

Due to the COVID-19 pandemic and pursuant to the Governor's Disaster Declaration and Executive Orders, last amended by Executive Order 2020-44 on June 26, 2020, and the Illinois Open Meetings Act, 5 ILCS 120n(e), as amended on June 12, 2020, the President of the Wood Dale Park District Board of Commissioners has determined that an in-person meeting of the Board is not practical or prudent because of the present disaster. Accordingly, the Board will conduct this meeting remotely via ZOOM webinar. Members of the public may join the webinar by contacting our Marketing Manager, Ali Geary in advance by e-mail (ageary@wdparks.org) to request the meeting link and passcode or phone number for audio participation. The entire meeting will be recorded, and the recording will be posted on the Park District's website as soon as practical after the meeting.

To participate in the Public Input portion of the meeting, members of the public may submit comments to Executive Director Matthew Ellmann at (mellmann@wdparks.org) at least one hour before the meeting. The entire content of the comments will be presented at the meeting. The Park District is under no obligation to redact any information. The content of all comments will be placed into a shared file for the public body to access and read on the Park District's website at (www.wdparks.org). In accordance with the requirements of the Open Meetings Act, this meeting shall be video- and audio-recorded, verbatim, and said recording shall be available to the public on the District's website.

1. **Call the Meeting to Order** – The meeting was called to order at 6:33 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  
Greg Stimpson -Commissioner

**Staff:**

Matthew Ellmann -Executive Director  
Ben Appler -Director of Parks & Facilities  
Ali Geary -Marketing & Public Relations Manager  
Jan Hincapie-Director of Recreation Services  
Katie Iraci -Director of Finance & Administration  
Peter Pope -Director of Golf Operations  
Nancy Aldrich- HR Specialist  
Victoria Montejo – Accounts Payable & Payroll Clerk

**Also Present in audience:**

Michael Bersani- Hervas, Condon & Bersani, P.C.  
Yordana Wysocki- Hervas, Condon & Bersani, P.C.  
Arrived into meeting at 7:11 pm  
Doug Fair-Hitchcock Design Group  
Arrived into meeting at 7:11 pm

**Visitors to ZOOM audience: (in alphabetical order):**

Marshall Huberty  
Bill Thomas  
Steve Schaefer  
Ted Staszak– Arrived at 7:11 pm  
Darcie Fankhauser  
Irv Gilner- Arrived at 7:11 pm

3. **Pledge of Allegiance**

4. **Changes to Agenda** – NONE

5. **Public Input**- There was no public input to present to the Board.

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

- A. Approval of the Regular Board Meeting Minutes of October 27, 2020
- B. Approval of the Regular Board Meeting Minutes of November 10, 2020
- C. Approval of the Executive Session Meeting Minutes of November 10, 2020
- D. Approval of the monthly disbursements, totaling accounts payable \$242,683;  
Payroll – November 13, 2020 \$54,377.62; Payroll – November 27, 2020 \$54,192.27

*It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to approve the Consent Agenda items as stated on the Board Meeting agenda for Tuesday, December 8, 2020. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

## 7. New Business

### A. Public Meeting pursuant to 70 ILCS 1205/10-7(b): Presentation, discussion and possible action concerning an agreement between the Wood Dale Park District and Transwestern Development Company, LLC concerning the conveyance of Mohawk Manor Park in exchange for certain property and a cash payment.

Executive Director Matthew Ellmann along with corporate council, Attorney Yordana Wysocki (Hervas, Condon & Bersani) and Senior Associate Doug Fair (Hitchcock Design Group) presented to the Board, the *Wood Dale Park District Land Exchange Initiative*. Director Ellmann mentioned that well over two years ago, he was approached and has been in discussion with Transwestern Development Company, to exchange large parcels of land. This land exchange involves a large portion of Mohawk Manor Park for several parcels adjacent to and near the Wood Dale Park District Recreation Complex. He mentioned that since his time at the Wood Dale Park District he has noticed, public use of Mohawk Manor Park has reduced over time, and the site has become less relevant to the community due to its location. In line with the Wood Dale Park District's Master Plan adopted in 2015, the Wood Dale Park District has always been focused on service and long-term benefits provided to the community. After further examination of the Mohawk Manor Park, which was acquired over 50 years ago, the five-acre parcel has become too costly to maintain and has the highest number of police calls dispatched for inappropriate activity. The proposal was to exchange land that would be more suitable to the Wood Dale Park District. The parcels that are being considered in this exchange are adjacent to the east side of the Recreation Complex along Hawthorne Avenue and Foster Avenue. The adjacent lands would provide the Wood Dale Park District with more recreation opportunity to benefit the community.

Senior Associate Doug Fair presented the Concept Plan for the new site to the Board. The Concept Plan presented, included the expansion of the parking lot, evergreens, a gazebo, playground, and soccer field options.

Attorney Wysocki presented the legalities of the land exchange under 70 ILCS 120S/10-7(b) code. The Wood Dale Park District has met all the requirements to receive the property, including two appraisals, that confirmed that the property is of equal or greater value. It also met the requirement that property be substantially the same value for the Wood Dale Park District without any additional cost to the District. All documentation was published and made available for the public to review. Attorney Wysocki went over the proposed agreement terms that included:

- The 1/4-acre portion with a cell tower will be retained by the Wood Dale Park District.
- 2.68-acres of properties will be exchanged.
- The Wood Dale Park District will also be receiving cash payment in the amount of \$555,000 or \$525,000 + 3,750 sq ft of a concrete pedestrian path.
- Demolition of existing structures, grading of new properties, turf seed restoration, and any transaction costs yet to be determined will be covered by Transwestern Development Company, LLC.

*It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to approve the agreement between the Wood Dale Park District and Transwestern Development Company, LLC concerning the conveyance of Mohawk Manor Park in exchange for certain property and a cash payment. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

**B. Approval of Payout #5 in the amount of \$207,344.88 to Innovation Landscape, Inc. for Construction Services in connection with the White Oaks Park Phase #2 Project**

*No discussion or comments*

*It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to approve Payout #5 in the amount of \$207,344.88 to Innovation Landscape, Inc for services rendered in connection to the White Oaks Park Phase #2 Project. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

**C. Approval of Resolution (R-21-06) approving the 2021 Board Meeting Calendar**

*President Lange discussed with the Board about the scheduled 2021 November and December Board Meeting dates and introduced the possibility of a month off.*

*The Board unanimously amended the 2021 Board Meetings dates from November 23 and December 21 to November 16 and December 14.*

*It was moved by Commissioner Schroeder, seconded by Commissioner Stimpson, to approve Resolution R-21-06 setting forth the Board Meeting Calendar for calendar year 2021 with the amended dates from November 23 to November 16 and December 21 to December 14. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

**D. Approval of Resolution (R-21-07) a Resolution to Change Signatories on the Wood Dale Park District MaxSafe Savings Account with Wood Dale Bank & Trust**

*Commissioner Schroeder asked, what was the reason for the change in signatories.*

Executive Director Ellmann mentioned to the Board that Wood Dale Park District recommended practice, which pre-dated him and was a suggestion from the Auditors. The Finance Department that prepares reports and checks should not be allowed to sign or approve financial funds for disbursements. All approval and signatures should be completed by another department head. This is done to have a checks and balances for the Wood Dale Park District. The Resolution (R-21-07) will remove the previous Finance and Administration Director Mitch Bowlin and will add the Parks & Facilities Director Ben Appler as an additional authorized signatory, to the MaxSafe Savings Account with Wood Dale Bank & Trust.

*It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to approve and adopt Resolution R-21-07 a Resolution to Change Signatories on the Wood Dale Park District MaxSafe Savings Account with Wood Dale Bank & Trust. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

**E. Update on the Phase #3 Golf Center Branding Process**

Marketing & Public Relations Manager Ali Geary presented to the Board an update on the Phase #3 Golf Center Branding Process. Manager Geary mentioned the Golf Center Task Force conducted three workshops that focused on both the Golf Center and Salt Creek Golf Course. At these meetings they went over the five exercises (Brandscape, Analogy Board, Competitive Namescape, Ideation, and Refinement) used to assist in narrowing down the recommended facility and site naming lists. Then, she presented the

recommended naming list on behalf of the Golf Center Task Force and asked the Board to provide their thoughts, feedback, or recommendations.

*President Lange expressed her appreciation for the hard work of the Golf Center Task Force. She also mentioned that the recommended facility names seem to be dedicated solely to golf which would not be best, given that the Golf Center and Salt Creek Golf Club has more amenities to offer the public than just golf. The suggestion on providing the restaurant and banquet hall at Salt Creek Golf Club a separate name was mentioned and discussed.*

Executive Director Ellmann responded that given the possibility of a third party operating the restaurant at the Golf Center, changing the name to compete against them does not seem appropriate. As for the naming of the banquet hall, he does agree with the idea of having a name that would attract people to bring their weddings and events to the Salt Creek Banquet Hall.

Director of Golf Operations Peter Pope agreed with Director Ellmann and added that beside the focus is on the banquet hall for wedding and events. The patio at Salt Creek Golf Club with limited food options in his opinion does provide a better ambiance than the Golf Center for golfers.

*Commissioner Schroeder asked a question about the waterfall on the course. Director Ellmann and Director Appler responded to her question. In response to the question President Lange mentioned a recommended name Waterfall Edge, which will not be feasible at this time based on their response.*

*Commissioner Stimpson provided his opinion on having the word Golf in the name and provided a recommended name Wood Dale Golf & Entertainment Complex.*

*All Commissioners agreed upon the site name as Wood Dale Golf & Entertainment Complex and they set a special meeting date set for January 5, 2021 for further discussion of the Branding Process Phase #3 Facility Naming*

## **F. Discussion of the Hiring of a Full Time Human Resources Manager**

Executive Director Ellmann announced to the Board that HR Specialist Nancy Aldrich will be leaving the Wood Dale Park District due to her relocating to another state. HR Specialist Aldrich was complimented on providing exceptional service and for always keeping the best interest of the Wood Dale Park District at the forefront. He informed the Board that the Human Resources position is a vital role in ensuring the Wood Dale Park District is complying with federal, state, and local employment laws. During the COVID-19 pandemic, Human Resources played a keen role with mitigation procedures. Along with the opening of the new Golf Center this position will need to become full-time position to handle all the duties and responsibilities. HR Specialist Aldrich addressed the Board that she has been working closely with Director Ellmann to restructure the Human Resource position so that it can be as comprehensive as possible.

Aside from conducting an interview, there are a lot of legal procedures that must be followed in a timely manner and making sure proper required documents requested are received for record keeping, to be compliant with the retention laws. She also mentioned that the hiring system needs to be restructured from onboarding, boarding, and training of staff. At this time, it is currently being conducted by each supervisor due to not having a full-time Human Resources Manager. HR Specialist Aldrich stated that due to her limited hours it was difficult to restructure the system, but with a full-time Human Resources Manager many tasks and changes can be completed and implemented. Director of Recreation Services Janice Hincapie provided her input and support that a full-time Human Resources Manager, would help with establishing a consistent process for a HR functions.

*Commissioner Schroeder and Commissioner Sbertoli complimented that Nancy is a treasure.*

*President Lange asked what the pay for the position was. Director Ellmann responded that after researching, the hiring range was set for \$54,000 - \$61,000.*

*Commissioner Sbertoli questioned if new position was in the budget. Her question was answered by Director Ellmann.*

Director of Golf Operations Peter Pope reassured the Board, that golf and golf ranges were successful during the pandemic which leaves him to believe this position would be funded even if the pandemic is ongoing for a longer period than hoped.

*By a unanimous consensus expressed by all the Board accepted Director Ellmanns recommendation to hire a full time HR Manager*

**G. Discussion and Approval of Authorizing the Executive Director to Extend the Community Park Parking Lot Agreement with Power Solutions Inc, subject to Attorney Review.**

Executive Director Ellmann mentioned to the Board that he submitted a request for a small increase in rental fee for the parking lot lease, but it was turned down by Power Solutions Inc., due to COVID-19 and their work force numbers being down on site. Director Ellmann mentioned the changes made to the agreement were special dates, and that even though they did not agree with the fee increase the lease still serves as a good source of revenue for the Wood Dale Park District. Attorney Michael Bersani (Hervas, Condon & Bersani) addressed the Board that given the agreement was the same as previous year and nothing other than dates changed, he recommended and advised the Board, changing the wording *subject to attorney review* should be removed from the motion.

*It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to approve The Extension of the Parking Lot Lease Agreement with Power Solutions Inc for their use of Community Park Parking Lot and authorize the Executive Director to execute the agreement. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

**8. Unfinished Business**

**A. Approval of Ordinance (O-21-02) Levying Taxes for the Tax Year 2020, Commencing May 1, 2021 and ending April 30, 2021.**

Director of Finance & Administration mentioned that there were no changes made to the previous 2020 tax levy presented in October 2020. The total tax levy for 2020 is \$2,943,008. This is an increase of 3.60% from the 2019 tax levy.

*It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to adopt and pass Ordinance O-21-02, "An Ordinance Levying Taxes for Corporate Purposes for the Tax Year 2020, Commencing on the 1<sup>st</sup> Day of May 2021 and Ending on the 30<sup>th</sup> Day of April 2022" in the amount of \$2,943,008. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

**B. Items removed from Consent Agenda- NONE**

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

- Mentioned that He and Director of Golf Operations Peter Pope are reviewing two RFPs for the Food and Beverages services for the Golf Center. Director Ellmann requested a Board



member assist with reviewing and attend proposal meetings, prior to presenting a recommendation to the Board. *Commissioner Stimpson volunteered to attend the proposal meetings.*

- Presented to the Board that one of the paths that is covered with mulch, leading to the fire pit at White Oaks Park does not meet, ADA standards. A proposal has been requested to convert the material and make the path ADA compliant. The Board provided a consensus vote on moving forward with the project in a timely manner.

**10. Marketing Department Report – Ali Geary**

- NONE

**11. Parks & Facilities Report – Ben Appler**

- Provided White Oaks update and mentioned that Innovation Landscape was able to complete the punch list items last week. They can continue with the Buckthorn removal process in-house.
- The new dry valve was installed at the Golf Center for the sprinkler system. Work was approved and the repair will be funded by TopGolf.
- Faulty switch was replaced at clubhouse under warranty.

**12. Finance & Administration Department Report- Katie Iraci**

- Informed the Board the CD was renewed at Itasca Bank & Trust at .07% rate.
- Briefly went over the Monthly Financial Summary for October 2020.
  - Year-to-date revenues are \$4,142,943 and are down 19.3% from prior year.
  - Year-to-date expenses are \$1,817,815 and are down 56.5% from prior year.
  - Overall, by keeping expense down revenue exceed expenses by \$2,325,128 for the year.
- Mentioned that in the upcoming months there will be several large bond payments due.

**13. Recreation Department Report- Janice Hincapie**

- Currently working on finding a location to conduct registration for Wood Dale Baseball. They have adopted an online registration process but would like to conduct an in-person registration as well.
- Will be in attendance at several budget meetings via the Zoom platform next week.
- Elmhurst survey is completed, and she will be attending the presentation via the Zoom platform with the class.

**14. Golf Operation Report- Peter Pope**

- Mentioned that *The Knot 2021 Best of Weddings* was awarded to the Salt Creek Golf Club.
- As part of the district data and analysis efforts he has started to go over data and reports from October wedding and events to have an idea as to what are the direct costs and indirect costs. Will be going over more with Director Iraci and Director Ellmann.
- Mentioned Rib Night's huge success with 71 orders.
- Complimented Golf Facilities Manager Arturo Segura on the significant progress on researching the gaming options for the Golf Center.

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

- Executive Director Ellmann informed the Board about replacing the jockey pump that has been one item necessary for a year and a half. It is in the 2020-2021 budget, which we evaluated

completing this year. Total cost is around \$25,000. Given that this item is very much needed for our irrigation system, Director Ellman presented the staff recommendation to complete this before the end of the fiscal year.

- Reminding the Board of the ribbon cutting ceremony at White Oaks. Requested Board members to respond to the invitation sent.

**16. Adjournment**

*It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to adjourn the Regular meeting at 8:51 pm. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:



President



Secretary