

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 6:30 pm by President Dorothy Lange

2. **Roll Call**

Board Members Present (roll call):

Dorothy Lange -President
Georgia Schroeder -Vice President
Rick Pokorny -Treasurer
Arrived into the meeting at 6:41 pm
Denise Sbertoli -Secretary
Greg Stimpson -Commissioner

Staff:

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

Also Present in audience:

Frank Parisi – Williams Architects
Carrie Kotera- William Architects
Michael Bersani- Hervas, Condon & Bersani, P.C.

Visitors to ZOOM audience: (in alphabetical order):

Dan Bradley- MistwoodGolf Club

3. **Pledge of Allegiance**

4. **Changes to Agenda** – Executive Director Matthew Ellmann requested that **New Business** Item 7 F be removed from the regular agenda and placed after on the **Executive Session** agenda after items A & B.

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Board Meeting Minutes of January 26, 2021
- B. Approval of the Closed Session Minutes of January 26, 2021

- C. Approval of the monthly disbursements, totaling accounts payable \$205,578.12; Payroll – January 22, 2021 \$52,684.64; Payroll – February 05, 2021 \$52,936.29.
It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the Consent Agenda items as stated on the Board Meeting agenda for Tuesday, February 23, 2021. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

6. Written & Public Communication – NONE

7. New Business

A. Update on 390 Golf Experience Branding Project

Marketing & Public Relations Manager Ali Geary presented the Board with an update on the 390 Golf Experience branding process.

- The Golf Task Force was able to complete the first step in the branding process by discussing the Creative Direction objective.
- Once the objective was set the Golf Task Force started to move forward with a Concept Board to determine the foundation and visual goals for the facility. After several concept boards were shared, the Golf Task Force ultimately decided to go with the *Traditional & Comfortable* concept with modern touches. At first the Golf Task Force all shared that they wanted a *Bold & Entertaining* concept, but after further discussion they realized they did not want to be in direct competition with TopGolf.
- The Golf Task Force also reviewed feedback from earlier focus groups which mentioned that the community did not feel welcomed at TopGolf. So, by going with a *Traditional & Comfortable* direction with modern touches it would make the facility be more welcoming, and community-based like *Pinstripes*. It was confirmed with assistance from Williams Architects, that the *Traditional & Comfortable* concept would work best with the limited budget by being able to utilize the facility current structure.
- The Golf Task Force is also currently working on the logo and color palette for the facility which will be presented in March to the Board.

B. Presentation of 390 Golf Experience Interior Concept

Executive Director Ellmann provided a brief introduction to Williams Architects two main objectives on the current 390 Golf Experience project.

- The first objective was to provide a development plan both short and long term.
- The second objective was to create an interior design that would match the brand.

Williams Architects Managing Principal Frank Parisi update the Board on how they came up with the interior designs for the 390 Golf Experience.

- He stated that some of the items presented were parallel with the branding concept that was discussed with the Golf Task Force.
- Williams Architects Director of Interior Design Carrie Kotera presented to the Board a brief overview of the interior concept direction for the 390 Golf Experience, based on the Golf Task Force's feedback and concepts. She pointed out that even though she is presenting a color scheme, it will continue to evolve based on the Golf Task Force branding process. Managing Principal Parisi mentioned to the Board that the interior design was mainly focused on the public spaces and not the bays at this time. Not to say it can not be included in the design in the future.
- They also informed the Board that if they are in consensus with the food and beverage vendor. They will proceed to work with them as well to develop a design plan for that area as well.
- They briefly went over the bidding procurement and work plan with the Board.

The Board provided consensus to proceed with 390 Golf Experience Interior Concept.

C. Approval of a 390 Golf Experience Elevator Service Maintenance Agreement with Colley

Director of Parks & Facilities Ben Appler is seeking Board approval for 390 Golf Experience Elevator Service Agreement with Colley Elevator Company for two-years in the amount of \$1,640 per year.

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny, to approve the two-year agreement with Colley Elevator Company for the maintenance and testing of the Elevator at the 390 Golf Experience Facility in Swim the amount of \$1,640 per year. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

D. Discussion of Beach Waterpark Facility 2021 Season

Director of Recreation Services Jan Hincapie presented to the Board three options for The Beach Waterpark facility for the 2021 Season. While continuing to assess the ever-changing situation with COVID-19, effort has been made to gather information on the local, state, and national level so that the Board can make an informed decision. She mentioned several challenging items to consider:

- Hiring of staff (Parents not wanting their child to work due to COVID-19)
- Pandemic and new guidelines having negative impact.
- Areas of facility may be closed due to guidelines (Spa, Concession Stand, etc)
- Not having The Beach available for camp may negatively impact revenue and expenses.
- Swim Team and Swim Lessons may need greater time allocation.
- Minimum wage increases from \$8.25 to \$11 per hour.

The primary factor to consider is the safety of the public and our employees. The guidelines for summer aquatic facilities established by the Illinois and DuPage Health Departments and the Center for Disease Control, will not be available until later in Spring of 2021. After presenting the three options to the Board, she provided the staff recommendation, Option #1, which had the smallest budget deficit. Option #1 consisted of:

- Guests will make reservations for a two-hour visit.
- Public swim will be offered for 28 hours per week.
- The daily admission will increase to \$10.
- Fewer hours require less staff and less unemployment exposure, should the facility have to close due to COVID-19.

She also mentioned that midway through the summer if the demand for additional hours is justified and can be done in a financially responsible manner, that more hours could be added., Option #1 can be revised to accommodate the demand of more hours. The anticipated opening day would be Saturday May 29, 2021 Memorial Day and last swim day for season would be August 8, 2021. Additional days in August will depend on the availability of aquatic staff as students return to high school and college.

Commissioner Stimpson and Commissioner Sbertoli had a question on daily fee and hours which was answered by Director Hincapie.

Commissioner Pokorny asked a couple of questions on admission and revenues he also provided some thoughts to the response received.

The Board provided consensus to proceed with Option #1 for The Beach Waterpark 2021 with the option of revising the hours if possible.

E. Adoption of Ordinance (O-21-03) Amending the Park and Facility Rules and Regulations

Attorney Michael Bersani recommended amending and expanding the current Ordinance to allow video gaming, bingo, etc. which permits the District's selected Food & Beverage vendor to facilitate such entertainment. He recommended the Board approve Ordinance (O-21-03) amending the Wood Dale Park District Park and Facility Rules and Regulations.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to approve Ordinance (O-21-03) amending the Wood Dale Park District Park and Facility Rules and Regulations. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

G. Approval of Resolution R-21-10 Changing and Adopting the Appointment of a Web Assistant for the Wood Dale Park District for the Illinois Municipal Retirement Fund

Executive Director Ellmann is seeking Board approval in authorizing HR Manager Sandy Hlousek as the new IMRF Web Assistant in place of HR Specialist Nancy Aldrich. He mentioned that at a previous meeting HR Specialist Aldrich was granted approval as an IMRF Web Assistant to provide back up to the Director of Finance and Administration Katie Iraci and Accounts Payable & Payroll Clerk Victoria Montejo. Given that HR Specialist Aldrich has been replaced by the newly hired HR Manager, Sandy Hlousek, Executive Director Ellmann is requesting that HR Specialist Aldrich be removed as our IMRF Web Assistant and Manager Hlousek be named as her replacement.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve Resolution R-21-10 Changing and Adopting the Appointment of a Web Assistant for the Wood Dale Park District for the Illinois Municipal Retirement Fund. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

H. Presentation and Discussion of the Staffing Plan for 390 Golf Experience

Director of Golf Operations Peter Pope requested the Board to provide consensus to move forward with the Staffing Plan for the 390 Golf Experience. Working with Director Ellmann, Director Iraci, and HR, they have developed a staffing plan and budget. Their plan for both facilities includes adding two full-time positions; one promotion involving a title change, shifting responsibilities, and a salary increase; initiating responsibilities for the 390 facility for one position (shifting away from Salt Creek); and filling one vacant IMRF position.

President Lange and Commissioner Schroeder asked a question on the part-time IMRF Pro Shop cashier. Director Pope answered their questions.

The Board provided consensus to proceed with the staffing plan for 390 Golf Experience.

I. Approval of Request for Authorization to Renew Certificate of Deposit with Itasca Bank & Trust

Director of Finance and Administration Katie Iraci is seeking Board approval to renew the \$100,000 plus interest CD at Itasca Bank for a three-month term upon maturity as the current available rate of 0.70%.

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to approve the authorization of the Director of Finance and Administration to renew the \$100,000 plus interest CD at Itasca Bank for a three-month term upon maturity at the current available rate. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

8. Unfinished Business

A. Items removed from Consent Agenda- NONE

9. Executive Director Report – Matthew Ellmann

- Mentioned to the Board that the City Council has made the decision to postpone Prairie Fest until 2022 so they will not be requesting usage of the Wood Dale Park District property this summer.
- The Illinois Association of Park Districts Legislative Breakfast is scheduled for March 12, 2021 at 8:30 am. It will be a virtual breakfast.

- Next month a proposal from Hitchcock Design Group will be presented to the Board for the master plan for the new park which is part of the land exchange.
- Reminded the Board that a new date for the ribbon cutting at White Oaks Park needs to be selected.

10. Recreation Department Report – Jan Hincapie

- Made the Board aware of the new group that is made up of recreation middle managers to talk about aquatic facilities. The first meeting is scheduled for next week and each Wednesday going forward.
- Mentioned that she and Deputy Director of Recreation Services Kristina Sromek are working on prices for the outdoor amenity' rentals for White Oaks.
- WIBA practice last Sunday went extremely well. Only one person had to be reminded to wear a mask.
- Updated Board that Recreation Supervisor has offered to oversee the aquatic operation in Deputy Sromek's absence. A complete plan will be developed and executed.

11. Marketing Department Report – Ali Geary

- NONE

12. Finance & Administration Department Report- Katie Iraci

- Informed the Board on the net loss of \$164,882 in January which was anticipated in the winter months.
- Mentioned that we were still able to generate a net revenue of \$894,127 for the year.
- Revenues are down but expenses are even lower as a result we are seeing a positive variance.
- Reminded the Board about the upcoming Budget Workshop on March 9, 2021

13. Golf Operation Report – Peter Pope

- Updated the Board that the Golf Contracted Services for the Golf Academy Request for Proposals generated received six proposals and the groups selected two to interview.
- Bid for ball dispensing equipment goes out to bid Monday and bids are due March 16, 2021.
- Mentioned some scheduled events for the coming months.
- Reminded Board of curbside pick-up. While sales are not as high as they'd like, it keeps our presence in the community.

14. Parks & Facilities Department Report- Ben Appler

- Mentioned that during the property loss control review, it was pointed out that the sprinkler system in the kitchen at 390 Golf Experienced was totally caked with grease. Safety was a concern, so quotes were obtained to replace some sprinkler heads.
- Staff will start to replace the ceiling tiles in the kitchen that were delivered for the 390 Golf Experience.
- Next week will be holding interview for open parks positions.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to enter into Executive Session to Discussion of 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) and The setting of a price for sale or lease of property owned by the public body pursuant to 5 ILCS 120(c)(6) of the Illinois Open Meetings Act. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

15. Executive Session

- A. Discussion of 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)
- B. The setting of a price for sale or lease of property owned by the public body pursuant to 5 ILCS 120(c)(6) of the Illinois Open Meetings Act

Regular meeting resumed at 8:54 pm.

7. Continuation of New Business

F. Approval of a License and Operations Agreement Between Wood Dale Park District and Crazy Pour Sports Bar, Inc.

Attorney Michael Bersani presented the Board with a summary of the Operation Agreement between Wood Dale Park District and Crazy Pour. He mentioned that the agreement is for food and beverage services along with gaming operations at 390 Golf Experience. The term of the agreement is for three years beginning March 1, 2021 ending February 29, 2024. There is an option for an additional three years at the end of the term. There is a minimum license fee required from Crazy Pour in the amount of \$3,000 per month to the Wood Dale Park District. In addition to the minimum fee there is also a percentage share of gross revenue each month. The agreement also states that Crazy Pour cannot make any structural changes without prior approval by Wood Dale Park District.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to approve the License and Operating Agreement Between the Wood Dale Park District and Crazy Pour, Inc for food and beverage services at the 390 Golf Experience Facility. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

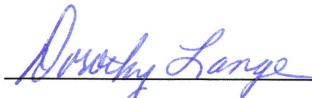
16. Commissioner Comments & Future Agenda Items for Consideration

- NONE

17. Adjournment

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to adjourn the Regular meeting at 9:01 pm. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

Board Member Signatures:



President



Secretary

“Serving the community with quality recreational experiences that provide a fun and healthy lifestyle.”