

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
Ali Geary -Marketing & Public Relations Manager
Jan Hincapie-Director of Recreation Services
Katie Iraci -Director of Finance & Administration
Peter Pope -Director of Golf Operations
Victoria Montejo – Accounts Payable & Payroll Clerk

Also Present in audience:

Yordana Wysocki- Hervas, Condon & Bersani, P.C.
Arrived at meeting at 7:34 pm

Visitors to ZOOM audience: (in alphabetical order):

NONE

3. **Pledge of Allegiance**

4. **Changes to Agenda** – NONE

5. **Public Input-** There was no public input to present to the Board.

6. **Approval of Consent Agenda Items (Roll Call)**

- A. Approval of the Regular Board Meeting Minutes of September 15, 2020
- B. Approval of the Executive Session Meeting Minutes of September 15, 2020
- C. Approval of the monthly disbursements, totaling accounts payable \$231,697.23;
Payroll – September 18, 2020 \$55,408.37; Payroll – October 2, 2020 \$60,471.94

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, October 13, 2020. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

7. New Business

A. Approval of Resolution (R-21-03) to Appoint an Election Secretary for the April 6, 2021 Consolidated Election for Park Board Commissioner

Executive Director Matthew Ellmann provided a staff recommendation for the appointment of Accounting Supervisor Dave DiVerde as the Election Secretary for the April 6, 2021 Consolidated Election for Park Board Commissioner. He mentioned that in the past this position was assigned to Katie Iraci when she was Accounting Supervisor. Director Ellmann also mentioned that this will give Supervisor DiVerde the opportunity to gain valuable experience.

Commissioner Sbertoli reminded the Board that the Statement of Economic Interest that is filed yearly must be refiled with nomination papers in order to comply with the election requirements.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to approve Resolution (R-21-03) to appoint Dave DiVerde as Election Secretary for the April 6, 2021 Consolidated Election for Park Board Commissioner, ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

B. Approval of Payout #3 in the amount of \$80,246.12 to Innovation Landscape, Inc. for Construction Services in connection with the White Oaks Park Phase #2 Project

Executive Director Matthew Ellmann addressed the Board with a brief recap on the White Oaks Park Phase #2 redevelopment project which is well underway. Director Ellmann requested that the third payout in the amount of \$80,246.12 to Innovation Landscape Inc. be approved for payment. He mentioned that staff, and professional consultants (Altamanu Inc., and their sub-consultants) reviewed and approved of the application for certification of payment.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to approve of Payout #3 in the amount of \$80,246.12 to Innovation Landscape Inc. for Construction Services in connection with the White Oaks Park Phase #2 Project. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

C. Presentation of 2021/2022 Budget Process & Timeline

Director of Finance & Administration Katie Iraci presented the 2021-2022 budget timeline which she mentioned was like the previous year in terms of the steps in the process. She mentioned the upcoming 2021-2022 budget kickoff meeting for staff to be held on Thursday, October 22. Following the kickoff meeting there will be two rounds of meetings with staff, to have a more in-depth discussion regarding their budgets. The proposed schedule has Iraci, Director Ellmann and the Board Treasurer reviewing the detailed budget the week of February 8. Furthermore, Iraci also mentioned that on March 2, 2021 the proposed budget and Budget & Appropriation Ordinance is slated to be provided to the Board for review. The budget workshop is scheduled for March 9, 2021. The process calls for the Budget & Appropriation Ordinance to be brought to the Board for a final approval at the April Board meeting.

Commissioner Schroeder requested that if the budget is available before March 2, she would like to receive it earlier to be aptly prepared for the March 9 meeting. Director Iraci and Director Ellmann acknowledged that they are working on a tight timeline but will do their best to provide the document earlier, if possible.

D. Approval of Resolution R-21-04 for the Appointment of an Additional IMRF Web Assistant

Executive Director Matthew Ellmann provided a recommendation to appoint HR Specialist Nancy Aldrich as an additional web assistant for the Illinois Municipal Retirement Fund (IMRF). Director Ellmann stated that by appointing Specialist Aldrich access on behalf of the District, she can more efficiently perform IMRF needed functions that are suited to her position.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to approve Resolution R-21-04 for the appointment of Nancy Aldrich as an additional IMRF Web Assistant ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

E. Approval of Resolution R-21-05 for the Intergovernmental Agreement (IGA) with DuPage County

Executive Director Matthew Ellmann provided an update on the IGA that was brought forth to and approved by the Board on September 15. Director Ellmann mentioned that after completion of the IGA, it was discovered that DuPage County also required the passage of a Resolution by the park district for their participation in the COVID-19 reimbursement program. Director Ellmann recommended that the Board approve Resolution R-21-05. He mentioned that upon approval he will supply an updated IGA and Resolution to comply with the County requirements, making the District eligible to receive reimbursement for a portion of the funds spent on COVID-19.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to approve Resolution R-21-05 approving of the Intergovernmental Agreement for the participation in DuPage County local government COVID-19 Reimbursement Program between the County of DuPage and the Wood Dale Park District ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

F. Golf Center Branding Process Update – Strategy Phase

Marketing & Public Relations Manager Ali Geary presented an update on Phase #2 of the Golf Center Branding Process. Manager Geary presented to the Board the findings and recommendations received from the Golf Center Task Force Group. She mentioned that at meetings held they were able to determine the Golf Center's Mission Statement, Vision Statement, Target Audience, and Priorities. Executive Director Ellmann added that the Golf Task Force, which included several staff members along with two elected officials, went through an extensive process. He wanted the Board to be aware that there may be additional audiences and priorities, but the current report is reflecting what the group felt should be the main focus, which was to generate revenue to contribute to the overhead of the Park District and to support other programs and services offered by the District. These top ranked items were identified so they could establish direction moving forward. Before the Golf Center Task Force Re-Branding initiative moves to phase #3, Executive Director Ellmann wants to make sure that the Board has an opportunity to provide input on the process to date.

President Lange complimented the Golf Task Force on a job well done.

Commissioner Pokorny and Commissioner Stimpson provided some recommendations on findings, to which Manager Geary noted. Director of Golf Operations Pope also reminded the group that many findings were discussed. The items on the report were the few that ranked the highest.

Manager Geary briefly described the third phase, the Visual Branding Phase. This phase will include gathering input for the naming of the facility, the logo, and the aesthetic. She let the board know that she was planning to present the findings of phase #3 at the upcoming Board meeting scheduled on October 27.

Consensus of the board was in support of the recommendations from the Golf Center Task Force on the Golf Center's Mission Statement, Vision Statement, Target Audience, and Priorities

8. Unfinished Business

A. Items removed from Consent Agenda- NONE

9. A. Executive Director Report

- Executive Director Matthew Ellmann mentioned the Golf Center study with Williams Architects that was put on hold which included various components such as an Existing Conditions Review to identify and document the starting point of the facility upon transfer to the Park District. He also mentioned that next the Golf Center Task Force will work with Williams Architect in putting together two architectural programs. One that is modest that would fit within our budget and another more enhanced version that would be used for when applying for grants. Williams Architect will also assist with the branding and interior design of the facility, a similar strategy to what they conducted with Salt Creek Golf Course.
- Mentioned he and the Director of Golf Operations Peter Pope met with several businesses that are showing interest in partnering with the Golf Center for the provision of food and beverages. To solicit interested parties, a Request for Proposal (RFP) will be developed and distributed to learn more about the benefits of contracting out these services, considering vision, approach, and cost.
- Reminded the Board of Commissioners that the state-required Sexual Harassment Training is scheduled for Thursday October 15.
- Mentioned that he and Director of Finance & Administration Katie Iraci will be presenting the 2021 Employee Health Program Plan and Rate recommendations at the upcoming Board meeting on October 27. Furthermore, that PDRMA will be offering a financial rebate that would be available in the Spring of 2021.
- Informed the Board that the NEDSRA holiday party has officially been cancelled.

B. Updated Fiscal Year 2020/2021 Financial Projections

- Director of Finance & Administration Katie Iraci presented to the Board the updated financials for the 2020-2021 budget. She mentioned that previous projections submitted excluded some capital items to help offset the loss of revenue because of the pandemic. She explained that her current projections are much more favorable because of revenue driven factors experienced at the golf course and the ability to control expenditures.

Due to the reflected budget position improvement she proposed adding some items back into the budget that were suspended. This includes:

- \$200,000 for renovation and working capital for the Golf Center
- \$30,000 for professional services for the Golf Center
- \$25,000 for emergency capital expenses
- \$34,347.00 for salary and wage adjustments

She also mentioned that these proposed items were reviewed and discussed by the Board Treasurer and Executive Director Ellmann and received their comfort to be proposed and that a cash balance position of 1.5 million was the bench mark to remain above for these recommendations to be supported. Based on the current budget standing she predicts the cash balance projection for this fiscal year to close out at 1.7 million.

Commissioner Pokorny asked a question regarding the contractual services category, which was answered by Director Iraci. Commissioner Sbertoli, Commissioner Schroeder, and Commissioner Stimpson shared their opinions on salary and wage adjustments. They mentioned that due to the on-going uncertainty of the pandemic it may be best if adjustments were to be placed on hold until next fiscal year.

President Lange mentioned that she understands staff are doing as much as they can, so to help relieve them it may be best to hire additional part-time staff if needed or give them extra time off. Commissioner Pokorny shared his concern on the possibility of losing staff due to burnout and a lack of additional compensation.

Executive Director Ellmann acknowledged the Board's decision to deny the recommendation to provide salary increases to staff five months into the fiscal year. He mentioned that he respected the Board's decision but explained that his reason for making the recommendation was to try to hold on to the hard-working team that is in place. He also wanted to be able to acknowledge, on behalf of the Board, the extra work that they have done since March, reinventing the District during these unprecedented times. After furloughing over 70 part-time/seasonal staff in April, he is grateful for the exemplary work they have performed to continue to serve the public. This includes working extra hour in areas outside of their expertise, often 6-7 days per week and in high-risk environments. The Board shared their appreciation as well.

C. Department Updates – Recreation Department Report

- Director of Recreation Services Janice Hincapie mentioned that the Recreation Department is currently working on the November/December program guide at this time and it will be out by the end of October. She complimented Marketing & Public Relations Manager Ali Geary on her work on the September/October program guide where she created a program guide website through our email service that allowed customers to click on a link which took them directly to the District registration software.
- Director Hincapie mentioned she is currently working with Elmhurst University graduate students to put together a survey to assess the interest and comfort level of the customers on our email list during and after COVID. This will serve as a roadmap for future planning of programs. A draft will be available by October 22 and is scheduled to go out by the end of the month.
- Provided update on our Kids Club, childcare program which has 20 kids. She mentioned that they are currently in the process of applying for a license exemption from the Department of Family Services. This is due to the childcare program being temporarily and that the need for the service is due to extraordinary circumstances.
- Mentioned that Recreation is also working with NEDSRA who has been in to observe and provide recommendation to improve the experience for some of the participants.
- Provided update on potentially offering Fitness Studio members access to the indoor walking track. Mentioned that Deputy Director of Recreation Services Kristina Sromek will review numbers and work on budget and operations plan for the track, and a Pickle Ball drop-in program is being proposed for Fridays.
- Informed the Board that Wood Dale Bank & Trust and Elk Grove Bank & Trust will be sponsoring another Drive-In Movie event in the Spring, which is currently in the planning process.

Commissioner Pokorny asked a question on the Fitness Studio, which was answered by Director Hincapie. Commissioner Schroeder asked a question on the Track opening and Senior meetings. Her questions were answered by Director Hincapie.

Department Updates – Parks & Facilities Department Report

- Director of Parks & Facilities Ben Appler provided an update on the White Oaks Phase #2 bocce court wooden border that was installed and the installation of the granite surface as well. Mentioned that sections of the concrete have been poured for the gazebo.
- Informed that they will be installing logs by the playground which they plan to complete this week.
- Installation of the main pathway crushed granite has begun.
- He also responded to Board question on invoice which was for five heavy duty trash receptacles for the White Oaks project.
- Informed the Board that parts of the two HVAC systems at Recreation Complex were inspected and need to be replaced. One services the gymnasium and the other the aerobic room. To save on cost he plans to purchase the parts which will be about \$5,400 and have a contractor install it for approximately \$3,600.
- Reminded the Board of the Community Workday scheduled for October 24 at 10:00 AM – 12:00 PM and discussed activities and plans for that day.

Department Updates – Golf Operations Report

- Director of Golf Operations Peter Pope provided an update on the Veterans Breakfast which will take place on November 7, 2020 at 8:30 AM – 10:30 AM. It will be a sit-down event. Seating capacity of 75 and they will have to reserve their spots for the breakfast buffet. Mentioned that he was looking for some volunteers to which President Lange and Commissioner Stimpson volunteered their services.
- Mentioned that as golf starts to slow down, he and Executive Director Ellmann will be planning a couple of workdays at the Golf Center for staff and volunteers to help with organizing and cleaning in November.
- Was pleased with the great progress on the netting repair work taking place at the Golf Center.
- Provided updates on Micro-Weddings that are scheduled. Staff continue to promote this concept and stay in touch with customers about future bookings.

Department Updates – Finance & Administration Department Report

- Director of Finance & Administration Katie Iraci provided update on the Audit.
- Mentioned that her and Executive Director Matthew Ellmann are currently working on the Employee Health Insurance Plan Renewal and Tax Levy for the upcoming Board meeting to be presented.
- Responded to Board members questions on disbursements.

Department Updates – Marketing Department Report

- Marketing & Public Relations Manager Ali Geary informed the Board that she is currently working on the Golf Center Phase #3 rebranding process proposal that will be presented at the October 27 meeting.
- She also provided updates on the program guide and signage for White Oaks Phase #2 project.

10. Executive Session

- A. Discussion of the purchase or lease of real property for use by the public body pursuant to 5 ILCS 120/2(c) (5)
- B. Discussion of the setting of a price for sale or lease of property owned by the public body pursuant to 5 ILCS 120/2(2) (6)
- C. 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)

It was moved by Commissioner Pokorny, seconded by Commissioner Schroeder, to enter into the Executive Session meeting at 7:50 pm. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

Open session was re-entered at 8:11 pm

11. Commissioner Comments & Future Agenda Items for Consideration

NONE

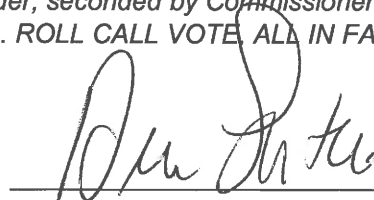
12. Adjournment

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to adjourn the Regular meeting at 8:11 pm. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

Board Member Signatures:



President



Secretary