

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

2. **Roll Call**

Board Members Present:

Georgia Schroeder – Vice President
Rick Pokorny – Treasurer
Greg Stimpson – Commissioner

Also Present:

Carolyn Mondlock – Recording Secretary
Arturo Segura – Staff, Manager of Recreation
Facilities

Staff:

Matthew Ellmann – Executive Director
Ben Appler – Director of Parks & Facilities
Mitch Bowlin – Director of Finance & Administration
Mike Huber – Director of Golf Course Operations

Visitors:

Joseph R. Julius – Auditor
J. L. Mendez – Resident
Kelly Zabinski – 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 September 19, 2017.
- B. Approval of the Special Meeting Minutes of October 9, 2017.
- C. Approval of the Executive Session Meeting Minutes of October 9, 2017.
- D. Approval of the monthly expenditures: Totaling \$499,300.29, covered by check nos. 81978 through 82188 (\$365,660.44) and payrolls 9/22/17 (\$63,923.42) and 10/6/17 (\$69,716.43).

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

6. **Public & Written Communication** –

Written – Vice President Schroeder acknowledged a letter from the Mayor of Wood Dale requesting the use of Community Park for the 2018 Prairie Fest. The request is scheduled to be discussed this evening under New Business agenda item 7.A.

Public – Resident Kelly Zabinski asked the Board when she can have questions answered by the Board in a public session so that they are on record. She asked if the Board received a management letter from the auditor. She also respectfully requested that even though she was only able to briefly review the proposed levy, that the Board consider the allocation of the levy, stating that having one year of reserve in a special purpose fund is excessive. Kelly stated that reallocating special purpose funds can make a healthier general fund.

7. **New Business**

- A. City of Wood Dale Request to use Community Park for Prairie Fest 2018 (*Matthew Ellmann*) – Staff recommends that the Board allow the City of Wood Dale use of Community Park this coming summer, as we have for the last three years, to conduct its annual Prairie Fest celebration. The board concurred and directs staff to work through the details, making sure provisions are put into place to protect the park district's property, assets and overall liability through an intergovernmental agreement.

CONSENSUS TO ALLOW THE CITY USE OF CENTRAL PARK FOR PRAIRIE FEST 2018

- B. Presentation & Acceptance of the Financial Report (Audit) for the year ended 4/30/17 (*Joseph R. Julius*) – Joseph Julius introduced himself as the park district auditor, here this evening to present

and discuss with the Board the audit report for the year ending April 30, 2017. The audit is 69 pages, so Joe said he would highlight the important sections.

1. Tax levy – the tax levy is passed in December and collected the following year. Joe explained the districts tax levy history of the past four years. He talked about capturing taxes for new construction and presented a Special Analysis handout illustrating tax levy losses resulting from under levying, and suggested that the district consider higher estimates and corresponding levies to capture all potential new growth in the Equalized Assessed Valuation of the District. Joe explained that the dollars that the District has not collected cannot be recaptured, and his presentation shows the effect those dollars have on future revenues.
2. Unaudited Financial Analysis – Joe distributed a snap shot three-page financial analysis and explained that it is unaudited but that the figures are derived from the audit that was just performed. The current year audit is compared to the previous two years. Salt Creek is separated from the combined statement and recreation fund. Joe began with all governmental fund types and spoke about revenues, expenditures, capital assets, issuance of debt, and excess or deficiency for funds. He explained the same for the recreation fund, and lastly spoke about the Salt Creek Golf Course and Clubhouse funds. He addressed questions from the Board during the presentation.
3. Joe perused through the audit report with the Board and pointed out specific pages for the Board's review. He said the general fund is in a deficit but with the current proposed property tax levy and proper budgeting, that will improve. The capital improvement fund has a balance of about \$1M. Joe said that capital assets – services, land, parks – are of most value to taxpayers and he explained historical costs. He gave the same presentation for the golf course.
4. The IMRF pension fund is strong, according to Joe, and brief discussion was had about who is incurring benefits presently and in the future. Joe continued and briefly discussed debt service, special revenue funds, investment, and other general audit information.

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to accept the financial report for the fiscal year ended April 30, 2017. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED*

- C. Approval of the Treasurer's Report (Receipts & Disbursements) for the period 5/1/2016 – 4/30/2017 (Mitch Bowlin) – Mitch gave a summary of the information included in the Board packet.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to approve the Wood Dale Park District Treasurer's Report for the fiscal year ended April 30, 2017. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- D. Announcement and approval of the estimated 2017 property tax levy and Truth in Taxation Hearing (Mitch Bowlin) – Mitch reiterated what Joe Julius discussed about tax levies. Mitch is presenting a draft levy based on an increase in the aggregate extension of more than 4.9 percent in order to capture any available increase in Equalized Assessed Valuation (EAV). The District will levy this amount knowing that it will not be all collectable, but this practice ensures that the District does not leave any eligible funds uncollected. The District will also be holding a Truth in Taxation hearing prior to the regular board meeting scheduled in December.

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to approve the estimated 2017 property tax levy in the amount of \$2,751,865, and to hold a Truth in Taxation hearing at 6:15 pm on December 5, 2017 before the regular Board Meeting. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED*

- E. Selection and approval of Employee Health Insurance Plan coverage amounts (*Mitch Bowlin*) – Mitch said rate increases by PDRMA, to the employee health insurance plan are modest, with an approximate three percent increase to HMOs and a four percent increase to PPOs. Mitch proposes to stay with the same plans offered to staff this past year and continue the contribution model that the board had accepted in prior years.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to continue the current PDRMA health insurance plans with no changes for the 2018 plan year and to continue the four-year stabilization plan, increasing the employee contribution percentages for the 2018 plan year accordingly. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- F. Presentation of the Annual Pool Operations Report (*Arturo Segura*) – Arturo presented the Beach Water Park 2017 Annual Participation and Operations Report and highlighted the following:

- The pool was open from June 3 through August 20. Arturo commended the lifeguards and pool management with achieving audit safety awards. The facility received two Exceeds Expectations and one Meets Expectations from Jeff Ellis & Associates, who also awarded the pool with the 2017 Gold International Aquatic Safety Award. Only facilities scoring in the top 30 percent of audits receive this award.
- Overall participation numbers for the season included 8,445 participants, down about 400 since last year. Arturo said the construction on Wood Dale Road could have been a factor, in addition to the lack of visible signage on Wood Dale Road, something he is looking to address next year.
- Staff are actively working with the swim team to give them better swim practice times. The swim team is being heavily marketed in the winter/spring brochure for the first time.
- Arturo referred to his report and compared revenue and budget numbers, detailing them to the Board. For 2018 Arturo is proposing to create new swim programs, review scheduling of swim options, and plan for capital projects that includes the locker rooms and deck furnishings.

- G. Approval of proposal for demolition, asbestos abatement consulting services (*Ben Appler*) – Ben said the next step for the cabin is to go out to bid to have asbestos abated and the structure removed. He presented a proposal from True North Consultants who did the pre-demolition asbestos and lead study. They will write the necessary bid specifications, advise on the bids and coordinate the bidders. The Board might consider having a representative from True North Consultants at a future Board meeting. Ben will ask them how much advanced notice is needed. The project will likely be scheduled for early next fiscal year.

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to accept the demolition, asbestos abatement consulting services proposal from True North for the cabin at White Oaks Park. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- H. Selection of IAPD Annual Meeting Representatives – Credentials Certificate (*Matthew Ellmann*) –

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to appoint Commissioner Pokorny as the delegate and Executive Director Ellmann as the alternate to attend and represent the Wood Dale Park District at IAPD's Annual meeting on Saturday, January 20, 2018. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED*

8. Unfinished Business

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

- B. White Oaks Park Concept Plan Project Update – Director Ellmann reported that Altamanu continues work on specifications for White Oaks Park. This includes Altamanu’s preparation of a concept plan and renderings for a building to replace the cabin. Staff is meeting with them this week and should have information to bring to the next Board meeting. Potentially a presentation will also be made to the City of Wood Dale.

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

- A. SCGC/TopGolf Parking Lot Access Drive update – The Salt Creek/TopGolf parking lot access drive is completed, and the Tollway Authority can now make the connection to Thorndale Road. Additionally, the easement agreement is done with the Village of Itasca. The District is waiting to receive an invoice from TopGolf for the park districts share in the design and construction. The new address of the Salt Creek Golf Club is 1051 North Prospect, Wood Dale. Staff is working to communicate the new address in all media.
- B. Miscellaneous updates – Director Ellmann informed the Board that the NEDSRA holiday party is scheduled at Salt Creek Golf Club on December 7 from 5:30 to 7:30 pm.

10. Recreation Department Report (*Arturo Segura*)

- Arturo reported that the soccer season has successfully closed, leading into basketball tryouts. Currently the district has full 5th, 6th, 7th and 8th grade teams, including girls’ teams.
- Two ellipticals for the fitness studio have been purchased and should be installed within a few weeks.
- The Silver Sneakers program has been seeing more participants.
- Festravaganza saw approximately 350 participants, and the Scare Walk totaled 883 participants. The Scare Walk also had over 100 volunteers.

11. Finance & Administration Department Report (*Mitch Bowlin*)

- Open employee health insurance enrollment officially starts on October 30. Mitch is scheduling an open enrollment workshop with staff to talk about plan offerings, any changes and important dates.
- In IT, the firewalls for the recreation center and Salt Creek will see service upgrades as they are soon to expire.
- The PDRMA Loss Control Review continues with follow-up occurring the last week of October.
- Since Mitch is now able to file the Treasurer’s Report, he will make the required publish notice of it as part of the state audit requirements.
- The next big project to start on is the fiscal 2018/2019 budget. Mitch is scheduling a workshop at the end November with staff to get ahead of the process.

12. Salt Creek Golf Club Report (*Michael Huber*)

- There are 56 participants registered for the Turkey Trot on this Saturday, similar to last year.
- The second Bears tailgate party had 17 participants playing golf in the rain, but included them coming in to watch the Bears game and win. Halftime buffet was available, in addition to chili during the entire game. The other nine golf holes were opened to the public and those golfers were invited to purchase the buffet, in which about 12 golfers took advantage.
- Weekend grilling has been successful, and staff plans to continue this practice. About 44 golfers took advantage of the grill during the 50th Anniversary celebration weekend.
- Year-to-date golf rounds are up by 133 rounds.
- Groupon payments are being tracked differently.
- Salt Creek is getting good results from our new account with Wedding Wire and currently has five weddings booked for 2018.

13. Parks & Facilities Department Report *(Ben Appler)*

- Ben reported that Central Park, open for the last few weeks, has seen much activity with kids playing basketball and using the playground and families enjoying the entire park. The grass has started to take root and taken off with the recent rain.
- Staff is considering the possibility of adding another security camera to the existing system.

14. Commissioner Comments & Future Agenda Items for Consideration

There were no Commissioner comments or future agenda items for consideration.

15. Adjournment

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to adjourn this General Meeting at 8:08 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

President

Secretary