

**1. Call the Meeting to Order**

Commissioner Lange, standing in for President Stout, called the meeting to order at 6:00 pm.

**2. Roll Call**

At 6:00 pm roll call was taken:

Present: Commissioners Sbertoli, Pulice, Schroeder, Lange

Absent: President Stout

Also Present: Greg Kuhs, Executive Director; Michele Silver, Superintendent of Recreation; Tony Perry, General Manager; Rhonda Brewer, Business Manager; Carolyn Mondlock, Recording Secretary.

Members of the Public: John Corbett, Superintendent of School District 7; John Mangen, WDPD staff.

**3. Additions to Agenda**

Director Kuhs added the following items to 7. New Business: Item E – Itasca Bank & Trust Resolution, and Item F – Non-resident Corporate Fitness Membership. He noted that these items were added to the agenda before it was posted on Friday, October 26, 2012. The revised copy did not make it in the Board packets. The revised agenda was distributed to the Board and those present at this meeting.

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

A. Approval of Minutes of the Regular Meeting of September 25, 2012.

B. Approval of Executive Session Minutes of September 25, 2012 (content only).

C. Approval of the monthly expenditures, totaling \$646,452.51, covered by check nos. 73025 through 73223 (\$400,739.51), payrolls for 9/28/12 (\$86,320.60), 10/12/12 (\$82,732.18) and 10/26/12 (\$76,660.12).

Director Kuhs said that Commissioner Schroeder phoned prior to this meeting noting a minor misspelling in the September 25, 2012 Regular Meeting Minutes. The corrected minutes will be placed in the file and posted on the website.

It was moved by Commissioner Pulice, seconded by Commissioner Schroeder to approve the Consent Agenda Items A through C above with a minor correction to the September 25, 2012 Regular Meeting Minutes. Copy of Consent Agenda Items A through C attached to Official Minutes.

Ayes: Commissioners Sbertoli, Pulice, Schroeder, Lange,

Nays: None

**MOTION CARRIED**

**5. Written and Public Communication** *(The Board has set a 7-minute maximum per individual for Public Communication)*

John Corbett, Superintendent, School District 7 – John thanked the Board for allowing him to speak tonight and expressed his gratefulness for the ongoing positive relationship the school district has with the park district.

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John gave the Board a handout about FORWARD, an organization in DuPage County. FORWARD stands for **F**ighting **O**besity **R**eaching healthy **W**eight **A**mong **R**esidents of **Du**Page. John explained that FORWARD has been tracking the weight of school-age children for the last three to four years. The handout includes results of a 2011-2012 Academic Year Obesity Surveillance Report. John said FORWARD has taken the weights from 92% of the school districts in DuPage County that participate. School nurses enter the weights of kids' physical forms for kindergarten, 6<sup>th</sup> grade and 9<sup>th</sup> grade. The school districts provide this information to FORWARD. John attended the meeting to share that information with the Wood Dale Park District Board of Commissioners and to see how the school district and park district and other community bodies can collaborate to address the issue of obesity in children.

School District 7 has made tackling this issue a goal for this year. John said it is clearly known that being overweight impacts a child's learning, self-esteem and health. Typically, the behaviors that are closely associated with obesity are: watching too much television, not getting enough exercise, and eating the wrong foods. So the school district is pushing the word out to families and teachers. They are taking a critical look at the health and PE curriculum to see if things can be done differently that address the issue. John also said that they are looking to add a parent education component, since the parents are the ones purchasing the food in the home.

John feels the issue of child obesity is at a crisis level, and he wants to focus on how it impacts the Wood Dale community. He is at the meeting this evening to bring this to the Board's attention so that the school and park district can collaborate with other taxing bodies to address this issue, focusing on the children of Wood Dale. He is confident that as educators of the community, we have the leverage to turn things around.

John spoke with Director Kuhs a couple of weeks prior, and some ideas were passed around, such as, offering workshops to parents on diet and exercise. They talked about offering more after school programs at each one's facilities, where kids can come in and play ball or work out. John also suggested getting the word out by public announcements, newsletters or via website to keep students and parents informed. He also suggested workshops on exercise and nutrition for parents. Director Kuhs agreed that the approach should be from a community wide standpoint where everyone makes a concerted effort for change.

John Corbett thanked the Board for their time and consideration.

## **6. Unfinished Business**

- A. Items removed from Consent Agenda – No items were removed from Consent Agenda.
- B. TopGolf Wood Dale – Facility Enhancement (3<sup>rd</sup> floor enclosure) – Director Kuhs informed the Board that he has not heard anything from TopGolf lately about the potential facility enhancement.
- C. Fairways Suites– Director Kuhs included in the Board packets some articles regarding Wheaton Park District and their potential pursuit of a hotel at their golf course. He informed the Board that Wheaton had an independent study done to determine the viability of a hotel at their location, and, as mentioned in the articles, the results were not very positive. Director Kuhs believes that the Salt Creek location is much more viable given the proximity to the airport and the construction of the western access to the airport.

Director Kuhs had nothing new to report about Fairway Suites other than they are still very interested in the Salt Creek location and are working on the financing. Director Kuhs informed

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the Board that the park district has submitted invoices for reimbursement of legal and architect fees. Fairway Suites paid the legal fees, but there is an invoice outstanding of just over \$5,000 for the golf course architect fees. Fairway Suites, through Director Kuhs, is asking the Board for an extension to pay the invoice. It was their intention to have a developer on board by this time, and the developer would be paying for these expenses. Director Kuhs stated that this is not what the agreement says. The agreement says that Fairway Suites is liable for these expenses.

Director Kuhs recommends giving Fairway Suites until December 1 to pay the invoice for the golf course architect fees. The Board agreed to this extension, and Director Kuhs said he would inform Fairway Suites.

**7. New Business**

- A. Personnel Policy Manual Revisions – Director Kuhs presented changes to the manual, represented in red and underlined in the Board Packets.

In the first section concerning the work week, Director Kuhs informed the Board that they are adding some specific language as to how early staff can clock in.

In the section, In-District Programs, the definition of immediate family is being redefined to clarify that immediate family should be “living at the same residence.”

Concerning the vacation policy, Director Kuhs explained the current policy allows full-time employees with more than one year of service to take up to ten days of vacation, but they can't take it until they have been employed for one full year. He explained that when an employee starts, he/she starts to earn vacation time, and by the time the employee has been with the park district six months, they would have earned five days. Director Kuhs is recommending the revision that states, “First year employees can use up to five (5) days of accrued vacation after completing six months of employment.”

Commissioner Lange asked for a better explanation of the accrual process to be provided in the manual. Director Kuhs and Rhonda Brewer will include more detail of the accrual process in the manual and present to the Board.

Rhonda explained the current sick leave policy. After 45 accrued days of sick time, an employee could get paid for 25 percent earned sick time rather than continue to accrue sick time. She explained they previously extended it to 60 accrued days to match FMLA requirements. She clarified that employees get this credit from IMRF when they retire.

The explanation from the Board Packet is as follows: “Sick leave can be accumulated to a maximum of sixty (60) days for use in future years. After the employee has accrued forty-five (45) days, he/she may elect to receive compensation for additional days earned each year (maximum of 12 days) at 25% cash value rather than continue to accrue them. Employees must elect the number of days to be exchanged for pay at the end of the year by December 31. The compensation will be given to each individual on the first paycheck of each calendar year. Employees may not otherwise receive pay for unused sick days. The amount accumulated shall be determined as of December 31 of each year, or upon exhaustion of all accumulated sick time. In lieu of receiving cash payment for earned time over 45 days, the employee may elect to accumulate sick time up to 240 days to qualify as creditable service for computing a retiring employee's retirement benefits. However, the maximum number of available sick time remains at 60 days to coincide with FMLA requirements.”

The Board discussed this process, and Rhonda and Director Kuhs answered questions.

Director Kuhs noted that since jury duty is minimal, they want to add the following wording: “We recommend omitting the requirement to deduct jury duty from an employee’s salary.”

Conference, School and Workshops – Director Kuhs pointed out the added revision, “Attendance and participation in conferences, schools and workshops is subject to budgetary provisions and limitations which may vary between each fiscal year.” Commissioner Lange was concerned about offering these training opportunities to staff who are newly employed with the park district. Discussion ensued about sending staff to conferences, schools and workshops and the differences between them. Director Kuhs said he will re-word the section to indicate that “supervisors with over one year at the park district may have the opportunity to further education at industry schools.”

The Board had questions about sending staff out of state for conferences/schools versus the conferences in state. Director Kuhs reminded the Board that expenses for conferences and schools are budgeted annually, and the budget drives who may or may not attend. Director Kuhs will change the wording of this section to placate the concerns of the Board.

The Board agreed that further review of the new changes is necessary before approving the document. They also agreed that President Stout should be present to review and comment on any changes. Director Kuhs will present an updated manual at the December Board Meeting.

- B. Resolution R-13-02 – Tax Levy Estimated – Director Kuhs explained that the information in the Board Packet is not the official tax levy. It is part of the levy that is required for approval a month prior to actually approving the tax levy and is an estimate only.

Rhonda explained that the park district is requesting 4.9 percent. Allocations were increased for IMRF and liability and decreased for the museum.

It was moved by Commissioner Pulice, seconded by Commissioner Sbertoli to approve Resolution R-13-02 as presented.

Ayes: Commissioners Sbertoli, Pulice, Schroeder, Lange  
Nays: None MOTION CARRIED

- C. Approval of Treasurers Report – Fiscal Year 2011-12 – Director Kuhs reminded the Board that in their packets is the Treasurer’s Report for the previous fiscal year ending April 30, 2012, which is part of the annual audit. It needs to be filed with the County.

It was moved by Commissioner Schroeder, seconded by Commissioner Pulice to approve the Treasurer’s Report as presented.

Ayes: Commissioners Sbertoli, Pulice, Schroeder, Lange  
Nays: None MOTION CARRIED

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Rhonda answered general questions from Commissioner Schroeder about how the budget looks for the past six months. Rhonda explained some variances but said the park district is doing well and is very close to budget.

- D. Selection of IAPD Annual Meeting Representative – Director Kuhs explained that each year the IAPD asks each park district to appoint a representative to attend their annual meeting at the State Conference. The Director of the Park District is usually selected, with a Board Member as an alternate. Commissioner Lange agreed to be the alternate.

It was moved by Commissioner Pulice, seconded by Commissioner Schroeder to approve Director Kuhs to be the representative and Commissioner Lange to be alternate representative at the IAPD annual meeting.

A voice vote was taken. All in Favor.

**MOTION CARRIED**

- E. Itasca Bank & Trust Resolution – Director Kuhs explained that the park district maintains the signature plate for Board Members to be able to sign checks in case there are not two signers available. Commissioner Lange’s signature is on the signature plate. Itasca Bank is requesting the park district to adopt a resolution authorizing that the signature plate can be used on checks.

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli to approve the bank’s Facsimile Signature Resolution as presented, authorizing the use of Commissioner Lange’s signature plate.

A voice vote was taken. All in Favor.

**MOTION CARRIED**

- F. Non-resident Corporate Fitness Membership – Director Kuhs said the park district has had some companies approach them about taking out a corporate fitness membership. The companies are not within park district boundaries. Director Kuhs is recommending that the park district offer a corporate nonresident rate at a fee \$50 higher than the resident corporate rate. This is in line with the difference between an individual resident fitness membership and an individual nonresident fitness membership.

Director Kuhs is seeking consensus from the Board so he can respond to the companies. The topic will be on the agenda for the December meeting for the Board’s formal approval. The Board gave their consensus.

**8. Director’s Report**

Park District/School District 7 Land Parcels – Foster and Wood Dale Road – Director Kuhs said there will be a number of things to approve at the December meeting concerning the property. There are no changes to the parcels. There is just paperwork that needs to be filed with the County to maintain the park district’s tax exempt status.

Land Lease with Forest Preserve – Director Kuhs informed the Board that the additional environmental testing has been completed on the forest preserve property leased by the park district for the golf maintenance facility. He has not received the final report results but is expecting them in a few weeks. The park district is still waiting to hear back from both sides’ legal counsel about the language and terms for the one-year lease agreement, which is anticipated in mid-December.

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IPRA/IAPD Conference – January 25-26, 2013 – Director Kuhs made note of the Board Members attending the State Conference.

Next Board Meeting – Director Kuhs reminded the Board that there is no November Board meeting. The next meeting of the Board is scheduled for December 11. He said that the park district auditor, Joe Julius, will be in attendance to share a presentation of the prior fiscal year.

**9. NEDSRA Report**

Director Kuhs reminded the Board that the monthly NEDSRA Newsflash for the month of October 2012 is included in the Board packet.

**10. Recreation Report**

Michele Silver, Supt. of Recreation, submitted a Recreation Report for the month of October 2012. Copy attached to Official Minutes. Michele reported and reviewed the following:

Halloween Scare Walk – Michele thanked all who helped out with the Scare Walk. She commended staff Anita and Jessica on the success of the event and the parks staff for assisting with set-up and clean-up of the event as well. The event ran smoothly, and staff heard many positive comments. She estimated 740 people went through the Scare Walk.

Annual Craft and Rummage Sale – Scheduled for November 10, Michele said the event is filled, having 17 craft and 21 rummage vendors. She has been actively advertising the event.

**11. Parks Report**

Ray Chaussey, Supt. of Parks, was not present at the Board Meeting, but he submitted a report for the month of October 2012. Copy attached to Official Minutes. The Board had no questions about Ray's report.

**12. Salt Creek Golf Club Report**

Tony Perry, General Manager, submitted a report for the month of October 2012. Copy attached to Official Minutes. Tony reported and reviewed the following:

"Bears Special" – Tony said this new special event to promote and increase the rounds of golf played turned out to be a successful event. Golfers braved the temperatures, had the unlimited chili and enjoyed the bar. Six authentic Bears jerseys were given to winners. He said that Salt Creek will run this event again next year.

Turkey Trot – The Turkey Trot this Saturday, November 3, is sold out.

Veterans' Breakfast – The Veteran's Breakfast is scheduled for November 10, from 8:30 to 10:30 am.

25<sup>th</sup> Anniversary – The 25<sup>th</sup> Anniversary is November 17, the actual date the golf course was purchased 25 years ago. Golf rates will match those charged in 1988 for a round of golf -- \$6.75. From 11 am to 2 pm, Salt Creek will offer hotdogs, hamburgers and draft beers for \$1.

Expense Cutting – Starting November 5 and going through March, Tony will be testing the use of glass plates and metal utensils and doing away with paper products during the slower winter season in the clubhouse.

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**13. Public Communication**

There was no further public communication.

**14. Executive Session** *(if needed)*

- 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).
- B. For the purpose of discussing imminent or potential pending litigation against the park district. 5 ILCS 120/2(c)(11).

It was moved by Commissioner Schroeder, seconded by Commissioner Pulice to enter into Executive Session at 7:34 pm 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).

Ayes: Commissioners Sbertoli, Pulice, Schroeder, Lange  
Nays: None MOTION CARRIED

It was moved by Commissioner Pulice, seconded by Commissioner Schroeder to adjourn the Executive Session at 7:55 pm.

A voice vote was taken. All in Favor. MOTION CARRIED

It was moved by Commissioner Sbertoli, seconded by Commissioner Pulice to reconvene the General Meeting at 7:55 pm.

A voice vote was taken. All in Favor. MOTION CARRIED

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

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder to approve insurance premiums as recommended.

Ayes: Commissioners Sbertoli, Pulice, Schroeder, Lange  
Nays: None MOTION CARRIED

**16. Adjournment**

It was moved by Commissioner Pulice, seconded by Commissioner Schroeder to adjourn this General Meeting at 7:56 p.m.

A voice vote was taken. All in Favor. MOTION CARRIED

The next General Meeting of the Wood Dale Park District Board of Commissioners shall be held on Tuesday, December 11, 2012, at 6:00 p.m.

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