

1. **Call the Meeting to Order** – The meeting was called to order at 6:30 pm by Vice-President Georgia Schroeder

2. **Roll Call**

Board Members Present (roll call):

Georgia Schroeder -Vice President
Rick Pokorny - Treasurer
Denice Sbertoli - Secretary
Greg Stimpson - Commissioner

Staff:

Matthew Ellmann -Executive Director
Ben Appler- Director of Parks & Facilities
Peter Pope – Director of Golf Operations
Jan Hincapie- Director of Recreation Services

3. **Pledge of Allegiance**

4. **Changes to Agenda** – The confidential Closed Session minutes were distributed to the Board in their packet. The minutes included an error in the contract for Executive Director Matthew Ellmann. There was a misunderstanding that his current contract expired on May 31, 2021. It expires May 31, 2022. Therefore, the one-year option, if exercised, to extend the contract would make the new contract expiration date May 31, 2023.

5. **Declaration of Board Election Results, Board Vacancy, and the Appointment of Rick Pokorny to Fill the Vacant Seat on the Board of Commissioners**

The April 6, 2021 election had one candidate on the slate for two open positions. Dorothy Lange won re-election with 864 votes. With only one candidate elected there is an open seat on the Board, leaving Rick Pokorny's seat open. The next consolidated election is April of 2023, so the Park Board can appoint a member of the community to fill the open seat, having them serve until the next election.

Former Commissioner Rick Pokorny has expressed an interest in the open seat on the Park Board. Rick served for six years and has the necessary experience to serve in this capacity. President Lange and Executive Director Ellmann recommend that the Board of Commissioners appoint Rick Pokorny to fill the vacant seat on the Park Board

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve the appointment of Rick Pokorny to the open seat on the Wood Dale Park District Board of Commissioners to serve until the next consolidated election in April of 2023. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

6. **Swearing in of Rick Pokorny as Commissioner**

Following the unanimous vote of support by the Board, Secretary Denice Sbertoli swore in Rick Pokorny as Commissioner. The Board and Staff congratulate Commissioner Pokorny on his appointment to the Board and thank him for his continued service.

7. **Approval of Consent Agenda Items**

- A. Approval of the Budget & Appropriations Public Hearing Minutes of April 27, 2021
- B. Approval of the Regular Board Meeting Minutes of April 27, 2021
- C. Approval of the Closed Session Meeting Minutes of April 27, 2021
- D. Approval of the monthly disbursements, totaling accounts payable \$200,759.69; Payroll – Payroll – April 30, 2021 \$66,555.63; Payroll – May 14, 2021 \$64,122.91.

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, May 25, 2021. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

8. Written & Public Communication – NONE

9. New Business

A. Approval of a Revised Intergovernmental Agreement with School District #7 for Summer Day Camp Transportation (Jan Hincapie, Director of Recreation Services)

The Board approved the 2021 Intergovernmental Agreement at the April 27, 2021, meeting. The document was sent to the School District on 4-21-2021 for review. Upon review the School District alerted the Park District on 5-13-2021 that some changes made in the 2019 and 2020 agreements were not reflected in the 2021 agreement. Therefore, staff returned with a revised agreement for the Board to review and approve.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to approve the revised Intergovernmental Agreement with School District #7 for Summer Day Camp Transportation. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

B. Discussion and Approval of 390 Golf Experience Lighting Grant Program Agreement and Lease (Peter Pope)

Lighting at 390 Golf Experience, both indoors and outdoors, comes at a significant cost. As staff inventoried the current light fixture count and the lighting needs of the facility, they became aware of many ballasts and bulbs that needed replacing. Staff consulted with an electrician in town and a local lighting company, Quality Lighting Associates. Both agreed that conversion to LED would be prudent. They learned of a grant program through ComEd that could help with the installation of LED lighting which would serve as a “greener” option and would save on utility (electric) costs annually. Quality Lighting Associates works with a purchasing cooperative called TIPS, the Interlocal Purchasing System. Becoming part of this purchasing cooperative would allow the district to purchase without prequalification and would allow the district to access the best costs. Participating in TIPS would also eliminate the need to go out for a formal bid for the project.

In reviewing the scope of the project, it was determined that the total cost would be \$94,752, which includes fixtures, installation, and bulb disposal. The grant would fund up to \$30,000, leaving the district's cost at \$64,752. The consumption reduction is estimated at 65% and energy cost savings per year is estimated at \$57,277. Cost savings over five years is estimated to be \$286,386. These savings would more than offset the cost of the project. Paying in full may require the district to do a budget amendment later in the year.

Director Appler also commented that the district would also save on the labor and equipment cost of repairing and replacing ballasts and bulbs. The new fixtures and bulbs would also have more technical features such as dimming.

Purchase can be done in a lump sum or through a three- or five-year leasing program. The Finance Department reviewed these options and determined that an outright purchase would be the best option. The grant can be paid directly to the vendor, so the district does not have to pay out the \$30,000 and wait to be reimbursed. Quality Lighting Associates would do the project. They have done prior work in Wood Dale for the City. If approved, the project would be done in 4-6 weeks and the electrician could start in June. The Board gave consensus to pursue this grant opportunity. Staff will return to the board at the Special Meeting in June to present a Resolution to join TIPS and a vendor agreement with Quality Lighting Associates.

C. Discussion and Approval of Amended Employee Benefits Association with 390 Golf Experience (Matthew Ellmann and Peter Pope)

With the addition of 390 Golf Experience to the Park District system and the difficulty in finding quality staff, staff is presenting an update to the Recreational Benefits Policy, 6.09. Staff presented a revised benefits chart that showed benefits for 390 Golf employees, both full-time and part-time. Staff is also proposing to provide benefits to the employees of the food and beverage vendor and the golf instruction vendor.

*It was moved by Commissioner Stimpson, seconded by Treasurer Pokorny, to approve amended Employee Recreation Benefits Policy, 6:09 associated with the 390 Golf Experience.
ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

**D. Approval of Request for Authorization to Renew Certificate of Deposit with Itasca Bank & Trust
(Matthew Ellmann)**

The Wood Dale Park District has a \$100,000 (plus interest) CD maturing at Itasca Bank & Trust Co. on May 27, 2021. Staff is asking for Board authorization to renew the CD for a six-month term upon maturity. The Director of Finance & Administration reached out to Itasca for quotes on three- and six-month renewal. They offered to renew the CD for an additional 911 or 182 days at a rate of 0.65%. The rates for this CD have not fluctuated much over the past year, going from 0.75% to the 0.65% quote that was received.

*It was moved by Treasurer Pokorny, seconded by Commissioner Stimpson, to authorize the Director of Finance & Administration to renew the \$100,000 (plus interest) CD at Itasca Bank & Trust for a six-month term upon maturity at the current available rate.
ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

E. Discussion and Approval of Executive Director Work Goals

A draft of Executive Director's work goals for 2021-2022 was included in the board packet. This document allows the board to provide the Executive Director with clear expectations of his work priorities throughout the fiscal year. Following his evaluation where he received input from the Board this draft was developed and was presented for discussion and approval.

As part of the discussion, Vice-President Schroeder asked about the possibility of securing another grant for phase 3 of the White Oaks Park Redevelopment project. Executive Director Ellmann stated that staff will monitor the grant opportunities at the state and national level and will apply if one is a good fit for the project. This phase will not be considered until the district is in a better cash position, upon paying off the current bond issue in two years. Other projects like Central Park will also be considered.

*It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to approve the Executive Director Work Goals for Fiscal Year 2021/2022
ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

10. Unfinished Business – There were no items removed from the Consent Agenda

11. Executive Director Report (Matthew Ellmann)

A. Discussion of NRPA Conference Attendance

The National Recreation and Parks Conference will be held September 21-23. President Lange, Vice-President Schroeder, and Commissioner Sbertoli expressed an interest in attending.

B. Miscellaneous Updates

- Executive Director Ellmann and staff are attending 10 am Monday meetings at 390, Tuesdays are Finance meetings.
- The infield at 390 is coming together. They are cleaning up the sidelines. The retaining wall has partial collapsed and will be repaired.
- Received a complaint about the lack of availability of tennis courts. Director Ellmann reminded the board of the history of the courts including the fact that they were closed because they were not safe. Based on an analysis by an expert, the only way to make them safe is to remove the current courts and start over. This issue will be part of the future capital plan discussion.
- The 390 Golf Experience was in the Daily Herald and on WGN Radio
- The team at 390 Golf Experience is doing a great job.
- Staff is proud of branding specifications that will be used at 390.

- An independent auditor will be hired to complete the required audit of the financials of the OSLAD grant.

12. Written Reports from Human Resources, Marketing and Finance Departments

- Sandy Hlousek, the new HR Manager is doing a fine job, especially during our busiest time of the year. Nancy Aldrich is still available to help with training, as needed.
- There has been an uptick in social media.

13. Parks & Facilities Department (Ben Appler)

- The Beach will open on Saturday, May 29. There was a lot to do after the facility was vacant for almost two years.
 - Main pool start-up went well. The drain covers over the edge of the pool are in their fifth year and may have to be replaced in the future.
 - The splash pad is working.
 - The waterslide pumps are not working. A company is coming to look at the pumps to assess what is wrong, if they can be fixed, and determine a price.
 - The pool may need to be painted next year.
 - We are replacing some of the posts and ropes.
- The first scouts troop campout was held in White Oaks Park last weekend.
 - The group requested that the bottom of the fire pit be raised up.
 - They had ten tents.
 - Water and restrooms were available.
 - The group locked the restrooms at 11 pm.
- This Monday is the Memorial Day Parade.
 - The Park District will have one truck.
 - They are taking the same route as when they did the Santa Tour at Christmas
 - Participants are meeting at City Hall at 10, with the parade starting at 11.
 - There are 27 entries, but no walking units due to COVID-19.
- Staff had a vendor look at lights at Community Park because a portion of the lights are out.
 - The fasteners are ruined and need to be replaced.
 - 40 lights are out and all need ballast and bulb replacement which is estimated to cost \$18,000.
 - Looked into LED. This can also be part of the Capital Plan discussion
 - Baseball is willing to contribute, but we are not certain of the future of the property.

14. Golf Operations Report (Peter Pope)

- Golf Instruction
 - Mistwood Golf Instruction took themselves out of the running to become the preferred golf instruction vendor due to an internal staffing issue.
 - Staff are pursuing another opportunity. The Task Force met again.
 - Chicago School of Golf was the next choice, a proposal was given to them, and a response is expected soon.
- Signage and internal messaging
 - Ali has been working on this.
- Wi-Fi, Cable and Camera Installation
 - Cable and security camera installation is moving along nicely.
- Concrete Floor Replacement
 - No bids were received.
 - Reached out to companies.
 - Crazy Pour recommended another vendor.
 - Solicited more quotes, all were under \$25,000, the legal bidding limit.
 - Read to move forward, Crazy Pour is doing some areas outside separately in June.
- Top Tracker installation is coming along; cameras will soon be calibrated.
- Crazy Pour's area: They are reworking bar and we are using their carpenter to rebuild and make the front counter ADA compliant.
- Facility is being painted and it looks great.
- Staff is working to fill the Food & Beverage and the Golf Coordinator open positions.
- Custodian starts June 7.

- Hiring is difficult for everyone.
- Some supplies are taking longer than preferred to receive.
- Salt Creek hosted their first wedding; Rather than renting chairs in the future, 110 outdoor ceremonial chairs were purchased.

15. Recreation Department Report – Jan Hincapie

- Cody Brown started yesterday as Recreation Coordinator assisting with recreation programs.
- The district is partnering with the city on three movies: two at City Square and one at The Woodlands
- Staff at The Beach are ready for Saturday. The weather does not look great, but we hope to practice rotations and open for at least part of the weekend.

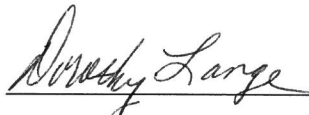
16. Commissioner Comments & Future Agenda Items for Consideration

- Commissioner Stimpson brought an article about the Lisle Park District naming a facility after the President of the Park Board
- Executive Director Ellmann mentioned that he had visited a park district named “Commissioner Park” and it was dedicated to all the commissioners who had served.

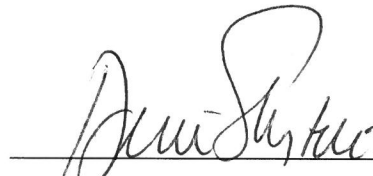
17. Adjournment

*It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to adjourn the Regular meeting at 8:21 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.”