

1. Call the Meeting to Order

President Stout called the meeting to order at 6:00 pm.

2. Roll Call

At 6:00 pm roll call was taken:

Present: Commissioners Lange, Pulice, Sbertoli, Schroeder, Stout
Absent: none

Also Present: Matt Ellmann, Executive Director; Rhonda Brewer, Business Manager, Michele Silver, Superintendent of Recreation; Ray Chaussey, Superintendent of Parks; Tony Perry, General Manager; Carolyn Mondlock, Recording Secretary.

Members of the Public: Joe Julius, Auditor, Joseph R. Julius, Ltd; Thomas Chapman, Consultant, Raymond James & Associates; Barbara Heller, President, Heller and Heller Consulting, Inc.; Brett Hintz, National Director of Operations, TopGolf; and Adam Vasquez, Recreation Supervisor, Wood Dale Park District.

3. 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 Minutes of the Special Meeting of October 1, 2013.
- B. Approval of Minutes of the Regular Meeting of September 24, 2013.
- C. Approval of the monthly expenditures, totaling \$339,911.69, covered by check nos. 74826 through 74996 (\$170,155.79), and payrolls for 9/27/13 (\$79,693.05) and 10/11/13 (\$90,062.85) (attached).

It was moved by Commissioner Lange, seconded by Commissioner Pulice, to approve the Consent Agenda as follows: approval of Minutes of the Special Meeting of October 1, 2013; approval of Minutes of the Regular Meeting of September 24, 2013; approval of the monthly expenditures, totaling \$339,911.69, covered by check nos. 74826 through 74996, and payrolls for 9/27/13 and 10/11/13.

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

MOTION CARRIED

6. Written and Public Communication *(The Board has set a 7-minute maximum per individual for Public Communication)*

Brett Hintz, National Director of Operations, TopGolf, was present to mention his plans to present a proposal for covering the third floor deck and expanding parking. Because the current Board Meeting Agenda is full, Brett asked if he could come back and present to the Board. He briefly suggested going to one-way parking in which two additional spots per row may be added. He also mentioned that TopGolf would pay for restriping of the lot and take down mini golf operations in order to add more parking and to prepare for the Elgin-O'Hare expansion. The Board will hear Brett's presentation at the next scheduled meeting.

7. **New Business**

- A. Presentation and Acceptance of the Annual Financial Report for the Year Ending April 30, 2013 (presented by Joseph Julius) – Director Ellmann introduced Joe Julius who is presenting the annual audit for the year ending April 30, 2013. Joe started with the financial analysis, showing the Board trends in the market and where the park district is going. He explained to the Board that the report is labeled “unaudited”, which means that there has not been full disclosure of the report up to this point. It will become an official audit report after it is approved by the Board.

The numbers in the financial analysis come from the last three years of audit reports. Joe assured the Board that the numbers are conservatively good. The number one source of income is collected from property taxes. Joe explained that whether or not assessed home valuations go up or down, under the Tax Cap Act, taxes are allowed to be increased to accommodate the cost of living.

Joe noted that in the Recreation report, electricity charges went down due to the installation of energy efficient lights. He spoke briefly about Obamacare and said at this point no one is sure exactly how it will affect operations, so insurance companies are being conservative.

Joe explained that the financial analysis for Salt Creek Golf Club is from the summers of 2010, 2011 and 2012. In operating expenses, “rental” will become “Rental/TopGolf” in the future, as this fund receives the rent paid by TopGolf. Because 2013 results are still pending, a second evaluation of the golf course will be done during winter.

Joe went on to discuss the audit report, which includes summaries of capital improvements, capital assets, and profit and loss statements. He explained how IMRF pension funds are calculated and funded. It is his opinion that IMRF is a really solid fund, with a funding ratio of 60% being strong. Joe went over the details of bonds and interest rates.

Joe Julius stated that in his professional opinion, the financial statements he is presenting are representative of the financial affairs of the park district. He says the Park District has a balanced budget and is doing fine.

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to approve the Annual Financial Report for the Year Ending April 30, 2013.

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

MOTION CARRIED

- B. Approval of Treasurer’s Report for the Year Ending April 30, 2013 – Business Manager Brewer presented for the Board’s review the Treasurer’s Report and Wood Dale Park District Schedule of Receipts, Disbursements and Balances Year ended April 30, 2013. The report is approved annually by the Board and filed with the DuPage County Clerk.

It was moved by Commissioner Lange, seconded by Commissioner Schroeder, to approve the Treasurer’s Report of the Wood Dale Park District for the year ending April 30, 2013.

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

MOTION CARRIED

- C. Approval of Transfer of \$45,320 from Capital Fund to Bond & Interest Fund for the Purpose of making the November 1, 2013 Installment Contract payment – Business Manager Brewer explained that a payment is due November 1, 2013, for the 2006 Installment Contract, a portion of which is budgeted in the capital fund but needs to be transferred to the bond fund so payment can be made.

It was moved by Commissioner Lange, seconded by Commissioner Pulice, to approve the transfer of \$45,320 from the Capital Fund to Bond & Interest Fund for the purpose of making the November 1, 2013 Installment Contract payment.

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

MOTION CARRIED

- D. Approval of Tax Levy Resolution R-14-02 – Director Ellmann summarized the Board write-up about each year's tax levy and how it is determined. He is recommending that the Board approve the Resolution R-14-02 which reflects an increase in capped funds of 4.9%. A brief discussion ensued, and Joe Julius was asked to explain tax objections.

It was moved by Commissioner Pulice, seconded by Commissioner Lange, to approve Resolution R-14-02, a Resolution determining the amounts of money exclusive of election costs estimated to be necessary to be raised by taxation pursuant to the proposed levy of the Wood Dale Park District for the fiscal year beginning May 1, 2013 and ending April 30, 2014.

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

MOTION CARRIED

- E. Approval of Financial Advisor Agreement between Wood Dale Park District and Raymond James & Associates – Director Ellmann briefed the Board about the role Thomas Chapman of Raymond James has played starting back in August 2013 to guide the park district with the restructuring and refinancing of the 2006 Installment Contract. Mr. Chapman has provided an agreement to include the scope of his services and related responsibilities. Director Ellmann is recommending that the Board approve the financial advisor agreement.

It was moved by Commissioner Sbertoli, seconded by Commissioner Lange, to approve the financial advisor agreement between the Wood Dale Park District and Raymond James & Associates.

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

MOTION CARRIED

- F. Approval of an Ordinance providing for the issuance of \$1,140,000 refunding debt certificates, Series 2013 for the purpose of refunding the District's refunding debt certificates, Series 2006 – Thomas Chapman was present to talk to the Board about the refinancing option of the Series 2006 Debt Certificates. He explained to the Board the history of the debt. The Board at a previous meeting gave approval for Thomas Chapman of Raymond James and Associates to go ahead and monitor the debt which has a call date of November 1. The Park District is able to refinance the debt, which currently has an interest rate of 4.07%. Itasca Bank agreed to lower the rate to 1.41%. The Park District is now able to pay off the debt in its entirety in seven years and save \$96,178.

It was moved by Commissioner Pulice, seconded by Commissioner Sbertoli, to approve Ordinance O-14-05 providing for the issuance of \$1,140,000 refunding debt certificates, Series 2013, for the purpose of refunding the District's refunding debt certificates, Series 2006.

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

MOTION CARRIED

- G. Rescission of September 24, 2013 – Fitness Center Equipment Replacement Bid Award to Midwest Commercial Fitness – Director Ellmann reminded the Board that they approved the bid from Midwest Commercial Fitness at the last Board Meeting, which wasn't the low bid; however, the lower bidders did not meet the specifications set forth. Adam Vasquez, Recreation Supervisor, discovered after he reviewed the bids further that there was a secondary bid provided by a vendor on a lower grade model of equipment. Because the secondary bid was discovered after the Board approved to accept the bid from Midwest, staff was concerned that the overlooked information wasn't disclosed publically to the Board. At this meeting, staff's intent is to make the Board aware of the secondary bid. The Board is being asked to rescind the action taken previously, and then re-entertain a motion with the overlooked information included.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to rescind the October 1, 2013 award of the Fitness Equipment Replacement bid to Midwest Commercial Fitness.

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

MOTION CARRIED

- H. Consideration and award of Fitness Center Equipment Replacement Bid – Director Ellmann informed the Board that the bid that was not disclosed is now included on the list of vendor bids in their Board packets.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to award the Fitness Equipment Replacement bid to Midwest Commercial Fitness, as the lowest, responsible bidder, without the alternate, in the amount of \$39,000.

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

MOTION CARRIED

- I. Approval of Recommendation for Employee Contributions to PDRMA Health Insurance Premiums for 2014 – Director Ellmann provided the Board with background about PDRMA's health program and about how being a larger pool of agencies keeps rates competitive. Also, PDRMA's health program proactively encourages a healthy lifestyle, which is a goal that keeps rates down and maintains a strong workforce.

PDRMA goes through an annual in-depth research and analysis of the market in order to maintain a health program that continues to be competitive. As health insurance evolves and Obamacare needs to be funded, fees and charges associated with it must be absorbed by insurance carriers such as PDRMA and their pool of agencies. In addition, inflation and marketplace affect the bottom line. PDRMA has informed the Wood Dale Park District that health insurance premiums will increase by approximately 10 percent.

Various options for funding the cost increase were presented, and a “middle-of-the-road” recommendation was made to accept the 2nd scenario, which leaves the current deductible but increases an employee’s payroll deduction by the same percentage as PDRMA’s increase to the park district. The program includes medical, dental and vision.

The Board discussed the scenarios and reviewed PDRMA’s cost analysis. Business Manager Brewer and Director Ellmann answered various questions.

It was moved by Commissioner Lange, seconded by Commissioner Sbertoli, to approve the Recommendation for Employee Contributions to PDRMA Health Insurance Premiums for 2014, sharing the increase in percentage costs between the park district and the employee.

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

MOTION CARRIED

- J. Selection of IAPD Annual Meeting Representatives (Credentials Certificate) – The annual IAPD/IPRA Conference in January requires that agency members designate a delegate to be present to vote on behalf of the agency district. The Board designated Commissioner Pulice as delegate and Commissioner Sbertoli as alternate. Director Ellmann said he also would be present.

It was moved by Commissioner Lange, seconded by Commissioner Schroeder, to appoint Commissioner Pulice as delegate and Commissioner Sbertoli as alternate representatives of the park district at the IAPD/IPRA conference in January 2014.

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

MOTION CARRIED

8. Unfinished Business

- A. Items removed from Consent Agenda – No items were removed from the Consent Agenda.
- B. Presentation and adoption of Mission, Vision, Values and Strategic Initiatives Project Outcomes (Barbara Heller, Heller and Heller Consulting) – In the ongoing development of a strategic plan, Barbara was back to present ideas contributed by the park district staff to aid in the direction of strategic initiatives. Barbara gave a summary of the major focus areas that will be important in the development of those strategic initiatives:

- Communication; internal and external
- Branding, Image of District
- Renovating Parks and Facilities
- Increased use of Facilities and Program Participation
- Alternative Revenue Ideas
- Determining what the Community Wants
- Community Engagement

Barbara presented drafts of mission statements to the Board that were developed by staff. Much discussion ensued about word use in the statements. Barbara said she will send the slides for the mission and vision statements to the Board for further consideration and suggested that the Board send their comments to Director Ellmann.

After reviewing five vision statement drafts with the Board, it was Barbara's recommendation that the Board "nail" down the mission statement first, before moving on to fine-tuning the vision statement.

Barbara listed six values that the staff had developed as follows: Communication, Quality, Fun, Partnerships, Accountability, and Team Oriented. She then reviewed the overall Strategy Map, breaking it down into themes, objectives and then the initiatives staff had developed. She explained that the initiatives are to cover a five-year period, and a timeline needs to be determined for implementation. Barbara had several implementation points, which the staff will be responsible to execute during the five-year period.

Barbara will write up the next steps which will be the refinement of the mission, vision and values. Then final timelines will need to be determined.

- C. Consideration and Approval of Tennis Court Resurfacing Project Bid – Director Ellmann updated the Board about the proposed resurfacing and painting of the tennis courts at Community Park. The park district's capital plan calls for the resurfacing of the courts, so the district went out to bid the project. Only two bids came in, so the park district rebid the project again hoping to receive more competitive bids. Three bids were returned.

The lowest bidder specializes in painting but subcontracts out all other services. In checking references of the subcontractor, the park district was told that they neither service tennis courts nor work with park districts. In checking references of the subcontractor of the subcontractor of the lowest bidder, no phone calls were returned to the park district. Staff is concerned that the lowest bidder may not be able to perform the work requested in the specifications of the bid.

Director Ellmann informed the Board of the different methods of resurfacing the tennis courts to include grinding the surface, filling in cracks with a rubber fill, laying a "Petromat" over the surface, or using patch strips. Staff feels the Petromat is the best solution because cracks tend to move outside the repaired area. The bid specifications requested an alternate quote that would be for the installation of a Petromat.

The second lowest bidder has good references and has worked with the park district in the past. Superintendent of Parks, Ray Chaussey, spoke with the vendor about other processes available. The vendor, Professional Paving, suggested a slightly different process which drove the base bid amount, to include the Petromat, down and within park district budget.

It was moved by Commissioner Lange, seconded by Commissioner Schroeder, to accept the bid of Professional Paving as the lowest responsible bidder.

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

MOTION CARRIED

- D. Approval of Pool Parking Lot Use Agreement with Al Hira Community Center – The Board reviewed an updated License Agreement for use of the Beach Pool parking lot by Al Hira Community Center. The Board was not in agreement with the third bullet point under the Agreement terms which states that Al Hira Community Center has "permission to park no more than 15 cars during the summer month of Ramadan for one month each day starting at sunset up to one hour." Ramadan is scheduled to begin on June 28, 2014 and last for thirty days. The Board

was concerned that because the pool will still be open at sunset, until 9:00 pm, that allowing the community center patrons to park there may conflict with pool customers parking there, in addition to possibly affecting swim meet parking.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to accept the License Agreement for the use of the Park District parking lot for Al Hira Community Center with the exception of the third bullet point under the Agreement Terms and that it is stricken from the Agreement.

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

MOTION CARRIED

9. Executive Director's Report

Director Ellmann submitted an Executive Director's report for the month of October 2013. Director Ellmann handed out his 100-Day Strategic Agenda Overview and reported some of the outcomes of his goals. Director Ellmann credited the Board and staff for supporting him in his goals.

Commissioner Sbertoli left the meeting at 8:50 pm.

The Board and Director Ellmann discussed dates for a special meeting to be held to discuss golf course operations and listen to presentation of Brett Hintz from TopGolf. The date November 18, 2013, 6:15 pm, has been determined.

10. NEDSRA Report

Director Ellmann attended the NEDSRA Board meeting on October 2 in which they discussed their Sick Day Policy and the situation with Schiller Park possibly joining WSSRA.

11. Business Department Report

Rhonda Brewer, Business Manager, submitted a Business Department report for the month of October 2013. Copy attached to Official Minutes. Rhonda reported and reviewed the following:

- A. Monthly Budget Summary report for September – Rhonda had nothing further to add to her report and the Board had no questions.

Rhonda said that the auditor's report today by Joe Julius completes the park district audit process and his company's three-year contract with the district. Because the golf course audit is going to be done during the downtime in winter, Rhonda has suggested to the Board that Joe Julius' contract be extended for one year to maintain consistency.

Before the extension is up, the park district will send out RFPs for auditor(s). Director Ellmann noted that in the industry it is common practice to conduct bid processes for auditors every few years to get fresh perspectives and assure competitiveness.

12. Recreation Department Report

Michele Silver, Superintendent of Recreation, submitted a Recreation Department report for the month of September 2013. Copy attached to Official Minutes.

- A. Pool Annual Report – Michele provided the Board with an extensive Annual Pool Participation and Operations Report. She highlighted the following:

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- Pool staff scheduling software has become a good communication tool and is very well received by the staff.
 - Pool office changes were made to make it more inviting and allowing more staff to fit inside for breaks and meetings.
 - The adult spa and deck was well received by customers.
 - Credit card transactions can now be made at the pool.

Michele spoke about the pool audits in which two “meets” and one “exceeds” was attained. The auditing company, Ellis and Associates, grants an overall award level to be determined in the winter. Michele is anticipating a “gold” level award.

Michele briefly gave an overview of programming and participation levels with comparisons to previous years. She provided resident versus nonresident participation numbers, in addition to breaking participation down by youth, adult and senior customers. Michele directed the Board to the page in her report charting revenue and expenses to include daily admissions, pool rentals, concessions, pool passes and pool coupons. Expenses were charted. She included customer survey results about their experiences at the pool, which indicated positive overall satisfaction scores.

Director Ellmann and the Board commended Michele on an excellent report.

- B. Purchase of New Treadmill for Fitness Center – Michele informed the Board that there is a treadmill out of order in the Fitness Studio. The cost to repair the machine is estimated to be \$1,500 to \$2,000. Currently, the park district has budgeted for five new treadmills in its five-year plan next fiscal year. Michele would like to purchase a treadmill outright from the capital funds allocated to the locker room improvements, which are now limited to only the installation of ADA compliant lockers. The purchase of a new treadmill is approximately \$5,000. It will be a good marketing tool in the push for winter memberships. Adam Vasquez, Recreation Supervisor, was present to answer questions.

The Board gave staff consensus to move forward and reallocate capital funds from the locker room improvements for the purchase of a new treadmill.

13. Parks Department Report

Ray Chaussey, Superintendent of Parks, submitted a Parks Department report for the month of October 2013. Ray informed the Board that the new hot water heater is installed in the pool and ready to operate. He had nothing else to add to his report.

14. Salt Creek Golf Club Report

Tony Perry, General Manager, submitted a Golf Club report for the month of October 2013. Copy attached to Official Minutes. Tony reported and reviewed the following:

- Groupon rating up to 84%, climbing for the fourth straight year for customer service.
- Chicago Bear’s tailgate outing generated \$4,417 in revenues. The second Chicago Bear’s tailgate outing is scheduled for November 24.
- Oktoberfest was popular with residents and had 114 guests. The \$20 per person event included a buffet dinner and music.
- Using the company Project Green, parking lot lights were switched out to use fewer kilowatts and lower electric bills are already being seen.

- Tony asked the Board to take note of the November 9 Veterans breakfast and invited the Board to attend.

Tony reported that the upcoming weekend (Oct 26-27), Salt Creek is entertaining a medical convention that will have about 255 people and doctors from all over the world educating the audience on a specific rare cancer.

A. Presentation of September Salt Creek Golf Club Activity Report – Tony said that the National Golf Foundation has reported that golf rounds are up 3.3 percent over the last year. He then briefly highlighted his golf club activity report:

- Rounds are up 10 percent over 2012.
- Golf leagues are slightly up over last year.
- Hosted 391 people for golf outings in September; average is 339.
- Clubhouse hosted 20 events.
- Equipment rental revenue is up due to GolfNow and Groupon.

15. Public Communication

There was no public communication.

16. Executive Session *(if needed)*

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

18. Adjournment

It was moved by Commissioner Schroeder, seconded by Commissioner Lange, to adjourn this General Meeting at 9:38 p.m.

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

The next General Meeting of the Wood Dale Park District Board of Commissioners shall be held on Tuesday, December 10, 2013, at 6:00 p.m.
