is required to file an annual statement of receipts and disbursements (Treasurer's Report) with the county clerk within six months of the expiration of the Park District's fiscal year. Included in the Board Packet is the Treasurer's Report and Wood Dale Park District Schedule of Receipts, Disbursements and Balances for the Year ended April 30, 2016. The report is annually approved by the Board and filed with the DuPage County Clerk by staff.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to accept the Treasurer's Report (Receipts & Disbursements) for the period May 1, 2015 – April 30, 2016. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- C. Announcement and approval of the estimated 2016 property tax levy – (Terri Svec) – Terri said that looking at the District and reiterating what Mr. Julius said we need to look at ways to improve our financial situation. Some continuing factors that challenge the District are:
- PTEL laws that limit our ability to increase property tax revenues.
 - The State budget crisis has put a hold on grants and other funds from the State that could help us.
 - Grants are drying up.
 - Rising costs for group insurance and other costs that generally increase each year.

Terri explained that while revenues may not be significantly increasing, expenses are. She listed several other factors that affect revenues and said that in looking at the levy, all this needs to be kept in mind. She is comparing current fund balances to payments the district has been making per fund and looking at allocation of the levy. Terri suggests placing more weight in corporate and recreation funds, because it is those funds that allow the District to transfer to other funds. She also spoke about reducing levies in other areas to assure a fund balance to sustain certain funds for the next year.

Terri is proposing a 4.95% increase in the overall levy. She explained that what is being approved this evening is the total dollar value, not the total allocation.

It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to approve the estimated 2016 property tax levy in the amount of \$2,673,707. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

D. Presentation of the Annual Pool Operations Report – (Brad Thomas) – Brad provided the Board with a summary of the 2016 pool operations from June - August 2016. He highlighted the following:

- Hours of operation were changed, eliminating the Friday evening break. Swim team practice was moved to those mornings. The elimination of the break received positive comments when surveyed.
- Weather was much better than the previous year, and this is reflected in attendance and revenue numbers.
- A vending machine was put in operation and was popular with guests. Although sales did not make the minimum to receive a commission, the vending machine was at no cost to the District. The concessions stand opened one hour later and closed one hour earlier. The menu was streamlined, so expenses were down.
- The pool staff received three unannounced audits by Jeff Ellis & Associates, earning them an EXCEEDS each time. Brad commended staff with their preparation, skills and techniques. The pool is eligible for a Platinum award, the highest a facility can attain. Because of this status, the District received full reimbursement from PDRMA in the approximate amount of \$2,600.
- Brad talked about the popularity of the Duck Races run each Sunday.

Brad left the meeting after this presentation at 7:20 pm.

E. Selection and approval of Employee Health Insurance Plan coverage amounts – (Terri Svec) Terri summed up the health insurance coverage for 2017 and was pleased to report that expenses and rates will not change. There is also no change in the slate of offerings. She proposed to continue with the employee contribution model as planned to gradually bring all employees up to the same contribution ratio.

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to continue the current PDRMA health insurance plans with no changes for the 2017 plan year and to continue the four-year stabilization plan, increasing employee contribution percentages for the 2017 plan year. *VOICE VOTE TAKEN, MOTION CARRIED.*

F. Selection of IAPD Annual Meeting Representatives – Credentials Certificate – (Matthew Ellmann) – Director Ellmann asked the Board to complete the Credentials Certificate for the IAPD Annual Meeting and to appoint a delegate to represent the Park District at the annual conference in January. Commissioner Pokorny agreed to be the delegate, and Commissioner Stimpson agreed to be the alternate.

It was moved by Commissioner Schroeder to appoint Commissioner Pokorny as delegate and Commissioner Stimpson as alternate, to attend and represent the Wood Dale Park District at the IAPD's annual meeting on Saturday, January 21, 2017. Commissioner Pokorny seconded the motion. *VOICE VOTE TAKEN, MOTION CARRIED.*

8. Unfinished Business

A. Central Park Project Update – Director Ellmann informed the Board that the contract is fully executed and delivered. The permit is filed with the City and the District is waiting for approval. Then construction and project work may begin. Staff had a meeting with the architect to discuss processes. Excitement is growing to get some work done before winter sets in. Director Ellmann is also expecting a proposal from Planning Resources Inc. for the inspection of rainwater levels to

assure that there is no erosion into storm sewers. Reports need to be filed with the proper authorities. This is a City and County requirement.

- B. White Oaks Park Concept Plan Project Update – Director Ellmann informed the Board that a meeting is arranged with the City Engineer to discuss the wetland and how they interpret it as it relates to the concept plan. If allowed to move on, the Park District would be required to file for a special use permit through the Community Development Commission. However, because of public dissent at a community meeting, it is the Board's decision to table any development for an aerial park at White Oaks and transfer the concept and resources to its development at Franzen Grove. Much discussion ensued to include addressing wetlands surrounding White Oaks and the dog park within. It is Board consensus to finish the concept plan for White Oaks but to stop with any further planning for the park at this time.
- C. Items removed from Consent Agenda – None removed.

9. Executive Director's Report (*Matthew Ellmann*)

- A. SCGC/TopGolf Park Lot Access Drive Update – Director Ellmann said he met with the project manager for corporate TopGolf. A connection was made about the tollway project, and the manager understood the urgency. TopGolf is going to contact an engineering firm for a concept proposal and cost estimate. They are looking at ways to alter the access drive so it has limited impact on their mini golf operations. Ultimately, the cost needs to be determined and how it will be paid for before more conversations take place.
- B. Personnel Policy Manual Plan Review Update – Director Ellmann and Terri Svec are reviewing policies and plan to bring forth sections of the Personnel Policy that require review and clarification to the Board over time.
- C. NEDSRA Report – NEDSRA has hired a new superintendent of recreation. Director Ellmann had not met him yet at the time of this meeting.
- D. IPRA/IAPD Conference Attendance – The Board is to inform Director Ellmann of their plans.
- E. Miscellaneous updates –
- Progress is being made on the cell tower lease negotiations, and more information will be forthcoming for the Board to evaluate soon.
 - Staff is working with Corporate Learning Center on a survey through Elmhurst College master's degree students to help examine our work culture. Department heads will be attending a two-day retreat to help align the work force and unify our vision.

10. Recreation Department Report (*Michele Silver*)

- Michele thanked and commended the volunteers, staff and the Parks Department for all the work done for the Scarewalk, which attracted 663 people.
- The Project Green DCEO lighting grant was approved for a \$4,000 rebate for the inside of the pool locker rooms, concession stand, and underwater lights. Unfortunately, the pool will need to be retrofitted to accommodate underwater lights, which would cost an additional \$4,000. So we are accepting a facility rebate in the amount of \$2,000 for the locker room and concessions lighting work only.
- An employment offer for the open recreation supervisor position was declined due to the applicant deciding to move, so this position is being re-promoted and more interviews scheduled. An offer was made to a marketing coordinator in the hopes that they accept and can start soon.

11 Business Department Report *(Karin Johns)*

- Terri walked the Board through the impact of the FSLA overtime rule required to be in effect by December 1. At this time four employees fall within the given threshold. The minimum threshold for exempt employees will increase from \$23.6K to \$47.4 annually. Exempt employees do not receive overtime pay.

To be considered to be exempt from overtime, there's a 3-prong test:

1. Actual way salaried or hourly wages are paid.
2. Amount actually paid.
3. Job duties.

The employee positions that fall within this threshold need to be reviewed to determine whether to reclassify them to nonexempt and allow them to incur overtime, or move them to the \$47.4 threshold. There are two positions that are being considered exempt and brought up to the threshold. The positions involve supervisory skills and involvement with managing a facility. In addition the two positions require a higher level of commitment and often evening and weekend work.

Staff is considering upgrading the two positions from supervisor to manager and keeping them exempt. The other two positions would remain salaried but nonexempt, so they would be entitled to overtime pay. Impact right now is minimal at \$2,200 total for this fiscal year. Terri is still considering this process as employee morale is also a factor.

12. Salt Creek Golf Club Report *(Frank Bonanno)*

- Frank showed the Board a new scorecard with advertising that will pay for the costs of the cards. The backside of the card includes FootGolf, so only one card is needed. In the past, the cards have been sponsored.
- He reminded the Board that the Veteran's Breakfast is scheduled for November 5, starting at 8:30 am with breakfast followed by ceremony.
- Frank presented an interior finish board that Williams Architects prepared for the clubhouse and the Board gave him feedback.

13. Parks Department Report *(Ben Appler)*

- Ben said the day has finally come! New pool fiberglass pieces are being installed on the pool soon.
- Ellissa, the new Parks Administrative Assistant, is working out very well, helping to streamline processes and digitize the department.

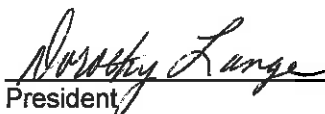
14. Commissioner Comments & Future Agenda Items for Consideration

15. Executive Session *(if necessary)*

16. Adjournment

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to adjourn this General Meeting at 8:22 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:



President



Secretary