

1. **Re-Convene the Meeting of April 4, 2017** – The meeting was re-convened at 5:30 pm.

2. **Roll Call**

Board Members Present:

Dorothy Lange – President
Georgia Schroeder – Vice President
Denice Sbertoli – Secretary
Rick Pokorny – Treasurer
Greg Stimpson – Commissioner

Staff:

Matthew Ellmann – Executive Director
Terri Svec – Director of Administration & Finance
Michele Silver – Director of Recreation & Projects
Ben Appler – Director of Parks & Facilities

Also Present:

Carolyn Mondlock, Recording Secretary
Arrived at 6:20 pm

3. **Pledge of Allegiance**

4. **Discussion of Draft 2017/2018 Fiscal Year Budget**

Discussion about the budget continued:

- o Director Ellmann discussed the expenses being allocated for a consultant that the Board questioned. The consultant was retained this current year to provide employee coaching and to help initiate workplace cultural change. He explained that the consultant is a professor at Elmhurst College and that a benefit of working with him is being able to utilize his students, for no cost, to assist in special projects as part of their class assignments. They are currently working on an onboarding video for newly hired employees. After much discussion on the matter, the board gave consensus to allocate \$1,500 in the budget for this purpose.
- o Personnel Policy Manual Development – Special Legal Counsel through PDRMA quoted over \$5,000K for the development and legal review of our Personnel Policy Manual. The Management Association, which the park district recently joined, can assist for a lower fee, which includes a legal review. Their estimates are closer to \$3,000. Terri suggested the \$5,000 in the budget to allow for padding.
- o The Board discussed in more detail the various conferences that are budgeted.
- o Terri presented the Board with a history of all full-time staff, showing turnover and raises and what was distributed. She noted how the overall budget for full-time staff has declined over the years.
- o Salary pool and merit increases are built into the salaries. Two positions became exempt recently to comply with the Federal Labor Standards Act, which has not passed the legislature yet.
- o The line item for “outreach” is for sponsoring and supporting community initiatives, such as the Gala, Chamber Golf Outing and Chamber Directory ad.
- o Cell phone allowances – The Board discussed potentially decreasing or eliminating the cell phone allowance for staff. The question was whether personal cell phones are FOIA-able, causing the staff to be reluctant to use their cell phones for business. Currently employees receive a \$25 monthly stipend, except for Ben who has a district-issued phone. The Board agreed to cut cell phone stipends to \$15 a month and have asked Ben to obtain a phone where he will receive a stipend.

- The Board discussed the City of Wood Dale's conversion of wayfinding signs in which Director Ellmann earmarked \$5,000. The Board agreed to budget for \$2,000.
- Computers and technology is part of capital improvements. Terri had a computer inventory completed and ranked all the computers by age. Computers 2011 and older, in this case six of them, will be replaced. A rotation schedule will be developed.
- Gas for park district vehicles was discussed, and Terri will consider a local station (like Thornton's) to see if they have a corporate rate.
- Parks staff overtime was discussed. Ben needs more flexibility in scheduling for projects to be completed, including occasional overtime.
- A special event coordinator would assist in the planning and execution of events, cover gaps at the front desk, help with senior trips. This would be a new person, but the funding is less than the Special Events consultant line item, which has been eliminated.
- Utilities are budgeted for \$1,000 less than last year because of several re-negotiated contracts that Terri secured.
- The Board Reviewed Recreation line items and presented general questions to Michele Silver, which she answered. Adult special events and other special events are now the same line item. More emphasis is being placed on marketing, specifically in social media.
- The vending machine contract will continue at the pool during non-concession hours. It does not cost the Park District anything to operate and is a good service.
- Ellis certification is cut in half from \$1,000 to \$500 because the new Pool Manager is already certified, so only one additional person needs to be certified as backup.
- The Silver Sneakers program launched for fitness members over age 65. Every scan gets them a dollar amount and pays the District \$2 for every time they visit. The program is through the senior's insurance program. There is a cap for visits.

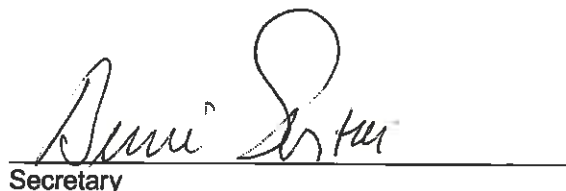
5. Adjournment

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to adjourn this Special Meeting at 6:30pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:



President



Secretary

1. **Call the Meeting to Order** – The meeting was called to order at 6:31 pm.

2. **Roll Call**

Board Members Present:

Dorothy Lange – President
Georgia Schroeder – Vice President
Denice Sbertoli – Secretary
Rick Pokorny – Treasurer
Greg Stimpson – Commissioner

Staff:

Matthew Ellmann – Executive Director
Terri Svec – Director of Administration & Finance
Michele Silver – Director of Recreation & Projects
Ben Appler – Director of Parks & Facilities

Also Present:

Carolyn Mondlock, Recording Secretary

Visitors:

3. **Pledge of Allegiance**

4. **Additions/Changes to Agenda - none**

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Meeting Minutes of March 21, 2017.
- B. Approval of the Executive Closed Session Minutes of March 21, 2017.
- C. Approval of the monthly expenditures: Totaling \$168,046.98 covered by check nos. 81153 through 81257 (\$38,404.33) and payrolls 3/24/17 (\$64,473.00) and 4/7/17 (\$65,169.65).

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. **Written & Public Communication - none**

7. **New Business**

- A. Presentation of Monthly Financial Summaries (Terri Svec) – Terri presented the monthly financial statements for March in place of Brad Sholes, who prepared the report. The summary is detailed in the Board packet. She asked the Board if they have any questions about the summary. Commissioner Pokorny asked about the statement, “There was an increase in corporate expenses in the amount of \$10,299 versus last March.” He asked staff to define the expenses and Terri said she would check into this and email him.

He noted shortfalls were with golf and the clubhouse and asked if staff has reached out to the banks to negotiate better rates. The park district has accounts at two banks. Terri responded to Commissioner Pokorny that she is holding back to see how the Central Park project unfolds as it will impact cash flow. However, she will proceed with talking to the banks to see what they can do for the park district regarding rates. She noted that one of the banks has already approached her to talk.

- B. Approval of Employment Agreement with Executive Director Matthew Ellmann (President Lange)
This agenda item was moved to later in the agenda, after agenda item #14, Executive Session, at the request of Commissioner Schroeder.
- C. Approval of License Agreement for Use of Wood Dale Park District Community Park for Prairie Fest (Matthew Ellmann) –Director Ellmann stated that Attorney Bersani and PDRMA reviewed the license agreement. Based on experience from the previous year involving rain and damage to the grounds, the agreement is more detailed to better protect the park district and its property. The agreement is more specific about responsibility for damages in Item #4 of the agreement, stating

"Any property damage to the grounds and turf of the property shall be repaired promptly including, if needed, the installation of sod to restore the turf for park and/or school activities to resume as scheduled."

Commissioner Schroeder asked about a clause in Item #9 that states, "Licensee shall provide copies of said plan to all persons associated with the operation of the Event, including but not limited to the School District, City of Wood Dale Police Department and the Wood Dale Park District." She asked why the park district is included as it is not part of the operation. Director Ellmann explained that the City just needs to demonstrate that a written emergency evacuation plan for the event is established in the case of emergency.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve the License Agreement for Use of Wood Dale Park District Community Park for Prairie Fest. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- D. Approval of Resolution R-17-06 approving the 2017/2018 Board Meeting Calendar (Matthew Ellmann) – The Board reviewed their annual Board Meeting Calendar. The calendar starts and ends with the fiscal year. Meetings are conducted on the fourth Tuesday of each month with some exceptions. The Board asked that the March 2018 meeting be moved a week prior to the fourth Tuesday to not conflict with spring break.

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to approve Resolution R-17-06 – Board Meeting Dates for Fiscal Year 2017/2018 as amended. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- E. Approval of Intergovernmental Agreement between the Illinois State Toll Highway Authority, the County of DuPage, the City of Wood Dale, the Village of Itasca and the Wood Dale Park District (Matthew Ellmann) – Director Ellmann said that the Intergovernmental Agreement (IGA) the Board has before them was reviewed by the project consultant retained by the City, the park district's attorney and all the taxing bodies involved for well over six months. Although the project is not complete, the IGA codifies all the various elements of the project and is legally necessary. It's ratifying the work that has been done and the work to be done. Director Ellmann further stated that the IGA will eventually be approved by the Boards of the other taxing bodies involved. In addition, park district Attorney Bersani is working on an agreement with TopGolf for the cost-sharing of the access drive.

It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to approve the Intergovernmental Agreement between the Illinois State Toll Highway Authority, the County of DuPage, the City of Wood Dale, the Village of Itasca and the Wood Dale Park District. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- F. 2017 DuPage County Consolidated Election Results (Terri Svec) – Terri said that the Board of Elections, when required, completes a canvassing of votes within 31 days after an election. At our next regular board meeting, Commissioners Schroeder and Stimpson will be officially sworn in as re-elected Board of Commissioners. The audience congratulated both.
- G. Audit Request for Proposals Results (Terri Svec) – Terri presented results from a RFP for Auditors for the Board to review and consider. Five auditing firms and the incumbent firm were compared side by side in an exhibit prepared by staff. Comparisons included, experience with government clients, park district clients, firms that have assisted clients in achieving the GFOA Certificate of Achievement for Excellence in Financial Reporting (CAFR program), to name a few.

Terri explained that the standard audit is minimal. The issuance of a certified financial report goes into more depth. This certified report is the CAFR and what is presented to the GFOA for award.

Achieving this award, or certificate, may help with future bond ratings and debt issuance. She also talked about the importance of audit rotation to maintain objectivity.

8. Unfinished Business

- A. Items removed from Consent Agenda – *None removed.*
- B. Discussion of Draft 2017/2018 Fiscal Year Budget – Terri spoke about one open budget item being a staff position in the finance department, since the accounting coordinator's departure. She is proposing a full-time position. Some discussion took place, with the board expressing concern with making the position full time at this juncture. The Board decided to have staff include the full-time salary in the budget but to first attempt to fill it as a part-time position with the potential to go full-time later in the year, after re-visiting and gaining approval from the board.

In the meantime, Terri said an interim accounting staffing agency has been contracted through mid-June since the district is at year-end, audit time and budget time.

9. Executive Director's Report (Matthew Ellmann)

- A. NEDSRA
- o Reach for the Stars is June 7. Commissioners Lange, Sbertoli and Schroeder will be in attendance, along with some staff being invited by Director Ellmann.
 - o BBQ Bash has 160 people registered so far.
 - o Golf marathon is at the beginning of May at Salt Creek Golf Club.
 - o Training on inclusion for partner agencies will be offered.
 - o NEDSRA's Executive Director offered to present an annual update to the Wood Dale Park Board, which Director Ellmann will schedule for this summer.
- B. Shape of Wood Dale (November 8) Confirmation – The park district will need a representative.
- C. Miscellaneous Updates
- o Cell Tower Lease is still being examined by the park district attorney and consultant. So far \$7.5K has been expended in legal/consulting fees, but the agreement calls for a signing bonus that will net the district approximately \$25k to \$29k after fees. This is in addition to, an increase in monthly lease payments.
 - o City of Wood Dale is requesting more information from the project sub-contractors (electrical and plumbing) before issuing a permit for Central Park.

10. Recreation Department Report (Michele Silver)

- A. 50th Anniversary Celebration Task Force Update
- o Michele showed the Board a picture of a float with a gazebo and seating. The park district will be decorating it the morning of the parade.
 - o Balloons were used at the Easter Egg Hunt to make the event more visible. Balloons will be used at other events for same purpose.
 - o Anniversary polo shirts are in and being distributed.
 - o Scavenger hunt information was posted to the website and Facebook.
 - o A celebration party is scheduled for the anniversary date (November 18) at the Recreation Complex.
 - o Refrigerator magnets are being produced listing all the year's big events.
 - o Anniversary information was forwarded to our state legislatures to adopt honorary resolutions.
- B. Special Events Report – Eggcellent Egg Hunt – Michele went over the special events report from the Egg Hunt in a new format that staff would like to use in the future. The Board was fine with it.

Commissioner Schroeder asked about the Senior newsletter "The Sequoia" because a constituent informed her that he/she hadn't received it. Michele explained that it went from a monthly publication to a bi-monthly. However, she will look further into this.

11. Finance & Administration Department Report (Terri Svec)

- o E-mail Migration – Conversions to the new e-mail and "wdparks.org" domain name has started. Employees will be taken off of Google and moved to Office 365.
- o The Mitel phone system test was successful at Salt Creek. New circuits will go live at The Beach and maintenance building the first week of May.

12. Salt Creek Golf Club Report (Matthew Ellmann)

- o Fencing and netting work along the parking lot that was damaged from a storm has been completed.
- o Beverage cart staff will be using an iPhone square reader to process credit card payments for beverages on the course.
- o A high school graduation banquet package has been created.
- o The Fenton High School Senior luncheon is at the facility on May 19. Students will be accommodated from 9:00 to 11:00 am. The restaurant will be closed for the lunch crowd that day.
- o A Restaurant cashier is being sought. A lead cashier position is available to open in the early morning.
- o The Course is good shape for this time of year.
- o Several candidates for the Director of Golf Operations position are being reviewed.

13. Parks & Facilities Department Report (Ben Appler)

- o Central Park playground equipment was delivered. In-house installation is scheduled.
- o Staff is working to hire part-time seasonal help.
- o Baseball and soccer field prep work has been keeping staff very busy.
- o Pool gutters are still pending; Ben will press the manufacturer to finalize delivery and installation.
- o The Board requested pictures of the Central Park playground. Ben has a computer rendering he will share.

At this time, Director's Ben Appler, Michele Silver and Terri Svec departed the meeting and a short 10 minute break was taken. Time: 7:58 pm.

Director Ellmann gave the Board a White Oaks Project Update at the request of President Lange. He said the concept plan was presented before the City Council, including the aerial adventure park, by him and Steve Doniger from Edge Adventures. All City Council members seemed to be comfortable and excited about the project and felt it would be good for the community. Questions concerned how quickly it can get done, what are the costs, how to phase in pieces of the plan, and how the City can participate.

At this point, Director Ellmann will request that Altamanu help identify the costs and propose phase-in plans. Early negotiations can now start with Edge Adventures with proposed terms brought to the Board when ready.

14. Executive Session

- A. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, pursuant to 5 ILCS 120/2(c)(1) of the Illinois Open Meetings Act.

The Board did not go into Executive Session.

Agenda item #7B - Approval of Employment Agreement with Executive Director Matthew Ellmann – was moved to follow item #14 Executive Session. A brief discussion was held concerning additional vacation time being included in Director Ellmann's current contract.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve the employment contract with the Executive Director, Matthew Ellmann. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

Another brief discussion ensued about rewarding employees who go above and beyond, especially in particular situations. Budget amount and where to place in the budget was discussed. The Board would like to know who would be receiving any monetary rewards, but supported Director Ellmann adding funds for this purpose to the draft budget.

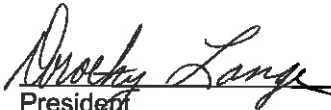
15. Commissioner Comments & Future Agenda Items for Consideration

None


16. Adjournment

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to adjourn this General Meeting at 8:15 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:



President



Secretary