

1. Call the Meeting to Order

President Stout called the meeting to order at 6:02 pm.

2. Roll Call

At 6:02 pm roll call was taken:

Present: Commissioners Sbertoli, Pulice, Lange, Schroeder, Stout

Absent: none

Also Present: Greg Kuhs, Executive Director; Michele Silver, Superintendent of Recreation; Ray Chaussey, Superintendent of Parks; Tony Perry, General Manager; Carolyn Mondlock, Recording Secretary.

Members of the Public: Mike Bersani, Attorney; Joe Julius, Auditor; Joel Carrera, WDPD staff.

3. Additions to Agenda

none

4. Approval of Consent Agenda Items (Roll Call)

A. Approval of Minutes of the Regular Meeting of October 30, 2012.

B. Approval of Executive Session Minutes of October 30, 2012 (content only).

C. Approval of the monthly expenditures, totaling \$902,201.66, covered by check nos. 73224 through 73433 (\$680,113.16), payrolls for 11/9/12 (\$74,250.38), 11/23/12 (\$74,364.83) and 12/7/12 (\$73,473.29).

It was moved by Commissioner Lange, seconded by Commissioner Sbertoli to approve the Consent Agenda Items A through C. Copy of Consent Agenda Items A and B attached to Official Minutes.

Ayes: Commissioners Sbertoli, Pulice, Lange, Schroeder, Stout

Nays: None

MOTION CARRIED

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

Recognition of Joel Carrera, Ten Years of Service, Wood Dale Park District – President Stout and the Board congratulated Joel Carrera, Parks staff, on ten years of service to the Wood Dale Park District. President Stout read the plaque of dedication, awarding it to Joel..

Letter – City of Wood Dale, 2013 Prairie Fest – Director Kuhs reminded the Board that for the last number of years, the City of Wood Dale has requested use of the Beach water park parking lot and areas around it for the Prairie Fest event in August 2013. The letter enclosed in the Board packet is the request letter with the proposed dates of the event. The Board granted permission, and Director Kuhs will respond to the City.

6. New Business

A. FY 2011-12 Audit Review & Report – Joe Julius – President Stout introduced park district auditor, Joe Julius. Joe was present at the Board meeting to review the park district annual audit. Board members received the audit report prior to the meeting.

Joe said two major topics of governmental bodies today are pensions and real estate taxes. Since Ordinance O-13-04, Tax Levy, is on the Board Meeting Agenda for this meeting, Joe directed the Board to the Schedule of Real Estate in the audit report first.

The Schedule of Real Estate illustrates the last four calendar years of taxes and assessments through 2011. He reminded the Board that the State of Illinois will be publishing 2012 taxes and assessments in either April or May of this year, 2013.

Joe reviewed years 2008 through 2011 with the Board. He noted that the value of property in the district to include homes, factories and retail stores is down about 20 percent from the high in 2009. However, under tax cap legislation, taxes are not decreased. The tax cap in the State of Illinois increases taxes every year by cost of living. Cost of living last year was 2.5 percent. This year it is 3 percent, and it is this 3 percent that can be considered when passing the tax levy ordinance later this evening.

Joe explained more about taxing rates and levies, stating statistics and trends, referencing sections, funds and line items in the audit report. He said, in the Summary of Tax Levy and Tax Assessments section, the district levy is about \$2.4 million in real estate taxes, with 99 percent collection rate. He feels the real estate values are secure.

On the topic of pension, Joe explained the park district has the IMRF. The general rules are if you work more than 1,000 hours a year, you participate in the plan. Employees pay 4.5 percent of their salaries into it, and the district matches it. The park district's current matching rate is 13.5 percent. Joe explained how the pensions are funded through the IMRF based on an employee's age and salary. He looked at actual valuation of the fund and explained funding ratios and liability under state statutes.

Joe answered a question from Commissioner Lange about the park district's pensions compared to other park districts. The Wood Dale Park District's pensions are conservative but equal to other park districts.

Joe talked about many other items in the report to include revenue, expense, profit and loss statements; golf course financial analysis; capital projects; recreation fund; interest from banks, etc. He said the park district is 98 percent on budget and is right on target with its primary goals.

Joe reminded the Board that his opinion is on page one of the audit. It states that the audit is complete and the financial statements embodied in the report are true and accurate.

It was moved by Commissioner Schroeder, seconded by Commissioner Pulice to approve the Audit Report for Fiscal Year 2011-12 as presented.

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

- B. Ordinance O-13-05 – Authorizing the Exchange of Real Estate with Wood Dale School District 7
– Director Kuhs pointed out to the Board that Items B and C, under Agenda topic 6. New Business, are both related to the property transfers done recently to reconfigure land parcels with the school district. The Ordinance O-13-05 is necessary to maintain the tax-exempt status of both districts’ property, and the approval of Resolution R-13-04 will allow the park district continued access and use of the parking lot in front of the Recreation Complex.

Attorney Mike Bersani continued the discussion. He said when the re-subdivision of the properties was done earlier this year with the City, part of the property that the Recreation Complex sits on is actually owned by the school district, and a good portion of the parking lot is owned by the park district. The re-subdivision did not line up exactly with ownership interest in those properties. When the park district re-applied for tax exempt status, the County requested proof of ownership of those properties. Referring the Board to Exhibit A in the Board Packet, Lot 1 is the property the Recreation Complex sits on, and Lot 2 is owned by the school district.

The Ordinance and Resolution being presented tonight will approve the exchange of those parcels so that the two lots re-subdivided earlier this year line up accurately with ownership interests. The Resolution is a permanent easement agreement between the park district and the school district. It is a permanent document that will be on file in the Recorder’s office to make sure the park district and its customers have access to the parking lot and to Foster Avenue.

It was moved by Commissioner Lange, seconded by Commissioner Pulice to approve Ordinance O-13-05 as presented.

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

- C. Resolution R-13-04 – Grant of Permanent Easement Agreement between Wood Dale Park District and Wood Dale School District 7 regarding Recreation Complex parking lot and access – See discussion above, Agenda topic 6. New Business, Item B.

It was moved by Commissioner Lange, seconded by Commissioner Sbertoli to approve Resolution R-13-04 as presented.

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

- D. Ordinance O-13-06 – Approving the Second Amendment to the Intergovernmental Agreement between the Forest Preserve of DuPage County and the Wood Dale Park District – Leasing of Certain Real Property and Conveyance of Certain Temporary Easements – Director Kuhs confirmed with the Board that the current extension of the Intergovernmental Agreement between the forest preserve and park district expires next week, December 17, 2012. Both parties are still working on the development and terms of a one-year lease, and the park district expects to have that document finalized prior to March 2013. He explained that the Ordinance is for a second extension until March 17, at which time it is hoped a one-year agreement will be finalized.

It was moved by Commissioner Schroeder, seconded by Commissioner Lange to approve Ordinance O-13-06 as presented.

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

- E. Drug-Free Workplace Policy Revision – Director Kuhs said that after discussion with staff, it is recommended next season to require lifeguards to agree to random drug testing. The park district worked with PDRMA to update the wording in the current Drug-Free Workplace Policy, which is included in the Board packets, along with a consent form for parents to sign.

It was moved by Commissioner Schroeder, seconded by Commissioner Pulice to approve the revised Drug-Free Workplace Policy as presented.

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

- F. Ordinance O-13-04 – Tax Levy – Director Kuhs reminded the Board that the Tax Levy is included in their packets. He said the tax levy amount is the same as was listed in the estimated tax levy resolution that was adopted at the October 30, 2012 Board Meeting.

It was moved by Commissioner Lange, seconded by Commissioner Sbertoli to approve Ordinance O-13-04 as presented.

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

- G. Bonus Pool Pass Proposal – The Bonus Pool Pass Proposal was described in the Board packets as a way for Wood Dale, Bensenville and Itasca park districts to maximize pool passes to patrons by allowing them to purchase a bonus pass to visit the neighboring pools still open after their pool may have closed. Director Kuhs asked the Board if there were any questions. Commissioner Lange voiced her dislike of the proposal and the concept of charging additional fees. She feels that if patrons were to be charged more, then they should have access to all three pools all summer.

Michele Silver responded that she met with the neighboring park districts to see if the opportunity existed to use other park district pools. Because fees differ at each, the three park districts felt charging the bonus pass fees reasonable. She and Director Kuhs feel that it would be beneficial to patrons to give this a try this season. General discussion ensued about operational hours of the three pools, invoicing, credit card transaction fees, and revenue from the bonus pass.

The Board, with the exception of Commissioner Lange, agreed to try the proposal for this year.

It was moved by Commissioner Schroeder, seconded by Commissioner Pulice to approve the proposed Bonus Pass option as presented for the 2013 pool season.

Ayes: Commissioners Sbertoli, Pulice, Schroeder, Stout
Nays: Commissioner Lange MOTION CARRIED

- H. Energy Efficient Lighting Upgrades – Recreation Complex and Salt Creek Golf Club – Director Kuhs told the Board that the park district has been working with a company called Project Green Environmental Solutions to make potential upgrades to lighting at the Recreation Complex and Salt Creek. He informed the Board that a proposal was omitted from their Board packets but is distributed at this meeting. He explained that there is grant money available through the State of Illinois for a limited amount of time that the park district has already been prequalified to apply for this lighting upgrade.

He explained that the larger project would be at Salt Creek because the building is older. All dining lighting fixtures can be updated to LED lighting, which is more energy efficient and the bulbs last substantially longer than what is currently used.

President Stout asked what the anticipated percentage of savings would be. Tony responded, that in light bulbs alone, there will be a substantial amount of money a year. The company Project Green is saying that we may see about \$8,000 savings in electrical costs at Salt Creek.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder to approve working with Project Green Environmental Solutions to complete the proposed lighting upgrades at a cost not to exceed \$16,000.

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

MOTION CARRIED

- I. Park District Bus Plan – Ray Chaussey explained to the Board about the condition and usage of the current vehicles used to transport patrons to and from programs. The park district’s intent is to trade in a 1995 van and white coach bus for two used 14-passenger mini-buses. The buses would be used for small trips and for transporting swim team and seniors, for example. A CDL license would not be required of a driver. The current “cool” bus will still handle larger trips (summer camp, etc).

Ray said the buses may cost \$50,000 new. For the amount the park district will use the buses, purchasing used vehicles up to five years old may be \$15,000 per bus, minus the trade-in value of the two current vehicles. Director Kuhs suggested to the Board that this is the direction in which the park district would like to move. Ray asked the Board if he were to find two used 14-passenger buses, does he have permission to purchase them as proposed. The current budget includes replacement of the current vehicles.

The Board was in agreement that Ray can pursue this option.

7. Unfinished Business

- A. Items removed from Consent Agenda – No items were removed from the Consent Agenda.
- B. Non-resident Corporate Fitness Membership – Director Kuhs reminded that Board that this concept was agreed upon at the October Board Meeting, and he is now looking for formal approval.

It was moved by Commissioner Lange, seconded by Commissioner Pulice to approve the Non-resident Corporate Fitness Membership rates as presented.

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

- C. Personnel Policy Manual Revisions – Director Kuhs updated language in this policy to address concerns from the Board at the October meeting.

Director Kuhs explained how the wording was revised. He further explained how and when staff earn vacation time, which was a question at a previous meeting. He went on to describe how IMRF allows service credit for sick days and how those days accrue. President Stout asked if the Board is comfortable with the current revisions. He suggested that a more detailed review of the policy can be done at a later date.

Commissioner Lange suggested holding back approval on employee participation at conferences section. She is not comfortable with the wording and would like to check with other park districts on their policies.

It was moved by Commissioner Lange, seconded by Commissioner Pulice to approve the changes to the Personnel Policy Manual except the section that addresses employee participation at conferences.

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

- D. Fairway Suites Update – Director Kuhs recommended that the Board address this topic in Executive Session.

8. Director’s Report

Director Kuhs submitted an Executive Director’s Report for the month of December 2012. Copy attached to Official Minutes. He had nothing to add, and the Board had neither comments nor questions.

9. NEDSRA Report

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

10. Recreation Report

Michele Silver, Supt. of Recreation, submitted a Recreation Report for the month of December 2012. Copy attached to Official Minutes. Michele had nothing to add, and the Board had neither comments nor questions.

11. Parks Report

Ray Chaussey, Supt. of Parks, submitted a Parks Report for the month of December 2012. Copy attached to Official Minutes. Ray reported and reviewed the following:

ADA Doors - Ray has been getting information and pricing on remote power doors that meet the guidelines of the ADA. These doors would be installed at the Recreation Complex and at Salt Creek Golf Course within the next few months He described two options of doors – hinged (button-operated) and sliding doors. Ray included information with pictures in the Board packet. Pricing of the doors at both facilities is estimated to be \$15-20,000 total for the sliding doors. The hinged doors are less.

Commissioner Schroeder inquired about the heating when these types of doors are opening, particularly at the front desk at the Recreation Complex. Ray explained the remote doors are timed. He said there are systems called “ready heat” that kick in when the doors are opened. The heat is supplied by a heater that sits above the doors. He said this option may work at the Recreation Complex.

12. Salt Creek Golf Club Report

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

Going Green in Clubhouse – Regular plates and utensils are being used in the clubhouse, replacing plastic plates and utensils. Tony said customer response has been positive. There is a feeling that the meal is fancier on a regular plate, and utensils are not broken cutting into food. The golf course is saving \$325 a week by not purchasing paper products. Tony also readjusted staff hours, resulting in a savings of \$250 a week.

Tony talked about other ways he is looking to cut costs by how things are purchased. Making the commitment to purchase more bulk in advance, but not having to store products at the clubhouse, will obtain a better price in advance.

He said November numbers are up 20 percent over last November. December revenue is up over last year. For the year, revenue is 3 percent up compared to 2011.

Tony informed the Board about some upcoming fish fry’s and events.

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 Lange, seconded by Commissioner Schroeder to enter into Executive Session at 7:46 pm for the purpose of discussing both Items A and B.

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

Executive Session was adjourned at 8:35 pm and the General Meeting reconvened.

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

No action was taken on items discussed in Executive Session.

16. Adjournment

It was moved by Commissioner Lange, seconded by Commissioner Schroeder to adjourn this General Meeting at 8:36 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, January 22, 2013, at 6:00 p.m.
