

1. **Call the Meeting to Order** – The meeting was called to order at 6:30 pm by President Dorothy Lange

2. **Roll Call**

**Board Members Present (roll call):**

Dorothy Lange -President  
Georgia Schroeder -Vice President  
Rick Pokorny -Treasurer  
Denice Sbertoli -Secretary (Arrived at 6:40 PM)  
Greg Stimpson -Commissioner

**Staff:**

Matthew Ellmann -Executive Director  
Ben Appler- Director of Parks & Facilities  
Katie Iraci -Director of Finance & Administration (Via Zoom)  
Peter Pope-Director of Golf Operations  
Jan Hincapie- Director of Recreation Services (Via Zoom)  
Ali Geary -Marketing & Public Relations Manager

**Also Present in audience:**

Darcie Fankhauser, 1404 N. Paulina St., Chicago (Arrived at 6:35 PM)  
Steve Schaefer, 17W677 Hawthorne Ave., Wood Dale (Entered, left, and reentered the meeting)  
Gildardo Sotelo, 6N776 Pine St., Bensenville (Entered, left, and reentered the meeting)

**Joined Meeting via the Zoom platform:**

Yordana Wysocki, Hervas, Condon & Bersani Law (Entered 6:30-6:33 pm and re-entered at 6:54 PM)

3. **Pledge of Allegiance**

4. **Changes to Agenda** – There were no changes to the Agenda

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Board Meeting Minutes of March 9, 2021
- B. Approval of the Special Board Meeting Minutes of March 18, 2021
- C. Approval of the Closed Session Meeting Minutes of March 18, 2021
- D. Approval of the Regular Board Meeting Minutes of March 23, 2021
- E. Approval of the monthly disbursements, totaling accounts payable \$144,748.68; Payroll – March 19, 2021 \$52,709.75; Payroll – April 2, 2021 \$54,701.34; Payroll – April 19, 2021 \$58,391.99.

*It was moved by Vice-President Schroeder, seconded by Commissioner Pokorny, to approve the Consent Agenda items as stated on the Board Meeting Agenda for Tuesday, April 27, 2021. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

6. **Written & Public Communication** – NONE

7. **New Business**

**A. Presentation of Preliminary Results of the Consolidated Local Election of April 6, 2021**

Leading up to the April 6, 2021 Consolidated Election two seats on the Wood Dale Park District Board of Commissioners were up for re-election. President Dorothy Lange ran for another term, receiving 824 votes, and Treasurer Rick Pokorny chose not to run for re-election. No other potential candidates applied to be placed on the ballot, therefore there will be a vacant seat on the board, when the canvassed

results are received from the County and presented. An official swearing-in will be done at an upcoming Board meeting.

Commissioner Sbertoli arrived at the meeting at 6:40 PM.

#### **B. Approval of Resolution R-21-11, A Resolution Approving Fiscal Year 2021 Budget Transfers**

Through analysis of year-end cost projections based on expenditures through March 2021, staff recommends transferring unexpended budgeted funds in some line items to other line items of appropriation for fiscal year 2021. After the first six months of the fiscal year, the Board may, by two-thirds vote, transfer from any appropriate item its anticipated unexpended funds to any other item of appropriation. Transfers cannot exceed 10% in the aggregate of the total amount appropriated in the fund. Best practices are for the Board to approve transfers near the end of the fiscal year as it enables staff to make a better assessment in determining which items need more funding and which items have an unexpended surplus of funds to reallocate.

Director of Finance & Administration Katie Iraci found five categories to address. The total budget and appropriation will stay the same in each fund and overall. This practice is common and will keep us in compliance and will more accurately reflect the appropriation of funds. Staff recommended the approval of Resolution R-21-22, a Resolution Approving Fiscal Year 2021 Budget Transfers as outlined in Exhibit A.

*It was moved by Vice-President Schroeder, seconded by Commissioner Pokorny, to approve Resolution R-21-11, a Resolution Approving Fiscal Year 2021 Budget Transfers.  
ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

#### **C. Approval of the Combined Annual Budget and Appropriate Ordinance O-21-04 for the Wood Dale Park District for the Fiscal Year 2022, Which Begins May 1, 2021 and Ends April 30, 2022**

The Budget process takes over six months from inception and concludes with the filing of the Budget and Appropriations Ordinance with the DuPage County Clerk's office. A draft budget was presented, and discussion took place at the board meeting on March 9, with additional opportunity for discussion at the meeting on March 23. The Budget and Appropriations Ordinance identifies and documents the limits of spending in each fund/category. The Ordinance exceeds the working budget by 15% to allow staff to react to unforeseen circumstances and extraordinary events without having to make a budget amendment. The goal is to work within the boundaries of the budget and will only use the contingency if necessary.

At the Board meeting on March 9, 2021 the Board approved the Tentative Budget and Appropriation (B&A) Ordinance. The Ordinance has been made available for public inspection for a period of at least 30 days. Once the 30-day public inspection period is concluded the Board is required to hold a public hearing prior to the adoption of the B&A Ordinance. That Hearing was held at 6:15 pm on April 27, 2021, before the regular board meeting. Notice of the Public Hearing was published in the Daily Herald Newspaper on April 16, 2021. Director Iraci summarized the information included in the Board Packet. The changes resulted in an overall decrease of \$68,852 from the Tentative Budget and Appropriation Ordinance that was previously made available to the public. Overall, the District is budgeting a net surplus of \$448,262 for Fiscal Year 2022

*It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to approve the Combined Annual Budget & Appropriation Ordinance O-21-04 for the Wood Dale Park District for the Fiscal Year Beginning May 1, 2021 and Ending April 30, 2022  
ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

#### **D. Approval of Agreement with Comcast for Internet Installation and Service at 390 Golf Experience**

Prior to opening, internet will need to be installed at 390 Golf Experience. The internet will serve staff, vendors and patrons. Staff researched options for internet service. Comcast was the vendor recommended by the District's IT consultant and was able to provide a quote for the service needed. AT&T was also contacted, but they only have a mobile unit in the area which would not meet the needs of the facility. An agreement from Comcast is being requested and shall be reviewed by Attorney Bersani. The agreement will include the monthly fee and a one-time installation fee. In the interest of time, as the building is being prepared to open, staff is asking the Board to authorize the Director of Finance & Administration to sign the agreement, contingent upon review and approval of Attorney Bersani.

*It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to approve the agreement with Comcast for internet service at 390 Experience and authorize the Director of Finance & Administration to execute the agreement contingent upon Attorney review. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

#### **E. Approval of an Agreement with Unified Concepts for 3CX Phone System at 390 Experience**

A new phone system is needed for the *390 Golf Experience*. Upon reviewing the needs of the new facility, staff worked with the IT vendor to assess the effectiveness of the current system that is used District-wide. Seeking a new system, that would work for *390 Experience* and for all the facilities in the future, was the recommendation of the staff and District IT contractor. Quotes were received and evaluated for three systems:

- Mitel Business (the District's current system)
- Mitel Connect
- 3CX

Upon reviewing the financial and functionality of each system, staff recommends the Board approve a three-year agreement with Unified Concepts for the 3CX phone system at *390 Golf Experience* and authorize the Director of Finance & Administration to execute the agreement, contingent upon attorney review and approval from Attorney Bersani.

*It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve the three-year agreement with Unified Concepts for the 3CX phone system at 390 Golf Experience and authorize the Director of Finance & Administration to execute the agreement upon review and approval of Attorney Bersani.*  
*ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

**Yordana Wysocki of Hervas, Condon & Bersani Law re-entered the meeting at 6:54 pm to be involved in the update regarding the land exchange project involving most of Mohawk Manor Park and properties near and adjacent to the Recreation Complex. Originally, there were two individuals in the audience waiting for the update. When the representative from Transwestern was not present at the beginning of the meeting, they left. Once the representative, Darcie Fankhauser of Transwestern, arrived, Executive Director Ellmann went to notify and bring back the residents to the meeting. Awaiting their return, the meeting was temporarily paused. The residents returned and the meeting continued. A brief update was given of the project by the representative, Darcie Fankhauser, with the main message being that the project timeline is being delayed while they work to secure agreement with all respective parties. It was noted that they were now targeting to close on all parcels this summer or no later than the fall.**

#### **F. Approval of Bid for Concrete Floor Improvement Project at 390 Experience**

Following discussions with staff, Consultant Frank Parisi of Williams Architects prepared specifications for the improvement of the indoor concrete floors at the *390 Golf Experience*. The project was put out

to bid and four packets were distributed to potential bidders, but no bids were received. Director Pope is now contacting companies and asking for quotes for the project. Two firms are coming for a site visit to take field measurements and to assess the project. If the quotes come in under \$25,000 staff will accept the appropriate quote and move forward. If the quotes come in over \$25,000 the project specifications will be modified and the project will need to be re-bid.

Commissioner Pokorny asked if the requirement of going out to bid for projects over \$25,000 is a Park District requirement or if it is a requirement of the state. Executive Director Ellmann answered that the \$25,000 requirement is from the state. Executive Director Ellmann also said that, if necessary, in the interest of time and cost, the project could be done in two phases to minimize any shutdown time.

**G. Update on Preferred Golf Academy Vendor and License and Operations Agreement Negotiations**

At the March meeting the Board approved staff to negotiate with a potential Golf Academy vendor. Director Pope reported that the negotiations took place, and the draft written agreement is currently in the hands of the potential vendor for review. Some of their key staff have been on vacation, but a response is expected soon. Staff will bring the draft agreement to a future board meeting for final review and approval, contingent upon attorney review and approval.

**H. Approval of a Memorandum of Understanding with Wood Dale Baseball Association**

On an annual basis the Wood Dale Park District executes a Memorandum of Understanding (MOU) with the Wood Dale Baseball Association (WDBA) to outline the terms of the Park District's support of the program. Wood Dale Baseball Association is a recognized affiliate of the Park District and operates as a non-profit organization. The WDBA utilizes the school-park site known as Community Park for practice and games. They also usually host one tournament each summer. Along with the annual MOU, they provide the park district and school with a Certificate of Insurance that covers their usage. Director Hincapie worked with WDBA President, Kriss Schaefer to review and update the MOU for the 2021 season. Staff recommended that the Board approve the signing of the 2021 Memorandum of Understanding for the Wood Dale Baseball Association.

*It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to authorize the signing of the 2021 Memorandum of Understanding for the Wood Dale Baseball Association*  
**ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED**

**I. Approval of the Intergovernmental Agreement with School District #7 for the Provision of Transportation Services for the 2021 Summer Day Camp Season**

For the first time in 2019, the Park District executed an Intergovernmental Agreement (IGA) with Wood Dale School District #7 for camp transportation. This year the IGA includes transportation for swim shuttles and three field trips. The Park District is responsible for the direct costs incurred by the School District including the cost of drivers, gas and wear-and-tear on the buses. The Park District is also responsible for establishing the schedule and supervising the campers. The IGA was sent to the School District for review on 4/21/2021. Staff recommend approving the Intergovernmental Agreement with Wood Dale School District #7 for field trip and swim shuttle transportation for the 2021 Summer Day Camp season

*It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to Approve the Intergovernmental Agreement with School District #7 for Field trip and Swim Shuttle Transportation.*  
**ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED**



## **J. Discussion of Drafting a Naming of a Park District Policy**

With the recent passing of a former Park Board Commissioner and prominent contractual service provider, inquiries have been made as to the possibility of naming park features or areas in their honor. Additionally, staff are periodically contacted by members of the community about memorials being placed on park property. Before proceeding with doing individual memorials, an over-arching policy may be considered. Therefore, staff conducted research regarding this matter and gathered sample policies for the Board's review. Staff asks that the Board discuss the merits of having a naming policy drafted and considered at a future meeting.

Aside from the initial naming, there are other factors to consider such as the care of the memorial, the replacement of the amenity when necessary and making sure the individual purchasing the memorial knows exactly what is included in the cost. Staff will return with more information for the Board's review.

Commissioner Sbertoli acknowledged that it would be nice to be able to buy a bench or tree to honor someone or to remember an occasion.

Commissioner Pokorny commented that selling bricks is a good approach used by some. Bricks can be engraved as a memorial or a way to honor a friend or loved one.

Commissioner Schroeder suggested finding someone to donate a garden.

### **8. Unfinished Business – There were no items removed from the Consent Agenda**

### **9. Executive Director Report – Matthew Ellmann**

- Yordana Wysocki was at the meeting to give an update of what is happening with Terrace Park and how the past acceptance and use of grant money impacts the District's ability to modify or vacate the property.
  - She spoke to the realtor today and they are 1-2 weeks away from 90 of the 100 houses being vacated
  - After houses are vacated, construction will begin.
  - Due to grant restrictions, the amenities must be kept.
  - The idea of keeping the park and updating for the industrial area was discussed
  - If the amenities are changed, the Park District will need approval from the Department of Natural Resources and the National Park Service
- The Park District received a return of net position for PDRMA Health program rebate of \$11,246 and a Power Play grant in the amount of \$1000 from the Illinois Association of Park Districts
- The Park District is participating in another Vaccination Clinic on Thursday, April 29 at Itasca Park District. There are 200 time slots available with 62 reservations so far. The Clinic will run from 8:30 am – 2:30 pm.

### **10. Recreation Department Report – Jan Hincapie**

- Summer brochure is complete, on the web and being advertised through social media
- End-of-year performances/celebrations are planned for dance, baton and Playschool
- Camp planning is underway
- Pool planning is happening. We are in need of more lifeguards
- The District is cooperating with the City to do three movies

### **11. Parks & Facilities Department – Ben Appler**

- Staff are busy taking care of parks, playgrounds, and ballfields.
- Parks are busy removing equipment and supplies and prepping walls for painting at the 390 Golf Experience.

- Staff are drawing down the water of the pool and preparing for opening on 5/29
  - Ropes needs replacement in the splash down pool for the slides
  - The facility will be cleaned next week
  - The pool will hopefully be filled the second week of May

## 12. Golf Operations Report – Peter Pope

- The new Golf Operations Manager is in place. The transition and training are in progress. He will be working with food and beverage as part of the job.
- The jockey pump at the course was replaced. This is a big improvement for the pumping of irrigation water.
- Staff are screening and interviewing for open positions. Golf and Food/Beverage are in good shape. Grounds still need help.
- Leagues start the second week of May
- 390 Golf Experience has a lot going on!
  - The physical space is being worked on.
  - Cameras, Wi-Fi, tv service, point of sale system and *Top Tracer* are being installed and prepared.
  - Infield is looking great. *TopGolf* brought in an outside contractor to do the work.
  - Camera tower plans have been submitted for City permit approval and will be installed on third floor for ball tracing.
  - Marketing is working with Williams Architects to coordinate the color scheme of the facility.
  - Range balls were ordered with some arriving and others still back ordered.
  - The *TopTracer* contract start date is being pushed back to July 1. This is good for *TopGolf* and the Park District alike.
  - Bays are being prepped and cleaned.
  - Equipment and supplies are being ordered such as a pressure washer and rental bags
  - Weekly planning meetings are being held with Crazy Pour, sharing input regarding areas in the facility and IT needs.
  - A job fair is being considered with Crazy Pour to secure staff in Food and Beverage and Golf operation areas. Yard signs are being posted that the park district is hiring in many positions.
  - Wedding inquiries are very heavy. The facility can accommodate more people in this phase if they are vaccinated.
  - The facility renter will be responsible for tracking the people at rentals as on the host, rather than the Park District.
  - Everyone is excited for the opening of the new facility. There will be a “soft opening” planned for hopefully in early July.

## 13. Marketing Department Report – Ali Geary

- Brochure is out and registration begins on 4/26.
  - No mass mailing of the brochure. Most agencies are no longer mailing.
  - A small number of brochures will be printed and available at the facilities, but most access will be done online.
  - A 5 x 7 postcard will be mailed to residents promoting the brochure and registration, leading them to the website for more information.
- A Request for Proposals (RFP) was sent out to secure a marketing contractor to help in the Marketing Department. They will help with projects in the department, rather than hiring a part-time staff person.

## 14. Finance & Administration Report – Katie Iraci

- The District has generated about \$600,000 of net revenue this fiscal year.

**15. Executive Session**

*It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to move into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel of the district, pursuant to 5 ILCS 120(2)(c)(1)*

**ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED**

*Executive Session began at 8:10 PM*

*Regular Meeting resumed at 8:37 PM. In attendance were all the Commissioners along with Executive Director Ellmann and Public Relations Manager Geary.*

**16. Consideration and Approval of Employment Agreement with Matthew Ellmann as Executive Director**

President Lange presented Director Ellmann with his written annual performance evaluation. After briefly reviewing, Director Ellmann indicated that he will look at it in more detail later so as not to hold up the meeting.

Treasurer Pokorny stated that after a lot of research and discussion the board wanted to recognize Director Ellmann for his performance, especially during the last year and all that was on his plate. Treasurer Pokorny then indicated that the board has agreed to offer him a seven and half percent raise and a bonus of \$3,000. President Lange added that they also are offering a revised contract that indicates one-year renewable options with a six-months' notice of any plans to retire. Treasurer Pokorny explained that one of the reasons for the increase was the result of looking at compensation data of other area Executive Directors, and that Director Ellmann's compensation is not in line with positions of comparable responsibilities. Executive Director Ellmann thanked the board and commented that he took to heart the comments from the Commissioners expressed at the last meeting recognizing that he cannot do it all and needs to rely more on the great team of employees working at the park district. He then accepted the offer and expressed appreciation for the on-going support and confidence in him from the Commissioners.

*It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to Extend Matthew Ellmann's contract with a one-year additional option and a seven and a half percent salary increase along with a \$3,000 bonus. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

**17. Commissioner Comments & Future Agenda Items for Consideration**

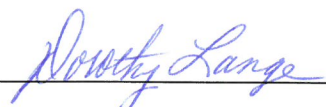
Commissioner Schroeder requested that we add the discussion of capital improvements to a future meeting agenda. Director Ellmann indicated that the Board Action Calendar calls for this discussion to take place at the July board meeting.

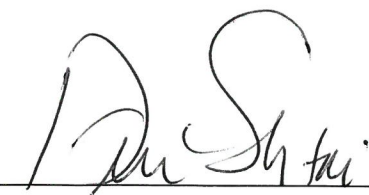
**18. Adjournment**

*It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to adjourn the Regular meeting at 8:48 pm.*

**ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.**

Board Member Signatures:

  
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President

  
\_\_\_\_\_  
Secretary