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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
Denice Sbertoli, Secretary
Rick Pokorny, Treasurer
Greg Stimpson - Commissioner

Staff:

Matthew Ellmann -Executive Director
Katie Iraci, Director of Finance & Administration
Ben Appller, Director of Parks & Facilities
Jan Hincapie- Director of Recreation Services
Peter Pope – Director of Golf Operations

Guests:

Tom Reusch, Facility Maintenance Supervisor
Kriss Schaeffer, Wood Dale Baseball Association
Iryna Chernitska, Aquatic Coordinator, The Beach Water park
Nicholas Hanusiak, Lifeguard at The Beach Water Park

3. **Pledge of Allegiance**
4. **Changes to Agenda (for discussion purposes only) - None**
5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Board Meeting Minutes of May 25, 2021
- B. Approval of the Special Board Meeting of June 8, 2021
- C. Approval of the monthly disbursements, totaling accounts payable \$229,877.14;
Payroll – May 28, 2021 \$81,281.54; Payroll – June 11, 2021 \$74,094.96

*It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli to approve the Consent Agenda items as state on the Board Meeting Agenda for Tuesday, June 22, 2021.
ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

6. **Written & Public Communication**

Introduction of New Facility Maintenance Supervisor – Director of Golf Operations Peter Pope introduced the new Facility Maintenance Supervisor Tom Reusch to the Board. At the time of the introduction, Tom had been with the District for three weeks. Tom has over 30 years of experience in facility maintenance, as a manager and supervisor, most recently at Sun City in Huntley and previously at Grand Victoria Casino in Elgin. The Board and Staff welcomed Tom to the Park District.

Recognition of the Golden Guard Safety Award – Recreation Director Jan Hincapie welcomed Aquatic Coordinator, Iryna Chernitska and Lifeguard, Nicholas Hanusiak to the meeting. The Park District is proud of Nicholas as he was presented with the *Golden Guard Safety Award* during a recent audit at The Beach Water Park by Ellis & Associates, an international aquatic and safety risk management consulting firm. Only 1% of all lifeguards evaluated at their facilities receive this designation. This coveted achievement is reserved for those lifeguards observed performing their typical job duties, during unannounced safety audits, while exhibiting behaviors that surpass the expectations of all safety standards in areas such as swimmer surveillance, professionalism and vigilance. The Beach staff are audited three times per season. At this first audit of the season, a rating of “Exceeds” was received, which is the highest rating.

The Board commended Iryna, Nicholas and the rest of the staff at The Beach for their hard work and congratulated Nicholas on this wonderful achievement.

7. New Business

A. Annual Election of officers to the Park Board of Commissioners

- a. Nominations for President, Vice-President, Treasurer and Secretary

Vice President Schroeder presented the following slate of candidates for the Board election:

Dorothy Lange – President
Georgia Schroeder – Vice-President
Rick Pokorny - Treasurer
Denice Sbertoli – Secretary

It was moved by Vice-President Schroeder, seconded by Commissioner Pokorny, to approve the slate as presented. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

- b. Election for President, Vice-President, Treasurer and Secretary

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to elect the slate as presented. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

B. Approval of granting Wood Dale Baseball Association permission to have limited alcohol on Park District property for their annual association picnic on Saturday, July 10, 2021

Each summer the Wood Dale Baseball Association holds a family picnic in Franzen Grove. This year's picnic is scheduled for Saturday, July 10 from 10:00 am – 8:00 pm (including set-up and clean-up). The Park District received a request to waive the current park regulation that prohibits alcohol in parks, to allow for participants to bring beer and wine. The Association will reimburse the Park District for liability and host liquor insurance and will be responsible for making sure no alcohol is sold and that one under the age of 21 consumes alcohol.

It was moved by Commissioner Sbertoli, and seconded by Commissioner Pokorny, to approve the request to have beer and wine on Park District property (Franzen Grove) for their (Wood Dale Baseball Association) annual association picnic on Saturday, July 10, 2021, from 10:00 am – 8:00 pm, provided they secure and reimburse the Park District for the necessary liability and host liquor coverage. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

C. Approval of Wood Dale Park District Purchasing Card Policy

The Park District participates in a purchasing card (p-card) program through the Bank of Montreal. The cards are only used for business-related purchases. The Park District does not currently have a Purchasing Card Policy. Putting one in place is important to protect the District from incurring expenses from personal or unauthorized purchases and to ensure that employees who are issued a p-card understand their responsibilities. The new Policy also standardizes monthly p-card limits, by position. The new Purchasing Card Policy will be applicable to all Wood Dale Park District employees and Park Commissioners who are issued a p-card to make business-related purchases. Upon receiving a p-card, recipients will be required to sign a form acknowledging their receipt and understanding of the Policy as well as their monthly spending limit. A draft policy was included in the Board packet for review and discussion.

It was moved by Commissioner Sbertoli, seconded by Vice-President Schroeder, to Approve the Wood Dale Park District Purchasing Card Policy as presented. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

D. Approval of Cintas custodian services agreement for 390 Golf Experience

The maintenance and cleaning of 390 Golf Experience will require large quantities of bathroom and custodian equipment, supplies and chemicals. Staff have met with a number of vendors to research and receive cost proposals for things like hand soap dispensers, hand sanitizer, paper towels, toilet paper, trash can liners, mops, cleaning towels, floor mats, urinal screens and various cleaning chemicals. Rather than go to a number of vendors for these items, staff recommends contracting with Cintas, which is a service rather than a supplier. They provide and supply the dispensers, clean and replace the floor mats and provide product on an as-needed basis. The cost of the service is included in the 2021-2022 budget and will require a 36-month agreement. Staff recommend the approval of a 36-month agreement and they ask the Board to authorize Peter Pope, Director of Golf Operations to execute the agreement.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to approve an agreement with Cintas for Custodial Services for 390 Golf Experience and to authorize Peter Pope, Director of Golf Operations to execute the agreement ROLL CALL, ALL IN FAVOR, MOTION CARRIED

8. Unfinished Business – None

9. Executive Director's Report (Matthew Ellmann)

- The Northeast DuPage Special Recreation Association (NEDSRA) will hold their annual Reach for the Stars banquet on November 10, 2021.
- Furniture was procured from NEDSRA for 390 Golf Experience offices. A donation of \$250 was given for the furniture.
- The Transwestern Mohawk Land Swap is moving along and closing is getting closer for all properties with a current target date of on July 29, 2021.

10. Written Reports from Human Resources & Marketing Departments (Matthew Ellmann)

Marketing

- A permanent 3D sign at 390 Golf Experience will cost over \$100k so a temporary sign will be put up to draw attention to the facility. Staff are working with Williams & Associates and a local sign vendor on a sign that is attractive and durable. Staff are researching lighting for the sign. Executive Director described the location of the signs on the building.
- Staff will be planning a Grand Re-Opening at 390. It will be advertised in print, social media and through signage at District facilities.
- There are still a number of part-time positions open at the District. They are listed on the website.

11. Finance & Administration Report (Katie Iraci)

- The Finance department has prepared a document to submit to the State to gain permission to destroy records. Some of the types of records we will be destroying are cancelled checks, bank statements, cash receipts, etc. We need to list out each type of record we would like to destroy, the date range (each type of record needs to be retained for a certain number of years) and the cubic feet. After submitting the form, we need to wait 60 days before we can destroy the records, assuming the State approves our request. A shred is tentatively scheduled for some time in September.
- The District had a net surplus of about \$132,000 in May.
 - Audit entries are not yet complete, so figures are subject to change.
- Cash balance projections have gone down since last month. At the end of the fiscal year, a cash balance of about \$2.6 million is projected, which is just under \$180,000 less than my projection was last month. The biggest driver for this is related to 390 and a reduction in the revenue projection based on our pushed back tentative opening date.
- There have been a number of expenses at 390 since these materials were prepared for the board packet. These total \$25,698. This was being mentioned to make the Board aware because these will have an impact on next month's cash position projections.

12. Parks & Facilities Report (Ben Appler)

- Staff are painting and patching the party room at 390
- Working on Arturo Segura's office at 390
- The question was asked of Ben as to whether he was fully staffed. He replied that he is still down three seasonal staff from his normal staffing levels at this time of year
- The slides at The Beach are not functioning. Staff are working with outside experts to diagnose the problem.
- A circulation pump for the heater had to be replaced, as well

13. Golf Operations Report (Peter Pope)

- Staff continue discussions and negotiations with the potential Golf Instruction partner, Chicago School of Golf. Feedback was received on a draft agreement that was presented to them for consideration. A call is scheduled on Thursday to continue negotiations.
- Golf staff, Director Iraci and the IT Consultant are working together to meet the information and technology needs of the facility and the operation.
- They are waiting on the start of concrete floor work
- There are two domains that have been secured by Marketing for 390 Golf Experience: 390golf.com and 390golffexperience.com
- Staff are cleaning up the miniature golf course and getting ready to install pumps
- Three vendors are being consulted regarding the installation of new pump, connections and electrical installation to operate the water feature between the two number nine greens
- There are eight kids registered for the Beginner Junior Golf class, ten kids registered for the Junior Golf class and six adults for the Beginner Adult class. All three classes began in June and run for four consecutive Tuesdays. There were registrations from Roselle Park District as a result of the cooperative agreement executed this spring.
- In the month of May of 2021 there were 3,949 rounds of golf compared to 2,905 in May of 2020.
- There are ten new events planned. Feedback has been extremely positive from the events that have been held at the facility.
- A heavy-duty utility vehicle is needed with blade. Staff has started the process and received proposals. The proposed cost exceeds the spending level of the Executive Director. Staff will return at the next meeting for the board to review and approve the purchase.

14. Recreation Department Report (Jan Hincapie)

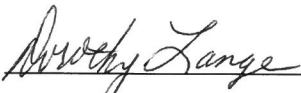
- The weather has not cooperated lately for The Beach Waterpark. Numbers were good at the beginning of the season, but when other area pools opened, they decreased.
- A Preschool Nature Mini-Camp was held at The Woodlands at the beginning of June. Feedback has been excellent. Kudos to Supervisor Lynam for creating the program.

15. Commissioner Comments & Future Agenda Items for Consideration

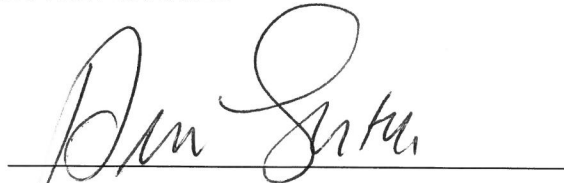
16. Adjournment

It was moved by Commissioner Pokorny, seconded by Vice-President Schroeder, to adjourn the meeting at 7:52 PM ROLL CALL, ALL IN FAVOR, MOTION CARRIED

Board Member Signatures:



President



Secretary

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