

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
(arrived 6:50 pm)
Greg Stimpson – Commissioner

Staff:

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

Also Present:

Carolyn Mondlock – Recording Secretary
Mike Bersani – Attorney

Visitors:

Steven Doniger – Edge Adventures

3. **Pledge of Allegiance**

4. **Additions/Changes to Agenda** – The Board moved Agenda Items 9 through 14 to precede Agenda Item 8. New Business, to accommodate Commissioner Pokorny who was arriving late due to an unanticipated train issue.

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Meeting Minutes of August 22, 2017.
- B. Approval of the monthly expenditures: Totaling \$410,876.81, covered by check nos. 81842 through 81977 (\$263,271.81) and payrolls 8/25/17 (\$81,767.81) and 9/5/17 (\$65,837.19).
- C. Approval of Ordinance O-18-04, 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. **Public Communication** – *No public communication.*

7. **Written Communication** – *No written communication.*

-- Agenda Items 9 through 14 will precede Agenda Item 8. New Business --

9. **Unfinished Business**

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

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

- A. Designation of a Shape of Wood Dale Elected Official Representative – Shape of Wood Dale is the second Wednesday in November. The Board requested for Commissioner Pokorny to attend. Commissioner Stimpson offered to be back-up since Commissioner Pokorny was not present at the time to agree to his presence at the event. (Later in the minutes, note Commissioner Stimpson offered and was selected to represent the park district at the Shape of Wood Dale.)
- B. Miscellaneous Updates –
 - o The access drive to TopGolf is complete. The Tollway is to complete the other side of the access drive before Thanksgiving. From Mitel heading west to the new access drive on Thorndale will be two ways and from Mitel heading east to Wood Dale Road will be one way.

- Central Park ribbon cutting and grand re-opening is from 9 to 10:30 am October 7. The Board and City officials will be welcoming visitors. Activities include a DJ, sidewalk chalk drawing, shuffleboard, basketball, foursquare, and refreshments.
- Meetings with the Water Rats Swim Team continue, and they are pleased with the park district's willingness to work with them to draw more numbers and adjust the schedule.
- Work continues for the 50th anniversary event, including a historical video.
- Staff volunteered to clean up the cabin, sort through many papers, and purge what was nonrelative.

11. Recreation Department Report (*Matthew Ellmann for Janice Hincapie*)

- Work continues the 50th anniversary festivities.
- Staff is preparing for October events: Festravaganza and the Scarewalk.
- Our new preschool and before & after school staff person Brittany is onboarded and is doing a good job.
- Staff is working on the winter/spring brochure. WIBA registration is taking place. Fall soccer is off and running with more teams than last year.

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

- The surveillance camera system installed at Central Park came in under budget at \$2,748.
- Itasca Bank matched the highest rate CD quote, so a 12-month CD for \$100,000 at 1.42 percent interest was opened.
- Audit field work is complete. Mitch is waiting for the draft and will be meeting with the auditors early next month. It will be presented to the Board in October.
- General security measures are being reviewed, especially after a neighboring park district experienced a security breach. Wood Dale Park District's use of Office 365 provides more protection, but Mitch is still looking at firewalls. He said the new IT security environment has become the cost of doing business.
- Mitch is meeting with perspective bond council to discuss financing options for White Oaks and other capital projects.
- Open employee health insurance benefit enrollment through PDRMA will see modest increases for plans. HMO rates are going up 4 percent, and PPO rates are going up 2 to 7 percent.

Rick Pokorny entered meeting at 6:50 pm.

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

- Mike added to his written report that 66 participants were registered for the Tailgate event this past Saturday. The inflatable screen and projector were used for the game in addition to the TV's. Feedback was positive, and Mike is happy about the turnout.
- Mike said this is the time of year that the public are putting their golf clubs away, and leagues are ending. Staffing and operational changes are being made for the end of season.
- A position has opened that staff is assessing for the long term.

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

- A. Central Park Ribbon Cutting & Re-Opening Celebration – Festivities are confirmed for October 7, and three out of the five commissioners confirmed their attendance.
- True North Consultants came out to the cabin to do asbestos and lead testing surveys. There are about eight different areas that have traces of asbestos, and there is some lead paint. The ballpark figure to remediate is \$40,000-55,000.
- Central Park is coming along. The punch list with Copenhaver was reviewed. There's a small issue with the tree count, and a meeting is scheduled to resolve.

8. New Business

- A. Discussion of Aerial Challenge Course & Edge Adventures (*Steven Doniger*) – Director Ellmann introduced Steve Doniger from Edge Adventures. Steve updated the Board on Edge Adventures and their continued commitment to the project. Steve Doniger, Director Ellmann, Attorney Bersani and staff met with City of Wood Dale staff earlier in the day to discuss the aerial park project, processes, permits, etc.

Steve gave a quick history of the aerial parks that Edge Adventures opened this past year, three of which are in Indiana. He said Edge Adventures is very much committed to this project in Wood Dale and praised the park district for having a strong and positive community, infrastructure, happenings around town and the beauty of White Oaks Park. He said these characteristics are very desirable to the success of an aerial park. Steve said their hope is to work on the plan in 2018 including, obtaining permits and building pieces for the aerial park. Most construction (80 percent) would take place off site at Edge Adventures, with installation of platforms and safety cables being done in early 2019 and opening of the park also in late spring 2019.

Steve said at their other three parks, birthday party packages have become popular. In addition, Edge Adventures has established a “give-back” process, benefiting schools, church groups, scouts, and scholarship recipients. He said that Edge Adventures is also partnering in the programming area with other park districts by offering, for example, “zombie” ziplines, night climbs, etc.

Steve and his team visited White Oaks Park several times in the past year to see how the natural environment would affect an aerial park. They studied the wetlands and maturing trees during different seasons as the environment needs to be strong and healthy. (At other parks, they enlisted the help of scout troupes to remove invasive plant species to open areas to more oxygen. They could do this at White Oaks as well.) Steve said they would do a tree health inventory, and he commended the recent tree survey done by the park district. Visiting, they also wanted a sense of the type of layout so as not to encroach upon neighbors.

Steve summarized the number of staff needed and their hourly pay. He also said that Edge Adventures, through their investor group, invests 100 percent in the build and operation, with an operating agreement that a percentage of the gross sales benefit the park district.

Various questions by Board Commissioners opened other topics of conversation, as follows:

- Because Edge Adventures constructs most of the park in their warehouse, their installation of platforms and many other components are by hand. Edge Adventures does not come into the park with big machines or lifts, especially because the park is in the wetlands.
- Once a final agreement is met, Edge Adventures can better assess tree health next March or April, as the trees are leafing. Physically installing pieces of the aerial park could begin in the Fall of 2018. It is normally a three-month build, depending on Mother Nature.
- The aerial park will be the only one in the area, and Edge Adventures is delaying any other opportunities in 2018 in the Chicagoland area so that they are prepared to open this park in Wood Dale.
- Director Ellmann said a Special Use and Planning Development permit will be required from the City. He and Attorney Bersani talked about other permits and zoning requirements.
- The discussion of parking and traffic could affect the park, considering that the park has multiple uses – aerial park, dog park, park district programming, building rentals, for example.
- Much discussion took place about a building – the scope and scale of which is not known now. Edge would store equipment and operate out of part of the building. The building would include restrooms and community or programming multipurpose space.

Director Ellmann asked the Board to consider expanding Altamanu' s (architect) contract to include the development of a concept plan for the building and to prepare needed documents required by the City.

The Board talked about holding a special meeting to keep this project on track. Dates proposed are October 16 or 17.

Steve Doniger departed the meeting at 8:10 pm.

- B. Acceptance of Design Development Contract with Altamanu for White Oaks Park (Matthew Ellmann) – Director Ellmann asked Altamanu to prepare a contract for architectural services at White Oaks Park. The contract includes design development, putting together specifications, drawings for construction, putting the project out to bid, obtaining permits and City documents, and overseeing the whole project. The contract includes an “out” clause with 15 days’ notice. Discussion ensued about financing, phasing and construction. The Board consensus is to go ahead with Altamanu’ s design development contract proposal and to add up to \$5,000 additional dollars for the creation of a building concept plan (This refers to the building potentially to be constructed at White Oaks Park.)

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to accept the design development proposal from Altamanu for White Oaks Park. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- C. Approval of Central Park Construction Contract Payout #5 in the amount of \$76,896.90 to Copenhaver Construction (Ben Appler & Matthew Ellmann)

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to approve the Central Park Construction Contract payout in the amount of \$76,896.90 to Copenhaver Construction. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- D. Approval of Amended and Restated Ground Lease with American Tower (Mike Bersani) – Attorney Bersani was present to explain the terms of the Mohawk Park cell tower lease agreement with American Tower. He gave a summary of the lease history. Physical aspects have not changed, but key financial components are as follows:

- A one-time payment of \$37,500 payable within 30 days of the effective date of the amended lease.
- An extension of the lease term for 20 additional years beyond current expiration date of 10/1/2020.
- Increase in the monthly rent to \$2,200 to begin 10/1/17.
- Escalation of rent to begin in 10/2018 of 3 percent annually.
- If the tower company were to enter a sublease with additional telecommunication providers, we will share in the revenue of that lease (30 percent of the rent).

Attorney Bersani further explained that this is in line with what the market is going to bear. The new contract has provisions for termination for fault; insurance was reviewed by PDRMA; certificate of insurance names the park district as additionally insured.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to approve the Amended and Restated Ground Lease for the Mohawk Park Cell Tower subject to attorney revisions. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

- E. Approval of City of Wood Dale request for use of “Beach” pool parking lot for fireworks (Matthew Ellmann)

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve the request from the City of Wood Dale to utilize the parking lot at *The Beach* for the fireworks display, done in conjunction with the annual Tree Lighting Ceremony on Saturday, December 2, 2017. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

- F. Approval of an Agreement with the Village of Itasca concerning the water main easement at Salt Creek Golf Club/Top Golf facility (Mike Bersani) – Attorney Bersani explained that Salt Creek Golf Course and clubhouse, along with TopGolf, receive water from the Village of Itasca. There is a water main that runs parallel to Thorndale Avenue. Because of the construction of the access drive, the water main had to be located. Historically there's been an easement agreement with Itasca, but because of construction the easement agreement had to be amended to reflect the new location. Otherwise everything remains the same. Attorney Bersani recommends approval.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to approve the Agreement with the Village of Itasca granting an easement for installation and maintenance of a water main at the Salt Creek Golf Club/TopGolf facility as described in the Agreement. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

-- Agenda Items 9 through 14 preceded Agenda Item 8. New Business --

15. Commissioner Comments & Future Agenda Items for Consideration

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

Director Ellmann had a discussion with the Board about current staffing at the Wood Dale Park District. He reminded the Board that many changes have taken place in personnel and operations in the last five to six months. He is working with staff to best assess structure and operations moving further. He presented the Board with an outline of specific positions, proposing one part-time position go full time, and for some restructuring of the recreation department. He distributed an organizational chart to the Board and informed them that the changes would be budget neutral.

Attorney Mike Bersani departed the meeting at 8:51 pm.

More discussion ensued about staffing. A new position being proposed is part-time human resource person. An open position at Salt Creek is on hold until the position is assessed. The Board gave Director Ellmann their support to go ahead and make personnel changes.

The Board Retreat was confirmed for October 9, from 8:30 am to 12:00 pm at Salt Creek Golf Club to discuss short and long-term priorities and planning. Each department head will also be present to participate.

Commissioner Stimpson has agreed to be the Board Member to represent the park district at the Shape of Wood Dale.

16. Adjournment

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to adjourn this General Meeting at 9:16 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

President

Secretary