

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
Denice 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
Dave DiVerde- Accounting Supervisor
Victoria Montejo – Accounts Payable & Payroll Clerk

Also Present in audience:

There was no one else present

Visitors to ZOOM audience: (in alphabetical order):

There were no visitors.

3. **Pledge of Allegiance**

4. **Changes to Agenda** – There were no additions to the agenda

5. **Written & Public Communication** – No communication to be reported.

6. **New Business**

A. Presentation of the Draft Fiscal Year 2021/2022 Budget

Executive Director Matthew Ellmann made a brief statement prior to the presentation of the Draft Fiscal Year 2021/2022 (FY 21/22) Budget. The budget process kicked off with a training for staff that outlined the basic goals and defined the process. Several meetings were conducted with staff members to review the budgets for their areas of responsibility at various phases of development. This budget required more preparation than usual due to the challenges and modifications made to the operation due to COVID-19. Attention was given to the recovery process as the State of Illinois approaches Phase 5 of the Restore Illinois Plan. As outlined in the

budget schedule, the goal is to approve the FY 21/22 Budget at the April 27, 2021 Board Meeting. Prior to that date, there are two meetings for the Board to review and discuss the budget in detail, for staff to follow up with answers, and for changes and modifications to be made.

Director of Finance & Administration Katie Iraci, who spearheaded the process, thanked the staff for their diligence in preparing the FY 21/22 Budget, especially during the pandemic, while wearing many hats, and being responsible for daily operations and ongoing projects. Director Iraci presented the Board with the FY 21/22 Draft Budget overview. After a year of closely monitoring finances, it was determined as the budget process started that the best approach was to create a breakeven budget that would:

- Allow the agency to be agile and ready to react to the operational changes and modifications brought about by COVID-19 and one that would establish a framework for the eventual transition to Phase 5
- Sustain and align the agency through the opening of the 390 Golf Experience
- Help prepare the agency for the proposed land exchanges and other opportunities that may be realized.

After the final meetings with staff, Director Ellmann and Director Iraci met with Board Treasurer Pokorny to provide him with an overview of the budget. To meet the established goals set forth, the FY 21/22 Budget had to be innovative, creative and strategic. Staff had to work hard to find cost-saving measures that would not impact the quality of the facilities, programs or services.

District-Wide Budget Comparison

	FY 20/21	FY 21/22
Total Revenues	\$7,249,108	\$6,952,436
Total Expenses	\$7,506,624	\$6,435,322
Net Park Budget		\$ 517,000
Total Surplus (Deficit)	(\$257,516)	\$114

Director Iraci briefly went over cash balance projections for FY 21/22 and mentioned that they are similar to FY 20/21. The five-year history of the fund balances was presented, and Director Iraci informed the Board that the Golf Fund balances include mostly capital assets which can be misleading. The Golf fund's unrestricted fund balance was a deficit of \$143,000 at the end of FY19/20. She is projecting the Golf Fund will have a surplus for the FY 20/21 due to the extreme upward trend in the sport during the pandemic. The only fund balance that is projected to be low is the Retirement Fund. She mentioned she did make a note to adjust this in next year's Tax Levy calculation. The Tax Levy three-year history was presented to the Board and was briefly discussed.

FY 21/22 Budgeted Revenue & Expenses (Recreation)

	Administrative	Pool	Maintenance	Recreation	Fitness	Marketing
Revenue	\$943,300	\$ 70,185		\$433,359	\$ 61,289	
Expense	\$744,956	\$130,445	\$ 14,900	\$269,071	\$ 17,848	\$63,312

Director Iraci also presented the proposed FY 21/22 budget for The Beach. Director of Recreation Services Jan Hincapie will work with Director Iraci to present three options for the Board to consider for the 2021 season. They will each show modified hours and fees and the corresponding deficit.

FY 21/22 Budgeted Revenue & Expenses (Golf)

	Administrative	Course	Clubhouse	Range
Revenue	\$2,500	\$524,175	\$463,572	\$1,490,333
Expense	\$458,297	\$508,123	\$530,433	\$1,088,611

Other Points of Discussion Included:

- The \$372,637 salary increase in the Golf fund, including the increase in range salaries of \$394,383, is due to the addition of the new staff needed to operate the facility at an acceptable level.
- Materials & Supplies were reduced due to the new Food & Beverage vendor incurring those expenses as part of their contract
- A Salary Survey of full-time and IMRF staff was conducted, gaining data from other parks and recreation agencies. The result was shared with the Board along with the proposed Salaries and Wages Budget for FY 21/22.

Commissioner Stimpson had a question as to how much of the salary increases were due to the mandatory minimum wage increase. Director Iraci responded that she could not provide an accurate figure at current time but did confirm that the mandatory wage increase were part of the Salary and Wage Budget.

President Lange had a question as to how is it that the retirement fund balance ended up being so low that now it needed more funding. Director Ellmann responded to the question by stating that it is not uncommon for the retirement fund to be under-funded. Staff will make the proper budgeted transfers and tax levy calculations to accommodate.

Commissioner Schroeder had a question about an IMRF cashier that was previously discussed. The question was asked as to why this position was budgeted to be IMRF when it could be done with more than one non-IMRF part-time employee, thus not requiring an employee of IMRF status. Director of Golf Operations Peter Pope said he would explore this possibility, but the position is currently being held by a valued employee and he would hate to lose a good employee by making this change. Director Ellmann also mentioned they are working closely with HR to review the best route to proceed with staff at all levels. There are times that having an IMRF employee provides needed consistency and familiarity to the public that numerous part-time staff working the same position does not, thus providing a higher level of customer service.

B. Examination and Discussion of the Draft 2021/2022 Fiscal Year Budget

Commissioner Pokorny had a question on page 2 regarding Attorney fees being reduced by \$5000. Director Ellmann responded that the district typically never exceeds the amount budgeted and that we are being reimbursed for legal fees associated with the land exchange initiatives.

Commissioner Schroeder had a question on page 2 questioning why the National Conference was being reduced since we are possibly going to be out of COVID-19 and staff and board have not had the opportunity to attend educational opportunities for over a year. Director Ellmann responded that if more staff or commissioners are interested in attending, then the amount can be adjusted accordingly. Attendance fluctuates from year to year, and all conferences come out of the same budget, so there is flexibility in allocating expenditures from one educational opportunity to another.

President Lange had a question regarding the 4% increase in Salaries and Wages. Director Iraci responded to her question that the increase was reflected within the budget. The Board decided to defer discussion of salary increases for a special meeting on March 18, 2021.

Commissioner Pokorny had a question on page 3 regarding the Chamber of Commerce Golf Outing being budgeted, yet he had heard it was cancelled. Director Ellmann replied that the previous year outing was cancelled, but they have scheduled the upcoming outing to be held at Eaglewood resort in Itasca IL.

President Lange had a question regarding the budget for the Wood Dale Gala. Director Ellmann mentioned that there is no information on the event yet, but it is included in the budget just in case it is held during this fiscal year.

Commissioner Stimpson had a question on page 6 regarding field marking paint and ballfield chalk being funded by the Baseball Association. Director of Parks & Facilities Ben Appler responded that they are typically invoiced for the use of product.

Commissioner Schroeder had a question regarding the baby changing station and wondered if it was being moved due to the Americans with Disabilities Act. Director Ellmann confirmed that the line item in question is

not ADA-related and is more a gender equality compliance issue, requiring one be located in both the men's and women's bathrooms.

Commissioner Stimpson had a question on page 32 in the Golf fund regarding start-up equipment. Director Pope responded that this number is lower because most of the equipment will be purchased this current fiscal year, so the amount is less in FY 21/22.

Director Ellmann wanted to bring to the Board's attention the Capital Budget. He mentioned that he would like to build a reserve for future projects. Commissioner Schroeder would like to see the third phase of White Oaks Park placed on the Capital Budget. Director Ellmann commented that a future discussion of the Board and Staff should be preparing a three- or five- year capital plan, that will be updated with the budget each year.

Commissioner Schroeder had a question on page 40 regarding the budgeted revenue in the Social Security fund being lower than it was in FY20/21. Director Iraci responded that the District does not pay Social Security expenses out of that fund, and that it was a recommendation by the auditor to levy a small amount each year to keep the fund open in case the District decides to make Social Security payments out of the fund in the future.

Director Iraci mentioned to the Board that Pro Shop revenue was accidentally omitted from the draft budget document provided to Board Members. This will be added in the final document. The revenue was included in the budget figures presented.

Commissioner Schroeder had a question on page 14 regarding Dog Park Revenue which was answered by Director Appler.

President Lange asked about events being added to the Budget. Director Hincapie let the Board know that an Earth Day/Arbor Day celebration is planned for 2022 in White Oaks Park. Scarewalk will also be held, if COVID allows. Pop-up events are also a possibility. These are events that are smaller in a nature and are done in compliance with COVID-19 guidelines.

C. Placement of Tentative Budget & Appropriations Ordinance (O-21-04) up for Public Inspection

The Board provided consensus on Placement of Budget & Appropriations Ordinance (O-21-04) up for no less than 30 days of Public Inspection.

D. Scheduling of a Public Hearing for Budget & Appropriations Ordinance (O-21-04) on April 27, 2021 at 6:15pm

The Board provided consensus on Scheduling of a Public Hearing for Budget & Appropriations Ordinance (O-21-04) on April 27, 2021 at 6:15pm.

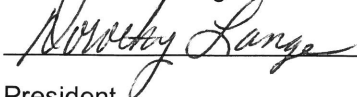
7. Commissioner Comments & Future Agenda Items for Consideration

- Requested Board attendance confirmation for Legislative Breakfast via the Zoom Platform.
- Reminded the Board that Ribbon Cutting for White Oaks date is needed.
- Discussed the event planned by the new 390 Golf Experience food and beverage vendor, Crazy Pour, for staff and commissioners.

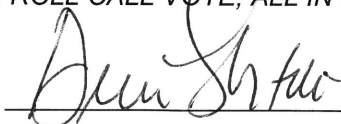
8. Adjournment

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson to adjourn the Regular meeting at 8:21 pm. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

Board Member Signatures:



President



Secretary