

1. Call the Meeting to Order

President Lange called the meeting to order at 6:18 pm.

2. Roll Call

At 6:18 pm roll call was taken:

Present: Commissioners Lange, Sbertoli, Schroeder, Stout

Absent: none

Also Present: Matt Ellmann, Executive Director; Michele Silver, Director of Recreation; Ray Chaussey, Director of Parks & Facilities; Rhonda Brewer, Director of Finance and Administration; Carolyn Mondlock, Recording Secretary.

Members of the Public: Maria Pulice, former WDPD Board Commissioner; Liz Serruto, WDPD Recreation Supervisor; Steve Halberg, Master Plan Consultant at Planning Resources Inc.

3. Pledge of Allegiance

The Board, Park District staff and Members of the Public stood for the Pledge of Allegiance.

4. Additions to Agenda

None.

5. Approval of Consent Agenda Items

- A. Approval of minutes of the Special Meeting of August 19, 2014.
- B. Approval of minutes of the Executive Session held on August 19, 2014.
- C. Approval of minutes of the Regular Meeting of August 26, 2014.
- D. Approval of minutes of the Executive Session held on August 26, 2014.
- E. Approval of the monthly expenditures, totaling \$285,422.61 covered by check nos. 76573 through 76693 (\$118,952.18) and payrolls for 8/29/14 (\$88,133.92) and 9/12/14 (\$78,336.51) (attached).

It was moved by Commissioner Lange, seconded by Commissioner Stout, to approve the minutes of the Special Meeting of August 19, 2014; the minutes of the Executive Session held on August 19, 2014; the minutes of the Regular Meeting of August 26, 2014; the minutes of the Executive Session held on August 26, 2014; and the monthly expenditures, totaling \$285,422.61 covered by check nos. 76573 through 76693 (\$118,952.18) and payrolls for 8/29/14 (\$88,133.92) and 9/12/14 (\$78,336.51).

Ayes: Commissioners Lange, Sbertoli, Schroeder, Stout

Nays: None

MOTION CARRIED

6. Written & Public Communication

None.

7. New Business

- A. Presentation of the 2014 Day Camp Summary Report – Michele Silver introduced Liz Serruto, Recreation Supervisor, who presented the report to the Board. Michele informed the Board that the report is also used as an informational tool to assist staff with annual comparisons,

programming, budgeting and planning for the future. President Lange expressed her gratitude at the thoroughness of the report and the time staff spent to produce it.

This year saw 562 campers, nine more than 2013. An increase in fees this year did not affect registrations.

Liz commended camp staff for an outstanding job. They kept the kids having fun and engaged. She was pleased to report that the parent group was positive and cooperative, working with staff when there were changes due to the weather. The number of parent evaluations was low, although positive. Liz is looking at different options in order to receive a better evaluation response next year. Liz answered questions about NEDSRA aids for children and the staff ratio per number and ages of children.

In response to a question by Commissioner Schroeder, Liz informed the Board that the overall camp program made budget this year. In previous years revenue for state-funded children was not included in the report. Because the district will eventually receive the funds from the state for those children, she included them in this report.

- B. Review and Finalization of Master Plan Community Survey Questions – Director Ellmann told the Board that good progress is being made with the master plan, and the focus of the next few weeks is to finalize the community survey. He thanked Commissioner Schroeder, (former) Commissioner Pulice, Rhonda Brewer and Michele Silver for helping to get the survey to this point.

Steve Halberg of Planning Resources Inc presented screen shots of parts of the paper copy the Board was reviewing. He went over the survey question by question. Former Commissioner Maria Pulice, who participated in the development of the survey, was involved in this discussion.

Questions were discussed at length. The Board tweaked the questions for clarity and worked to take out any redundancy. Steve explained the basis of each question. For example, some questions are seeking frequency of use, who is the competition, levels of satisfaction, how people get their information, what's important to them, views on potential improvements, etc.

It was agreed to pare down the survey to four pages for a better return. The plan is to send 2000 surveys to random households in the hopes of getting at least 400 returned. A cover letter will accompany each survey, and a follow-up postcard could be sent as a reminder to complete and send back the survey.

- C. Approval of City of Wood Dale Request for use of Pool Parking Lot for Holiday Fireworks –

It was moved by Commissioner Stout, seconded by Commissioner Schroeder, to approve the request from the City of Wood Dale to allow a fireworks display to be conducted in The Beach Water Park parking lot.

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

MOTION CARRIED

8. Unfinished Business

- A. Discussion and Approval of a Nepotism Policy –Rhonda Brewer presented a nepotism policy to the Board that she compiled from PDRMA and other park district examples. The Board discussed the policy. No full-time employment will be considered for family of the Executive Director, Board of Commissioners or Department Heads.

The policy further states that immediate family may not be hired if employment would 1) create a supervisor/subordinate relationship with a family member; 2) have the potential for creating an adverse impact on work performance; or 3) create either an actual conflict of interest or the appearance of a conflict of interest.

Commissioner Schroeder indicated a concern that the policy as written did not include an exception for pool and summer camp part-time positions because they are seasonal.

It was moved by Commissioner Stout, seconded by Commissioner Sbertoli, to approve the nepotism policy as presented.

Ayes: Commissioners Lange, Sbertoli, Stout
Nays: Commissioner Schroeder

MOTION CARRIED

- B. Discussion of Pool Membership Pass Fees for 2015 – Michele Silver presented four options for the Board’s consideration. The Board selected Option C which offers a \$25 discount if a pool pass is purchased before May 1. The individual youth and individual adult pass have been combined and is being offered at the current youth rate. The senior fee is decreased by \$20. An adult swim punch card will be offered for adult swim in 2015.

It was the consensus of the Board that staff implements Option C as presented.

- C. Discussion of Pool Daily Admission Fees for 2015 – Michele Silver presented several options for pool daily admission fees. She is proposing to reduce weekend fees and charge a flat rate for both residents and nonresidents. Weekday fees will also be reduced and be one flat rate for both residents and nonresidents.

It was the consensus of the Board that staff implements the options as presented with the dissolution of the nonresident fee.

- D. Items removed from Consent Agenda – No items were removed.

9. Executive Director’s Report

Director Ellmann submitted an Executive Director’s report for the month of August. He highlighted the following:

- A. TopGolf Financial Report – Director Ellmann reported that the TopGolf financial report has been provided, and the park district auditor is comfortable with it. He spoke with Brett Hintz, General Manager of TopGolf, and asked that a financial report be provided annually. Representatives at TopGolf will determine an annual date, which will be in line with the terms of the lease with the park district. Director Ellmann is expecting a write-up from Brett that the Board can approve at a future meeting.

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- B. Update on Comprehensive Master Plan Project – Director Ellmann is setting up two community meetings to be held at Salt Creek Golf Club in line with the schedule of the Master Plan. The first meeting on October 21 is intended to promote the survey which will be out on the streets at that time and to gain additional feedback on the plan. The second meeting on December 2 is intended to report on survey outcomes and gain additional feedback.
 - C. Illinois Attorney General Opinion –The park district attorney informed Director Ellmann of a public access opinion by the Attorney General that states that the Open Meetings Act does not require the public to state their address for the record if they are reluctant.
 - D. Miscellaneous Items & Updates –
 - o For the record, Director Ellmann said Commissioner Maria Pulice’s actual resignation letter was dated to take effect August 26. The August meeting minutes reflected that her resignation letter was anticipated October 1.
 - o City sidewalk project adjacent to Central Park – At this time the city has delayed plans for this project. Director Ellmann explained the challenges the city is facing and will keep the Board informed when the plans are revised.
 - o Commissioner Lange will represent the park district at the Shape of Wood Dale, October 29, at 7:00 pm.

10. NEDSRA Report

Director Ellmann reminded the Board that they received a copy of NEDSRA’s annual report. He informed the Board that NEDSRA Interim Executive Director, Steve Messerli, will continue in that role for now.

11. Salt Creek Golf Club Report

Tony Perry, Director of Golf Operations, submitted a Golf Operations report for the month of September. He was not present to highlight the report. Director Ellmann highlighted the following:

ComEd tower replacement – ComEd is going to start power line work, and the full extent of impact at this time is unknown. Salt Creek Golf Club may have to relocate greens or tees located in the ComEd easement. The club has communicated with customers that work is scheduled to be done.

Tollway Authority and access road – Director Ellmann displayed a large map to the Board showing them plans for the Thorndale access road and best location for the access drive to the golf course. The park district and TopGolf are meeting with the Tollway Authority about their plans and hope to solidify a plan that will benefit all. Director Ellmann said preparation in the next six months is critical. The golf course and restaurant will ultimately feel the impact of the tollway’s construction in 2016.

12. Parks Department Report

Ray Chaussey, Director of Parks & Facilities, submitted a Parks Department report for the month of September. He highlighted the following:

Walkway at golf course – The concrete walkway at the golf course is complete, including the cleaning of plant beds and landscaping around the perimeter and deck.

Pool gutter system – Ray has consulted with a few architects about best solutions for repairing the gutter system which surrounds the perimeter of the pool. He’s getting ideas and estimates. A permit with the health department may be required and will add to costs. Ray explained in detail the options he’s been

investigating. Ray is concerned about the direction of the pool. The future determines the amount of money to be spent.

13. Business Department Report

Rhonda Brewer, Director of Finance and Administration, submitted a Business Department report for the month of September. She summarized why financials show net being down. Golf revenue is down; capital improvements and expenditures are up; and vehicle replacement which was encumbered last year was delivered and paid for in this year.

14. Recreation Department Report

Michele Silver, Director of Recreation, submitted a Recreation Department report for the month of September. She highlighted the following:

Pool grates – In order to be VGB compliant, pool grates need to be replaced every five years. Michele wants the Board to be aware that the park district’s pool grates are scheduled to be replaced next year, and they will see this in the budget.

Concession staff – The Illinois Health Department now requires that concession staff have to go through online training.

Participation report – Special event numbers dropped due to not having the party in the park. Cancellation rates are down to 2.9 percent. There were 131 classes and almost all ran.

15. Commissioner Comments

The Board decided to appoint a secretary at a future meeting. Board consensus is to leave the seat vacated by Maria Pulice vacant should there be no long term benefit to the District.

16. Executive Session

A. For the purpose of discussing issues related to the hiring, firing, disciplining or compensation of personnel or status of an employee. 5 ILCS 120/2(c)(1)

A Special Meeting started at 5:30 pm, prior to this General Meeting. The Executive Session meeting started at 5:30 pm, within the Special Meeting. The Board recessed at 6:15 pm from the Executive Session meeting in order to start this General Meeting. After the General Meeting, it was decided to continue Executive Session on another day. Therefore, the Board adjourned this General Meeting first. The Special Meeting was reconvened, and the Executive Session and Special Meeting adjourned. Motions are as follows:

It was moved by Commissioner Stout, seconded by Commissioner Schroeder, to reconvene the Special Meeting at 9:26 pm.

Voice vote was taken; all in favor.

MOTION CARRIED

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

No action taken.

It was moved by Commissioner Stout, seconded by Commissioner Sbertoli, to adjourn Executive Session at 9:26 pm.

Voice vote was taken; all in favor.

MOTION CARRIED

It was moved by Commissioner Stout, seconded by Commissioner Schroeder, to adjourn the Special Meeting at 9:26 pm.

Voice vote was taken; all in favor.

MOTION CARRIED

18. Adjournment

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to adjourn the General Meeting at 9:26 p.m.

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

The next General Meeting of the Wood Dale Park District Board of Commissioners shall be held on Tuesday, October 28, 2014, at 6:00 p.m.
