

1. **Call the Meeting to Order** – The meeting was called to order at 6:33 pm.

2. **Roll Call**

Board Members Present:

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

Staff:

Matthew Ellmann – Executive Director
Karin Johns – Director of Administration & Finance

Also Present:

Carolyn Mondlock, Recording Secretary

3. **Approval of the Regular Meeting Minutes of April 19, 2016**

4. **Approval of the Executive Session Minutes of April 19, 2016**

[Motion for Agenda Items 3 and 4 is combined following.]

Director Ellmann explained that the Regular Meeting Minutes are on this agenda because the Board approved opening a CD with the Wood Dale Bank on April 19, and the minutes reflect this approval. Approving the minutes at this meeting makes it official for the CD to be opened.

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the Regular Meeting Minutes of April 19, 2016, and also the Executive Session Minutes of April 19, 2016. *ROLL CALL VOTE. COMMISSIONER SCHROEDER ABSTAINED. MOTION CARRIED.*

5. **Approval of Amended Resolution (R-17-01) the 2016/2017 Board Meeting Calendar**

Director Ellmann presented the Board Meeting Calendar with corrections as Resolution No. R-17-01.

It was moved by Commissioner Schroeder, seconded by Commissioner Stimpson, to approve Resolution No. R-17-01, the Schedule of Regular Meetings of the Wood Dale Park District Board of Commissioners. *ROLL CALL VOTE. ALL IN FAVOR. MOTION CARRIED.*

6. **Approval of Intergovernmental Agreement (IGA) with the City of Wood Dale (Prairie Fest)**

Director Ellmann offered some background about the IGA. The IGA was sent to PDRMA and was revamped to make it stronger for everyone's benefit. The draft has gone back and forth between the County Emergency Services, PDRMA, City and governmental attorneys. Once the Wood Dale Park District Board approves the IGA, it will go back to the Wood Dale City Council to confirm that having Prairie Fest at Community Park is approved.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve the Intergovernmental Agreement between the City of Wood Dale and the Wood Dale Park District for the City's temporary use of Community Park for the City's 2016 Prairie Fest. *ROLL CALL VOTE. ALL IN FAVOR. MOTION CARRIED.*

7. **Examination and Discussion of the Draft 2016/2017 Operating & Capital Budgets**

The Board received the following budget handouts for review:

- Debt Service Extension Base
- Debt Service Fund
- Accounting Coordinator job description – part-time Finance Department, nonexempt

- Administrative Assistant job description – Parks Department, nonexempt
- Golf Coordinator job description – part-time seasonal, Salt Creek Golf Club
- Recreation Budget 2016/17
- Pool Budget 2016/17
- Revenue Expense Summaries

Karin explained that a formula error has been corrected in the recreation and pool funds. A difference of \$961 is corrected in the updated budget. The above three job descriptions were added for Board review in answer to some questions presented by Commissioner Schroeder. Detail on outstanding debt is listed in the Debt Service handouts, at the request of Commissioner Stimpson. Karin confirmed that the salaries and wages include adjustments based upon CPI and also factor in those below their midpoint in salary range as was discussed at the last meeting in answer to a question by Commissioner Pokorny. The adjustments are reflected in both the Recreation and Golf funds.

Job Descriptions

Discussion ensued about the part-time job descriptions and salaries. Director Ellmann explained, that a full-time Golf Coordinator position is strongly recommended by the National Golf Foundation in their study, which will be presented at the next General Meeting. To move in that general direction, a seasonal part-time position is being created to support the course on a reduced scale.

The Board suggested contracting the positions, such as the accounting coordinator. Karin explained that training one person requires much time. Because contractors are not around for a long time, new people would constantly need to be retrained. Karin said the accounting coordinator position will assist with added tasks that have come to her department from the golf course. Director Ellmann understands the Board's point of view and also stated that more tedious day to day work has come forth, such as new reporting requests coming from the Department of Labor and Bureau of Census. In addition, human resource issues are more complex, making it difficult to keep up with regular duties.

Director Ellmann feels this will be a challenging, busy and active year with many projects in the works that in part can be supported by the Director of Recreation and Projects Michele Silver, including the phone system conversion, and ADA Transition Plan.

With the resignation of the safety coordinator, the Board suggests a job share with other park districts. PDRMA requires a position with the title of Safety Coordinator be in the organization.

Commissioner Pokorny pointed out that the district is budgeting \$30K less than last year. He sees budgeting \$400,000 more in expenses, but most of that is for capital improvements. So the district is holding the line overall on expenses, yet getting good work done.

Karin explained the line item of Service Contracts, and how it should not be coming out of payroll and therefore was moved out of Salaries.

Recreation Budget

Commissioner Pokorny asked about the increase in the preschool program. Karin explained that this is due to the addition of Funshine camp when it was cancelled last fiscal year.

Director Ellmann introduced information about the raising of salary levels by the Federal Department of Labor. The reclassification of exempt employees raises the minimum wage for salaried employees from \$24,000 to nearly \$50,000. Three current staff are in that category. Karin calculated costs of increasing the salary threshold versus paying overtime, and costs were about the same. She is suggesting a cushion for the budget in the amount of \$14,000 plus IMRF costs. If approved in June or July, there is a 60-day implementation period, so increases wouldn't take effect until September, which is not a full calendar year. Karin distributed a fact sheet from the Department of Labor for the Board's information.

Pool/Fitness

The Board had no questions.

Salt Creek Golf Club

Director Ellmann said the National Golf Foundation (NSF) study has been given to staff for review. NGF will present the comprehensive study to the Board on May 24. Karin said the changes in the budget from the first draft include the redesigned Salt Creek Golf Course organizational chart.

Salt Creek Clubhouse

The Board had no questions.

Bonds & Interest

Karin explained the current bond series and what kind of payments is made and how the district pays for debt service each year. In 2016, the district will pay \$62,000 in debt service payments.

Capital Improvements

The Board had no questions.

Property Tax Freeze

Karin explained to the Board that should this take place, it will be next year's levy to worry about. This year's levy is already taxed.

Commissioner Schroeder is concerned that the district is using a lot of its fund balances. If taxes freeze, the TIFF district will leave the park district short if we dip too much in the fund balances. Karin explained that recreation staff will need to push their programs and really strive for revenue producing programs in order to exceed their budget. Programmers have to be more strategic, measure marketplace and offer programs that people want and need.

Miscellaneous Topic - Update on RFP for White Oaks Park

Eight RFPs were sent out for the redevelopment of White Oaks Park, with the consideration of an aerial park. Commissioners Pokorny and Stimpson reviewed six RFPs that were submitted and chose three finalists based on reputation, track record and experience. Finalists are 3D Design Studio, Altamanu Inc., and Upland Design Ltd. Presentations by respective firms are scheduled for May 18.

8. Adjournment

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to adjourn this Special Meeting at 8:10 pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:

President

Secretary