

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
Jan Hincapie – Director of Recreation Services
Ben Appler- Director of Parks & Facilities
Peter Pope – Director of Golf Operations
Ali Geary – Marketing & Public Relations Manager

3. **Pledge of Allegiance**

4. **Changes to Agenda** – None

5. **Approval of Consent Agenda Items**

A. Approval of the Budget & Appropriations Public Hearing Minutes of June 22, 2021

B. Approval of the monthly disbursements, totaling accounts payable \$252,139.51; Payroll – Payroll – June 25, 2021, \$93,555.63; Payroll – July 9, 2021, \$92,229.67.

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.

6. **Written & Public Communication** – None

7. **Executive Session**

A. Semi-Annual review of closed session minutes pursuant to 5 ILCS 120/2.06(d) of the Open Meetings Act

8. **New Business**

A. Ratification Approval of Amended and Restated Top Tracer Range Customer Agreement (Matthew Ellmann)

In November of 2019, the Wood Dale Park District approved the fifth amendment and a separation agreement with TopGolf as well as a Driving Range Customer Agreement for the lease and use of TopTracer technology in the facility not branded as 390 Experience. The original agreement called for two years of free leased system services commencing on July 1, 2020 and ending on June 30, 2022. For a variety of reasons, including the impact of COVID-19, It was mutually agreed upon to alter the free lease period to July 1, 2021, through June 30, 2023. The agreement was also modified to show the name of the new Golf Operations Director since the previous agreement included the former individual in the position.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve the restated Top Tracer Range Customer Agreement for the period of July 1, 2021, ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

B. Ratification Approval of Utility Cart Purchase for 390 Golf Experience (Peter Pope)

The infield at 390 Golf Experience will require snow removal during winter months. Therefore, a heavy-duty Utility Vehicle with a blade attachment was budgeted for in the amount of \$26,000. Staff received three quotes during the budget process last winter. As discussed at the June Board meeting, the pricing of the vehicle increased since the original quotes were received, so staff went back to the lowest, responsible vendor and negotiated a price. The new quote was \$24,950. Staff is recommending ratification of the approval of the Purchase Order in the amount of \$24,950 with Nadler Golf Car Sales for a 2022 Club Car Carryall with blade, and approval to execute the purchase. Approval will authorize Director of Golf Operations Peter Pope to make the purchase.

Commissioner Stimpson asked if a vehicle title or registration was required. Director Pope responded that it was not. He was also asked the question about how the snow removal can be done without damaging the turf. He explained that the blade is curved so it can skim the snow off the surfaces. He also commented that the vehicle has all-terrain tires and that the ground is more resilient because it is frozen.

It was moved by Commissioner Pokorny seconded by Commissioner Stimpson to approve the purchase order in the amount of \$24,950 with Nadler Golf Sales for a 2022 Club Car Carryall with blade and authorizing the purchase to be executed by Director of Golf Operations, Peter Pope ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

C. Approval of a License and Operations Agreement Between Wood Dale Park District and Chicago School of Golf (Peter Pope)

Over the past several months, the Golf Task Force and Attorney Bersani have been meeting and discussing the terms of a License and Operating Agreement for a golf instruction vendor at 390 Golf Experience. Attorney Bersani has developed a draft agreement which has been presented to Chicago School of Golf for final review. Terms have been verbally agreed upon with the vendor, so the draft agreement was presented to the Board for review and consideration. If further negotiation with Chicago School of Golf is required after receiving input from the Board, the draft can be updated and brought to the next meeting.

References have been positive. Director Pope commented that staff are excited to work with Chicago School of Golf.

It was moved by Vice-President Schroeder seconded by Commissioner Pokorny to approve the Licensing and Operating Agreement with Chicago School of Golf, Inc. for Golf Instruction Services at 390 Golf Experience ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

D. Approval of the Intergovernmental Agreement between School District #7 and the Wood Dale Park District governing the use of Westview Elementary School for the Extended School Program operated by the Wood Dale Park District (Jan Hincapie)

On an annual basis, an intergovernmental agreement is negotiated and presented to the School Board and the Park Board for review and approval. This agreement defines the responsibilities of both parties and creates a framework for the usage of Westview Elementary School for the Extended School

program. Upon reaching out to the School District in June and July, they were unable to commit to language as they were still waiting for guidance from the Illinois State Board of Education regarding the use of schools. A draft of the agreement was included in the packet for review, but a final agreement will be brought back to the Board in August for final review and approval. Note that the program is scheduled to start on August 23 and the next Board meeting is scheduled for August 24. The Board is agreeable to the program starting on the first day of school if the Certificates of Insurance are in place for both entities and there is a general agreement to the terms of usage.

It was moved by Commissioner Pokorny seconded by Commissioner Sbertoli to approve the Intergovernmental Agreement with School District #7 for the use of Westview School for the Extended School Program

ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

E. Approval of the Memorandum of Understanding between the Bensenville-Wood Dale Football and Cheerleading Association and the Wood Dale Park District (Jan Hincapie)

Each year, the Bensenville-Wood Dale Football and Cheerleading Association (BWFA), now known as the Junior Bisons, requests the use of Community Park for their practices during the week. Practices usually run from 6-8 pm, Monday through Friday starting at the beginning of September through the end of November in Community Park. A Memorandum of Understanding defining the responsibilities of both parties and creating a framework for use of the park was presented to the Board for review and approval. This year's agreement requires prior approval for the use of lights and asks the Association to adhere to local COVID-19 guidelines as established by health authorities. Staff recommends approving the MOU and wishes the BWFA a great season.

It was moved by Commissioner Pokorny seconded by Commissioner Stimpson to approve the Memorandum of Understanding between the Bensenville-Wood Dale Football and Cheer Association and the Wood Dale Park District for the 2021 Season. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

F. Approval of Master Energy Services Agreement with Vanguard Energy Services (Katie Iraci)

The Wood Dale Park District has a contract with Vanguard Energy Services to provide natural gas to five Park District locations. The district is currently on a program called Rider 25, which is being eliminated. The District's Vanguard representative has recommended transitioning to the Rate 74 program. Under the old program meters are read every 60 days, with monthly billing based on estimates. With the new program, meters are read daily, and billing is based on actuals, not estimates, thus eliminating the need for bill adjustments when estimates are not accurate. The Rate 74 rates are also less than the Rider 25 program which will save the district approximately \$265. The agreement with Vanguard Energy Services is for a two-year term beginning September 1, 2021. After the initial two-year term, the agreement will auto-renew for subsequent one-year terms, unless it is terminated with sixty days' notice.

Vice-President Schroeder asked if the district will be notified of a rate change prior to the automatic renewal. Executive Director Ellmann pointed out that the price is defined in the agreement as the price per therm, so the rates change based on the market cost of energy. This will provide a calculation for staff to determine the rate for the renewal.

It was moved by Commissioner Sbertoli seconded by Commissioner Pokorny to approve the Master Energy Services Agreement with Vanguard Energy Services. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

G. Discussion of Beach Waterslide Pump Repairs (Ben Appler)

During the 2021 season at The Beach, the two water slides were not functioning. These are the original pumps and motors from when the pool was built 33 years ago. Director of Parks & Facilities Appler has been working with an outside vendor to assess the problem and estimate a cost for repair. Three options were presented:

- Rebuild the existing pumps with the same set-up and install new motors - \$15,000
- Rebuild the existing pumps with new motors but change the set-up to close-coupled pumps - \$11,000. This is the option recommended by staff and would have a five-year warranty.
- Install new close-coupled pumps and motors at an estimated cost of \$25,000

Director Appler recommended option #2 to the Board and gave an update of needed slide and other repairs at The Beach prior to next season.

- In addition to the motors of the slides, the actual slides must be repaired. This would include the filling of cracks, buffing and applying a gel coat. This cost is approximately \$10,000.
- In addition, the slide tower stairs need work to maintain safe access to the slides. This cost is approximately \$15,000.
- The pool also needs sandblasting and painting for an estimated cost of \$5,000.

Staff presented the options and asked the Board to provide direction as to how they would like to proceed. Members of the Board acknowledged that this is a tough decision whether to put large amounts of money into a 33-year-old pool. It was Board consensus that they would wait until the 2021 Financial Report for The Beach was presented in the September/October timeframe to make any decisions about these repairs and the status of the facility.

H. Approval of Resolution (R-22-02), a Resolution to Maintain Confidentiality and/or Release Board Closed Session Minutes (Matthew Ellmann)

The Open Meetings Act requires that the Board:

- review on a semi-annual basis the meetings of Closed/Executive Session, or parts of Executive/Closed Session meeting minutes, which the Board has not yet approved to be made available for public inspection
- must determine whether such minutes may now be available for public inspection, or
- whether such minutes of Closed/Executive Session minutes or parts thereof, continue to require confidentiality at this time
- review semi-annually the audio recordings of its Closed/Executive Session meetings held more than 18 months, as to which minutes the Board has approved and no litigation under the Open Meetings Act is pending, and whether existing recordings of other Closed/executive Session meetings continue to require confidentiality at this time

Resolutions are required on an semi-annual basis to approve actions required of the Board. The Executive Director also carefully examines all minutes before preparing a listing and recommendation to the Board to consider.

It was moved by Commissioner Stimpson seconded by Commissioner Sbertoli to approve Resolution (R-22-02), a Resolution to Maintain Confidentiality and/or Release Park Board Closed Session Minutes. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

I. Approval of Resolution (R-02-03), Resolution Providing for the Destruction of Verbatim Recordings of Approved Closed Session Minutes (Matthew Ellmann)

It was moved by Commissioner Stimpson seconded by Commissioner Pokorny to approve Resolution (R-22-03), a Resolution Providing for the Destruction of Verbatim Recordings of Approved Closed Session Minutes. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

J. Discussion of Capital Project Process, Prioritization and Funding Plan (Matthew Ellmann and Katie Iraci)

In recent years the Park District has embarked upon several capital projects including Central Park, White Oaks Park and 390 Golf Experience. Most of these were part of the 2015 Capital Plan and Capital Budget. Recently, Board Members have come forth with ideas and have stated their priorities. It is time to set up a time for a discussion to look at the district's capital needs and financial situation. Having a Capital Plan and Budget in place helps when grant opportunities become available. A special meeting will be scheduled for this purpose.

President Lange suggested an October meeting after 390 Golf Experience opens and we'll know the status of Mohawk Park. President Lange also inquired about the status of Terrace Park. Executive Director Ellmann commented that nothing is progressing at this time. The development of the area is going through, but currently there are no plans for the park.

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

10. Executive Director Report (Matthew Ellmann)

There will be a *Friends and Family Night* at 390 Golf Experience on Sunday, August 29. This will give the staff and the food vendor a chance to do a "run-through" to prepare for customers when the facility opens. The *VIP Night* is scheduled for Wednesday, September 1. There will be a ribbon cutting ceremony. Invitees include area elected officials and other friends of the Wood Dale Park District. The facility is scheduled to open on Friday, September 3.

The time has come to transition from a part-time Director of Recreation Services to a full-time position. The search will begin internally, and if the right candidate isn't found internally, the position will be advertised externally. The goal is to fill the position by October 1. Director Hincapie will work with the new Director of Recreation Services to ensure a smooth transition.

12. Written Reports from Human Resources, Marketing and Finance Departments (Ali Geary/Katie Iraci)

Marketing

Marketing & Public Relations Manager Geary presented the Board with reports regarding the work done by Jet Advertising, the Park District's marketing project consultant. The reports provide the department with a better idea of what is working so efforts can be focused on areas of successful reach.

The website, *390.com* went live on Friday. There is also a Parlay (Food and Beverage Vendor) and Chicago School of Golf links on the page. There are also yard signs, banners, snap frames on walls, TV Monitors, and social media posts. Also, there will be posters in the Pro Shop, information in the City Newsletter, and information on the clock tower sign. A mailing is also being sent to agencies without golf. The goal is that all the branding is consistent. Alpha Graphics of Wood Dale is doing the internal signage. There will be an external sign that reads: *390 Golf Experience Powered by Wood Dale Park District* that will be up for 3-5 years.

A post-opening marketing strategy is also being worked on, including print post cards, specials, and another push in the community. President Lange suggested including the DuPage Forest Preserve in promotional mailing lists. Commissioner Sbertoli suggested promoting the use of the facility for holiday parties and events.

The fall brochure will be live the first week of August, with registration beginning for residents on Monday, August 16.

Finance

- The audit starts the week of August 16
- Staff are working on IT at 390 Golf Experience including video surveillance, computers, etc.
- Cash flow procedures and policies are being developed
- Staff have received and signed off on the P-Card Policy and new spending limits
- Financial Summary includes revenue up by 9%, and expenses are up by 42% from last year

13. Parks & Facilities Department (Ben Appler)

- The part-time custodial position at the Recreation Complex was filled with Alex Martel. Alex will be working from 3-7 pm, Monday through Friday.
- A level 2 Tree Assessment was done of a tree in White Oaks Park that damaged a small section of a resident's fence. Staff visited the site and determined that the broken fence section can be replaced in-house. The tree was identified as not posing a hazard. Staff will monitor the tree and its condition, and consider removing it at some point if it starts to pose a risk.

14. Golf Operations Report (Peter Pope)

- Golf rounds are down in June, which may be due to more competition for customer time
- Food and Beverage are doing well, numbers are up from last year. Many positive comments from wedding couples/families.
- Lighting project inside is nearly done.
- Kitchen work is underway

There was discussion about the possibility of refinishing the exterior floors in the facility. The process would involve grinding down the surface, filling joints and holes, then applying paint/Armour Seal to the surface. Cost estimates from Matrix per floor are:

- 1st Floor - \$28,000
- 2nd Floor - \$41,000
- 3rd Floor - \$30,000

If the Park District buys the product for \$1,500, then the cost for Matrix to grind and fill the surface would likely be reduced. Staff is still waiting to get that cost estimate. In either case, this is an unbudgeted expense and with the loss of revenue from not opening when originally scheduled, staff recommended holding off on this work.

15. Recreation Department Report (Jan Hincapie)

- There were approximately 70 people at the Movie, *Grease*, on Friday, July 30. Five people participated in the costume contest.
- Rainbow Playschool is fully staffed. Registration looks great.
- An extra week of *Sunsational Camp* has been added the week of August 9
- The Swim Team ended up with 69 participants. They are having an end-of-season pizza party at the pool that is paid for by the parent association
- Cody Brown, Recreation Coordinator will be leaving the Park District to accept a full-time position.
- Kristina Sromek is back to work full-time and gradually taking back her responsibilities. We are so pleased to have her back.
- The Front Desk will be starting new hours the week of August 23. Fitness Attendants will be called back for mornings in the Studio.
- Commissioner Sbertoli suggested that staff reconsider returning to offering a free track. Both she and President Lange have heard complaints about the need to buy a Fitness Studio pass to use the track. Staff will gather some information and return at the next meeting with information for discussion.

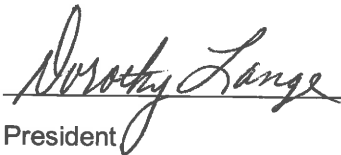
16. Commissioner Comments & Future Agenda Items for Consideration

17. Adjournment

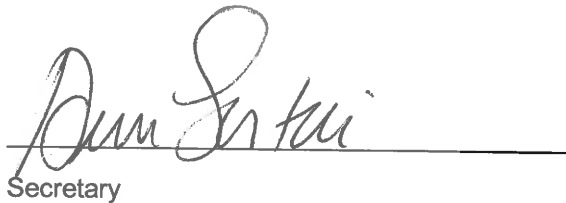
It was moved by Commissioner Pokorny, seconded by Vice-President Schroeder to adjourn the Regular meeting at 8:49 pm.

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.”