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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, Commissioner  
Rick Pokorny, Commissioner  
Greg Stimpson, Commissioner

**Staff:**

Matthew Ellmann -Executive Director  
Katie Iraci, Director of Finance & Administration  
Ben Appler, Director of Parks & Facilities  
Brittany Lynam, Director of Recreation Services  
Peter Pope, Director of Golf Operations  
Jan Hincapie, Recording Secretary

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

5. **Approval of Consent Agenda Items**

- A. **Approval of the Special Meeting Minutes of October 19, 2021**

- B. **Approval of the Regular Board Meeting Minutes of October 26, 2021**

- C. **Approval of the monthly disbursements, totaling accounts payable: \$176,115.50**

- Payroll October 29, 2021, \$81,478.90
- Payroll November 12, 2021, \$70,541.17

*It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli to approve the Consent Agenda items as stated on the Board Meeting Agenda for Tuesday, November 16, 2021. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

6. **Written & Public Communication** – Executive Director Ellmann shared the sentiment of a card from Pastor Heller of Calvary Lutheran Church, located across the street from White Oaks Park. Pastor Heller commended the Park District on a job well-done and thanked them for their service. Calvary Lutheran has been a partner of the Park District since the renovation of White Oaks Park. They participated in the Grand Opening of The Woodlands at White Oaks Park and have provided overflow parking for events.

7. **New Business**

- A. **Presentation of The Beach Waterpark End of Season Report (Brittany Lynam)**

Director of Recreation Services, Brittany Lynam thanked the Board for the opportunity to manage operations at The Beach Waterpark last summer and presented the report complete with highlights of the programs, rentals, and the overall operation of the 2021 season. Also touched on in the report was the impact of COVID-19 and the pandemic on the operation and the accomplishments amid the chaos. Lastly, recommendations for the 2022 season were made. The hope, of course, is that we can return to normal operations.

Commissioner Stimpson asked what league the Swim Team participates in and who is part of the league. Director Lynam stated that she will get back to him with this information.

President Lange asked if the sand volleyball area is used. Director Lynam stated that it is used, but the plan is to offer more opportunities for volleyball play next summer, a tournament.

Commissioner Sbertoli commended Director Lynam on an incredible job managing the facility and an excellent job on the year-end report.

**B. Approval of Pool Water Slide Pump Repairs (Ben Appler)**

In the spring of 2021 when Parks was preparing The Beach Waterpark for the season, it was discovered that two water pumps for the waterslides were not operational. For the past few seasons, starting them up has been challenging, but this year they were not working at all. The pumps, as well as the motors, are original to the thirty-one-year-old facility and have never been re-built. Staff received quotes to repair the pumps now that they have been inspected. Thomas Pump provided the lowest quote. As part of their service, they provided three options for the Park District to consider:

- Option 1 – Rebuild the existing pumps with the same set-up and install new motors at an estimated cost of \$15,000
- Option 2 – Rebuilding the existing pumps with new motors but change the set-up to close coupled pumps at an estimated cost of \$12,000
- Option 3 - Install new close coupled pumps and motors at an estimated cost of \$25,000

Commissioner Stimpson asked if there was a warranty on their work. Director Appler stated that there is a one-year warranty. Staff recommends proceeding with Option #2. This was presented for discussion at the October 26, 2021, meeting of the Board and is now back for formal approval. The price for option two increased from \$10,700 to \$12,000.

*It was moved by Commissioner Pokorny, seconded by Vice-President Schroeder to approve the staff's recommendation of Option #2 to have The Beach Waterpark waterslide pumps rebuilt and installed with new motors by Thomas Pump for a cost not to exceed \$12,000. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

**C. Request for Authorization to Terminate Mitel MiCloud Business Contracts (Katie Iraci)**

The Wood Dale Park District currently uses a phone system called Mitel MiCloud Business at the Recreation Complex, Salt Creek Golf Club, The Beach Waterpark, and the Park Maintenance Facility. This system is difficult to manage and is more expensive than newer options now available, and a switch is recommended by both Mitel and the District's IT vendor, Unified Concepts.

With the addition of 390 Golf Experience, and the need for phones at that facility, three phone systems were evaluated. They were:

- Mitel Business, the District's current system
- Mitel Connect, a new system recommended by Mitel
- 3CX, a system recommended by Unified Concepts, the District's IT vendor

Based on the analysis of these plans, 3CX is recommended as the new vendor of district-wide telephone service. To implement this switch, the contracts with Mitel Business will need to be terminated. Originally, each of the four separate contracts expired on different dates. However, after numerous conversations with Mitel, they agreed to make all four of the contracts' co-terminuses as of February 27, 2022, and both IP circuits co-terminus as of January 25, 2022. They also agreed to allow the contracts to be placed on a month-to-month basis after the expiration dates. The IP circuits would need to be placed month-to-month for two additional months so that the Business service works through the contract expirations. Unified Concepts has also recommended that the district order the phones for 3CX as soon as possible to ensure arrival in time for implementation. The cost of the phones was included in the cost comparison of the systems. This change is estimated to save the district \$15,000 annually.

*It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson to approve the authorization of the Director of Finance & Administration to terminate the District's Mitel Business contracts as of February 27, 2022, and to approve the authorization of the Director of Finance & Administration to terminate the District's IP circuit contracts as of January 25, 2022, and place them month-to-month for two months. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- D. Approval of Authorization to Renew Certificate of Deposit with Itasca Bank & Trust (Katie Iraci)**  
The Park District has a \$100,000 (plus interest) CD maturing at Itasca Bank & Trust on November 25, 2021. The CD had a value of \$105,804.17 on October 31, 2021, and is currently accruing interest at a rate of 0.65%. The Director of Finance & Administration will secure quotes as the maturity date gets closer. The interest rates for this CD have not fluctuated much over the last year, going from 0.70% in November 2020 to the 0.65% current rate. Staff recommended a six-month renewal for the CD.

*It was moved by Vice-President Schroeder, seconded by Commissioner Pokorny 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.*

## **8. Unfinished Business**

### **A. Items removed from Consent Agenda – None**

### **B. Discussion and Approval for Auditing Services Proposal from Joseph R. Julius, Ltd. (Matthew Ellmann)**

The agreement with the Wood Dale Park District's Financial Auditor, Joseph Julius, CPA, expired after the fiscal year 2021 audit. After initially submitting a proposal for a two-year engagement extension, Joseph Julius submitted an updated proposal for a three-year engagement extension. The proposal, which would be for Fiscal Years 2022, 2023 and 2024, was in the packet for the Board's review.

At the August 24 Board Meeting when the two-year agreement was presented, the Board decided to postpone considering a new agreement for auditing services until after the Fiscal Year 2021 audit was complete. With the audit complete, staff are bringing forth the proposal, now for a three-year term, for discussion and approval. Staff recommend that the Board accept and approve the proposal from Joseph R. Julius, Ltd.

*It was moved by Commissioner Sbertoli seconded by Commissioner Pokorny to accept and approve the proposal from Joseph R. Julius, Ltd. for Professional Auditing Services for the fiscal years of April 30, 2022, 2023, and 2024. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

### **C. Discussion and Approval of Policy Regarding Naming of District Assets (Matthew Ellmann)**

As part of the Executive Director's Annual Goals, the Board asked that a Policy be developed for the naming (and re-naming) of Park District assets. A draft policy was included in the Board packet for the September 28, 2021, meeting. The Board provided input, and a second draft policy was presented at the October 26, 2021, meeting. The Policy was intentionally made to make the process for naming or renaming district assets consistent, systematic, conservative, and justifiable. The Policy is not intended to deter the naming or renaming of assets but to make sure that the criteria are clear and that those making the request are aware of the magnitude of the Board's decision. Since the September meeting the Policy has been reviewed by legal counsel. A revised copy was included in the Board Packet. Staff recommends approving the edited draft Policy for Naming and Renaming District Assets, as presented.

At the request of President Lange at the October 26, 2021, meeting, this item was tabled until the full board was in attendance. The item is again on tonight's agenda for discussion and approval.

*It was moved by Vice-President Schroeder seconded by Commissioner Pokorny to approve the Policy Regarding the Naming of District Assets, as presented. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*



#### **D. Discussion of Park Donation Program (Matthew Ellmann)**

A wonderful way to enhance park and facility sites is to create a donation program that allows supporters of the Park District to donate trees, benches, and other park amenities. A draft program was presented at the September 28, 2021, meeting, for discussion. The Board provided input and a second draft was presented at the October 26, 2021, meeting. The goal of the program is to make it easy to understand for potential donors and to ensure that it is easy to administer internally. Upon completion and consensus of the Board, the information will be used to develop an attractive marketing piece available to the community's potential donors.

At the request of President Lange at the October 26, 2021, meeting, this item was tabled until the full board was in attendance. The item is again on tonight's agenda for discussion and approval.

It was the consensus of the Board to move forward with this program.

#### **9. Executive Director's Report (Matthew Ellmann)**

- The Board received an update on Terrace Park.
  - The possible land swap will not be happening. The developer has moved forward with the development.
  - The developer approached the district about grading the site and erecting a retaining wall on park property.
  - They met with the Village of Bensenville, who clarified the storm mitigation requirements for the development and our land.
  - They are working to vacate all easements including utilities. Since the park is located within the development, the park could be developed to serve the corporate community that is slated to move into the development.
  - The developer has verbally agreed to do some preliminary infrastructure work on our behalf.
  - Executive Director Ellmann had Hitchcock Design Group perform a Yield Study.
  - The question is what is the best use of the park?
  - There are limitations due to the Land and Water Conservation Funds (LAWCON) funds used in the early seventies to build the park.
  - To comply with the LAWCON requirements, the park would have to have the existing amenities: playground, basketball court, fields.
  - The developer talked about a shelter. There is also a willingness to re-grade, re-seed and do the concrete work.
  - Our financial contribution would be a basic playground, shelter, and basketball court amenities.
  - We need to provide assurances to the developer so they can proceed with the grading plan of the site.
  - We also need to verify the LAWCON requirements to make sure we remain in compliance.
  - The district is obligated to maintain this asset so the Board may consider doing something.
  - While the park has minimal parking of eight stalls, a parking agreement may be negotiated with an adjacent business in the future.

President Lange asked if the Village of Bensenville might be willing to contribute to the cost. Executive Ellmann said there is no interest in their part in making any financial contributions to the park. President Lange also suggested getting a list of the businesses who are moving into the business park to see if they would be interested in contributing.

Commissioners Sbertoli and Pokorny would support the idea of securing a sponsor for the site.

Commissioner Stimpson suggested a walking track with exercise stations. Executive Director Ellmann said that space is extremely limited at a total of 1.2 acres, so the site may not be large enough for that use. The proposed soccer field would get smaller if a trail and machines were installed.

The consensus was to secure costs for preparing a redevelopment plan and to come back to the board for further consideration and discussion.

- The invitation for the NEDSRA Holiday Party was presented to the Board. The event will be held at 390 Golf Experience on December 2. The RSVP information for the get-together was on the invitation.
- The Illinois Parks and Recreation Conference is being held at the Hyatt Regency Chicago from Thursday, January 27 through Sunday, January 29. This conference offers quality educational opportunities for the Board and staff. The early registration deadline is December 13. This provides a substantial savings. Interested Board members should contact Executive Director Ellmann.
- Leadership staff attended the annual Shape of Wood Dale event sponsored by Itasca Bank on Wednesday, November 3. The district received six questions from the public. Topics were family programming, tennis courts, developing a disc golf course, the 390 opening, the vision of White Oaks Park and a request to enclose The Beach Waterpark.

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

- No further questions from the Board

**11. Finance & Administration Report (Katie Iraci)**

- The kick-off for the development of the 2022-2023 budget was held on October 26, and staff are busy preparing budgets.
- The Treasurer's Report was filed by the deadline, on October 31.
- There will be a Truth in Taxation Hearing prior to the December 14 Board meeting commencing at 6:15pm.
- Since this meeting was early in the month, the October and November financials will be presented in December.

**12. Golf Operations Report (Peter Pope)**

- The Ribbon Cutting and Friends and Family events were held at 390 Golf Experience and the soft opening for the public is tomorrow, November 17 at 10 am.
- The Ribbon Cutting was well-received. The Friends and Family event had thirty-five groups resulting in 175 guests.
- Finance & Administration staff have helped to work out some small glitches. Overall, IT is functioning well.
- The Marketing Department has slowly pushed out publicity for the opening. Additional press releases will be sent to media outlets in the next month after the soft opening period ends.
- The product is in for the installation of the safety netting. A date for the install will be scheduled after Thanksgiving.
- Rounds for October were better than 2019.
- Fall work is underway on the course.
- The "One-Club Challenge" will be held on Thanksgiving morning again this year.
- Golf financials for October will be included in the December board packet
- There are still approximately ten events/banquets planned at Salt Creek between now and the end of the year.
- The Veterans' Breakfast was held on November 6. There were seventy guests and twenty volunteers in attendance.

Commissioner Sbertoli suggested including some of the photos of the Veterans' Breakfast on social media.

**13. Parks & Facilities Report (Ben Appler)**

- There were a handful of community members present at the second Community Workday at White Oaks Park on Saturday, November 6. Thank you to Commissioner Sbertoli husband and Commissioner Stimpson for attending the event. The group helped haul Buckthorn to the street curbing. Staff will continue to remove Buckthorn to improve the health and vitality of the forest.

- The department is purchasing a used police 2016 Ford Interceptor Utility Ranger from the City of Wood Dale to replace the oldest vehicle in the fleet, the 2008 F150. The cost is \$9000 with lights included.

Commissioner Pokorny asked if the district owned a chipper. Director Appler stated that the district borrows the chipper from the City of Wood Dale.

#### 14. Recreation Services Report (Brittany Lynam)

- Following a successful internal search, the Recreation Supervisor position has been filled with Wood Dale resident, Kim McCarthy. She has been with the district for three years as a Rainbow Playschool instructor. She is excited to take on this new and exciting challenge. Kim has a degree in education and will be overseeing the Rainbow Playschool among other programs. She lives walking distance from the Recreation Complex! Welcome Kim!
- Holiday events include:
  - Santa Train Ride – 19 are registered. The event will include the reading of the Polar Express, singing of carols, trivia with prizes and a goody bag
  - Letters to Santa – The mailbox is in the Recreation Complex lobby.
- Winter-Spring program registration begins on November 22.
- Two youth workshops were held at The Woodlands at White Oaks Park: a slime workshop and an autumn crafts workshop, with eight and five participants, respectively.
- Youth basketball open gym is starting again in December. A punch pass or daily fee will be available for admission.

Commissioner Schroeder commented on the wide age range for Youth Basketball Open Gym and asked how that will be managed. Director Lynam stated that the gym curtain will be used to accommodate different ages, if needed.


#### 15. Commissioner Comments & Future Agenda Items for Consideration

#### 16. Adjournment

*It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny, to adjourn the meeting at 8:04 pm VOICE VOTE, ALL IN FAVOR, MOTION CARRIED*

Board Member Signatures:

  
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President

  
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Secretary

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