

**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: Paul Knulty, Salt Creek Golf Club greens superintendent  
Jessica Marquez and Adam Vasquez, park district staff

**3. Pledge of Allegiance**

After the Pledge of Allegiance, President Stout asked Director Ellmann to introduce Paul Knulty, the new greens superintendent at Salt Creek Golf Club. Tony Perry talked briefly about Paul's experience in the golf industry. The Board welcomed Paul.

**4. Additions to Agenda (for discussion purposes only)**

Director Ellmann added to 9. Executive Director's Report, Item C. The Wood Dale Foundation for Educational Excellence Foundation request for their annual golf outing. Also, Director Ellmann added to his Director's report, Item 9.D.4. Al Hira request.

**5. Approval of Consent Agenda Items (Roll Call)**

A. Approval of Minutes of the Special Meeting of August 26, 2013 (attached).

B. Approval of Minutes of the Regular Meeting of August 27 (attached).

C. Approval of the Executive Session Minutes of August 27, 2013.

D. Approval of the monthly expenditures, totaling \$334,508.73, covered by check nos. 74700 through 74825 (\$161,044.29), and payrolls for 8/30/13 (\$96,090.56) and 9/13/13 (\$77,373.88).

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 August 26, 2013; approval of Minutes of the Regular Meeting of August 27; approval of the Executive Session Minutes of August 27, 2013; and approval of the monthly expenditures, totaling \$334,508.73, covered by check nos. 74700 through 74825 (\$161,044.29), and payrolls for 8/30/13 (\$96,090.56) and 9/13/13 (\$77,373.88).

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)*

There was no written or public communication.

**7. New Business**

- A. Recommendation to move forward with the process of potentially refinancing 2006 Installment Contracts for the existing term if interest rates warrant – Director Ellmann reminded the Board of the visit from Tom Chapman of Raymond James & Associates at last month's Board meeting. Tom presented potential refinancing options for the Series 2006 Installment Contracts that the park district currently holds. Referencing a handout, Rhonda outlined past, current and future payment obligations. Staff is recommending that the Board approve moving forward with the process of a potential refinancing of the Series 2006 Installment Contracts for the existing term if market rates continue to be favorable.

Director Ellmann and Rhonda Brewer favorably answered questions asked by the Board. The Board agreed to continue monitoring the 2006 Installment Contracts in the manner suggested by staff and Tom Chapman.

- B. Update on mechanical issues related to Salt Creek Golf Club's irrigation and water feature pumps and systems – Director Ellmann gave the Board a brief history of the pumps at Salt Creek Golf Club that are used to irrigate the greens, tees and fairways through the sprinkler system. At this time, the pumps have surpassed their useful life, and breakdowns are being experienced more frequently. Both pumps are over 18 years old.

Paul Knulty explained to the Board the conditions of the pumps. At present, the 50 HP pump has been pulled, evaluated and is undergoing repair. The age and wear has rendered it inoperable, so it is being rebuilt because many pieces are salvageable. The smaller pump is working 24/7, although designed for only a few sprinklers at a time. That pump will also be pulled and repaired during the winter.

It is generally recommended that pumps get pulled every six to eight years for routine maintenance checks. Director Ellmann explained that in addition to rebuilding the pump, the park district needs to take additional steps to prevent any blockage to the flow of water. This will require screening and possible elevation of the pumps.

Paul is investigating costs associated with integrated control systems. Currently, the pumps have a manual shut-off, turn-on system, which does not allow for overnight efficiency. Director Ellmann brought to the Board's attention electrical work needing to be done in the pump house, in addition to repairs of the structure. He said that these repairs can be done in-house.

Director Ellmann handed the Board a 2013/2014 Capital Projects Summary handout listing projects, budgets, expenditures, budget commitments and discretionary income. He explained discretionary income will pay for the pump project.

- C. Recommendation to reject all Tennis Court Resurfacing project bids and to direct staff to re-bid the project – Director Ellmann reminded the Board that the resurfacing of the tennis courts at Community Park was placed high on the capital plan priority list. Staff advertised the bid for the work, estimating the expenditure to be in excess of \$20,000. Two companies responded with one coming in slightly higher and the other significantly higher. In conversations Ray Chaussey had with the two, items requested in the bid were not accounted for by the vendors or their subcontractors. Therefore, staff recommends that the Board reject all bids and re-advertise the project.

It was moved by Commissioner Pulice, seconded by Commissioner Schroeder, to reject the bids received to date and to re-advertise the project to attract more bids to attain the best economic result for the project.

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

**MOTION CARRIED**

- D. Update on Fitness Center Equipment Bids – Director Ellmann briefed the Board about the strength equipment in the Fitness Studio that is in need of upgrading or replacing. Staff received six bids during the public bid opening on September 17, 2013. Due to the complex nature and various options and models of equipment from each provider, staff needs additional time to perform due diligence in order to provide a recommendation to the Board.

Adam Vasquez, recreation supervisor, was present to give the Board background on the equipment and answer questions. Adam is currently reviewing the bid specifications, and he and Michele Silver are checking references. In addition, they are reviewing maintenance plans for the equipment. They will bring a recommendation to the Board at the special meeting scheduled for October 1, 2013.

Adam spoke about the possibility of working with the Bensenville Park District to accommodate Wood Dale fitness customers while the Fitness Studio is closed in order to swap equipment. He is anticipating only one week of downtime. Michele informed the Board that communications to the customer will be at least one month in advance of closing.

- E. Recommendation to approve the City's request for temporary use of the pool parking lot for their Annual Tree Lighting Fireworks Show – Michele Silver explained to the Board that each year the Park District allows the City the use of the Beach Water Park parking lot to conduct a fireworks display. The City of Wood Dale and the fireworks company both maintain a Certificate of Insurance listing the Park District as additionally insured.

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

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. Report on Dog Park research and recommendations – Director Ellmann said that in response to some citizen concerns early last summer about the dog park, staff has been researching means to improve the situation. Over the last two months, staff has been reviewing the rules, regulations, fees, maintenance practices and how the dog park is managed and monitored. A survey of patrons at the park was done to find out about attitudes, concerns and interests of the dog park. Director Ellmann summarized some of the findings.

Satisfied with maintenance of the park = 98 percent  
Wanting stricter regulations = 50/50

Willing to pay a fee = 68 percent

Research was done with other dog park providers. Of the majority surveyed, the Parks department managed the parks. Most did not have dedicated staff. The majority of other providers do offset their costs with fees, in addition to requiring proof of immunizations and permits.

After talking to other dog park providers and Wood Dale Park District staff, Director Ellmann recommends to do the following:

1. Hold off requiring permits and charging fees while staff continues to monitor the park.
  2. Prepare a "Use" Ordinance that includes vital regulations for adoption by the Park Board, thereby making it easier to enforce the rules.
  3. Assign responsibility to the Parks Department to manage the dog park.
  4. Train all staff on rules and regulations and how to monitor usage.
  5. Re-develop the signs currently in place.
  6. Install a donations box, encouraging donations in lieu of charging fees.
  7. Report progress back to Board periodically.
- C. Report on research of TopGolf request for new signage – Director Ellmann reported to the Board last month that TopGolf is requesting to install new signage on the facility to reflect their new logo. The City of Wood Dale requires the Park District, as owners of the property, to make the permit request. There was discussion of the types of signs. Director Ellmann met with John Forrest, the community development director at the City of Wood Dale, and he indicated that TopGolf's request is straightforward.

The City sign ordinance allows for signage on both faces of the TopGolf facility as it is on a corner. The Board suggested the addition of "Salt Creek" to signage; for example, "TopGolf at Salt Creek". Director Ellmann will present the idea to representatives at TopGolf.

## 9. Executive Director's Report

Director Ellmann submitted an Executive Director's report for the month of September 2013. Copy attached to Official Minutes. He highlighted the following:

- A. Progress update on the Executive Director's work goals – Director Ellmann gave the Board a brief verbal update on how he has been progressing on the eleven goals set by him and the Board upon his hiring.
- B. Parking Lot Agreement discussion with School District 7 – Director Ellmann met with School District 7 Superintendent Dr. John Corbett to discuss the history between the two organizations. Director Ellmann reviewed the draft intergovernmental agreement that was rejected by the school Board recently and the pool lot agreement currently in place. In order to get a 50/50 intergovernmental agreement in place between the two districts, Director Ellmann is proposing that the park district reconfigure the pool parking lot to accommodate two new buses that will be parked at existing charging stations. Most work can be done in-house, but there will be some out-of-pocket expense incurred by the park district for concrete and asphalt. As a result, future projects concerning the parking lots at the pool and recreation center will see costs savings by the park district through the 50/50 partnership. Director Ellmann outlined to the Board the concept the District 7 School Board's Finance Committee verbally accepted on September 23. Both parties will work to refine the intergovernmental agreement. The Park District Board is in

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agreement to proceed on the concept defined by Director Ellmann and verbally accepted by the School Board's Finance Committee.

- C. **ADDITION TO AGENDA (from Item 4)**  
Wood Dale Foundation for Educational Excellence – In a recent letter from Marshall Subach, Treasurer of the Wood Dale Foundation for Educational Excellence, he requested that Salt Creek Golf Club waive all greens fees for the Foundation's golf outing scheduled for the following week. Salt Creek Golf Club has graciously agreed to reduce the greens fees by giving the resident rate to all players, to waive the \$1,800 shot gun fee (which requires the club to close down business for two hours in order to accommodate the outing), and to donate a \$160 gift certificate for golf. The Board concurred with providing the organization the same discounts as were provided last year.
- D. Due to the length of the meeting, Director Ellmann informed the Board that he would not go over his written report; however, he had a few items to speak about in addition to the report. They are as follows:
1. Shape of Wood Dale – At another community meeting, Director Ellmann was informed about the Itasca Bank's Annual Shape of Wood Dale public forum. In the past, a Park District Board member has attended the forum to field questions from the public. Discussion ensued about the history and purpose of the forum. At the time of this meeting, the Board decided to allow Director Ellmann to represent the Park District at the forum as personal schedules of the Board members conflicted with the date.
  2. City of Wood Dale's Visionary Plan – A hardcopy of the plan was passed around to the Board for their review. The computer file is extremely large, but it is available to the Board.
  3. Tollway Plan – Director Ellmann obtained a copy of the plan on a DVD. He said it is a huge file, possibly thousands of pages, but it is available to the Board to review.
  4. Al Hira Parking Agreement – The Board decided to discuss this at the Special Meeting scheduled on October 1.

**10. NEDSRA Report**

Director Ellmann reminded the Board that the NEDSRA Newsflash is in their packets. He also informed the Board that Schiller Park is considering pulling out of NEDSRA. The association is also in discussions with Salt Creek about the date of their Holiday party.

**11. Business Department Report**

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

- A. Monthly Budget Summary report for August – Rhonda commented on an overall net increase for the month due to the reduced NEDSRA payment, lower capital spending, and decreased paving and lighting expenses.

**12. Recreation Department Report**

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

Michele said the park district is doing well as far as participation. Her participation summary report compared this last summer to 2012 and 2011, and is very similar. Michele noted in her report the reasons for increases and decreases. The cancellation rate was at 25% last summer, higher than the spring season due to many new classes being offered compared to ongoing classes. The Board had no questions.

Michele then introduced Jessica Marquez who presented the 2013 Summer Camp report.

- A. Day Camp's Annual Report – Jessica reminded the Board that the park district offers three camps – Funshine (preschool age), Sunsational (elementary age) and Teen Adventure camps. Very little change was noted for the Funshine camp in 2013, but many changes were implemented to the Sunsational and Teen Adventure camps. Changes included scheduling format, family offerings, full day or summer options. Extended care was combined into one price bracket which increased the number of families using the extended care option.

Jessica went into more detail about the trends seen for the camps, the camp budget, camp participation and camp revenue. For 2014, Jessica suggested that registration cutoff be revised in order to accommodate parent requests to allow registrations on Fridays. Parent evaluations were positive about staff, registration process, and weekly offerings.

Jessica addressed questions from the Board.

**13. Parks Department Report**

Ray Chaussey, Superintendent of Parks, submitted a Parks Department report for the month of September 2013. Copy attached to Official Minutes. Ray had nothing additional to report but did say that the parks staff started on the relocation of the garbage dumpster at Salt Creek Golf Club.

**14. Salt Creek Golf Club Report**

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

Tony pointed out that tomorrow he's meeting to extend the lease program with Nadler Golf Car Sales for a cost savings of \$15,525 per year.

Tony thanked the Board and staff for coming out and supporting Gary Hearn on his 24 plus years of service and retirement from the golf club and park district.

- A. Presentation of August Salt Creek Golf Club Financial and Participation Report – The numbers generated come from the POS system. The report is broken down by golf operations, golf activity, golf leagues, golf rounds, golf outings, and equipment rental. The details from the club house is broken down by annual revenue comparisons, number of meals served, number and guest counts of banquets, and special events. All in all, total revenue is slightly down in golf operations, but the bottom line doesn't reflect open play and league play. The total revenue is up for the Clubhouse by \$15,000 compared to 2012.

**15. Public Communication**




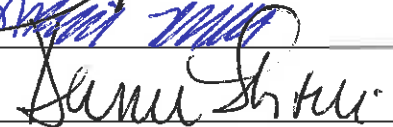
There was no public communication.

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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 8:54 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, October 22, 2013, at 6:00 p.m.

  
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