



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 - Absent
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 Regular Board Meeting Minutes of September 28, 2021

B. Approval of the monthly disbursements, totaling accounts payable: \$226,806.88

- Payroll October 1, 2021, \$78,427.58;
- Payroll October 15, 2021, \$77,142.55

*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 26, 2021.
ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

6. **Written & Public Communication**

Executive Director Ellmann read a letter from resident, Tammy Wolosak regarding the Scarewalk, which was held on Saturday, October 23 at White Oaks Park. She commented that it was a great event and was very organized. She thought the school kids did a great job.

7. **New Business**

A. Approval of Switching to and Entering into a Contract for Internet Services at The Beach Waterpark (Director of Finance & Administration, Katie Iraci)

The Park District currently has AT&T DSL service for internet at The Beach Waterpark. The district is billed monthly but does not have an agreement in place. AT&T is ending their DSL service in a few months and has recommended the AWB (wireless broadband) be installed as a replacement and an agreement be entered into. After consultation with Unified Concepts (the District's IT Consultant), it was determined that AWB would not work for The Beach Waterpark operation, and service from Comcast was recommended.

AT&T is now charging \$151.81 per month for their DSL service. Comcast has provided a quote for business Wi-Fi internet for \$128.45 per month for 24 months, a savings of \$23.36 per month, compared to what the district is currently paying.

The internet at The Beach Waterpark is also used by Wood Dale School District No. 7, as part of an intergovernmental agreement. The agreement allows the School District to use the pool facility addition

for their bus transportation program or other school purposes. Per the agreement, the Park District pays for the internet from June 1 – August 14 and is reimbursed by the School District for internet charges from August 15 – May 31.

Commissioner Stimpson noted on page one of the agreement the extra equipment charge. He asked if we anticipated any additional equipment charges during the term of the agreement. Director Iraci stated that the only equipment charge is \$18.45, and it is included in the \$128.45 monthly charge. Executive Director Ellmann stated that we will pay the stated monthly fee for 24 months.

Staff recommends the Board approve the agreement with Comcast for internet at The Beach Waterpark and authorize the Director of Finance & Administration to execute the agreement.

It was moved by Commissioner Pokorny seconded by Vice-President Schroeder to approve the agreement with Comcast for internet service at The Beach Waterpark and to authorize the Director of Finance & Administration to execute the agreement. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

B. Approval of Final Payout #7 in the Amount of \$767.55 to Innovation Landscape Incorporated for Construction Services in Connection with the White Oaks Park Phase #2 Project (Executive Director, Matthew Ellmann)

Construction of White Oaks Park Phase #2 commenced in July of last year and continued into the Fall under contract with Innovation Landscape, Incorporated, as planned, and budgeted. Six payouts were requested previously and approved for payment. After all substantial work was completed in December of last year, the district retained a small portion of the contracted fee to see how the plant material would withstand the winter, spring, and summer seasons. A few perennials and grasses did not survive and needed replacement. These plants were replaced and planted to our satisfaction by the contractor. Therefore, staff is recommending the approval of the payout of the retainage held for landscaping in the amount of \$767.55. The final payment request and Certification of Payment was reviewed and approved by Altamanu, the project consultant, prior to recommending for payment.

Vice-President Schroeder asked if the replacement plants were still under warranty. Executive Director Ellmann said that there are very few that would need to be replaced and it wasn't prudent to keep any retainage to guarantee the replacement, especially since the district needs to close out the project to do the financial report required for grant reimbursement.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson to approve the staff's recommendation to pay the final payout for the White Oaks Park Phase #2 project in the amount of \$767.55. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

C. Discussion of the City of Wood Dale Request to Use Community Park for Prairie Fest from Thursday, July 28 – Sunday, July 31, 2022 (Executive Director, Matthew Ellmann)

Except for the past two years during the pandemic, the City of Wood Dale has held *Prairie Fest*, a community celebration, in late July or early August. The event includes carnival rides, tents, food booths and a stage housing musical entertainment. Each year staff alter the usage of Community Park to accommodate this use.

President Lange received a letter from Wood Dale's Mayor Pulice requesting the use of Community Park for the 2022 event from Thursday, July 28 through Sunday, July 31 for the festival. Access to the site is granted a few days prior to the start of the event for set-up and a few days after for clean-up. Since this is a school-park site, a request is also presented to School District No. 7 for their consideration.

Staff is in support of this request, provided the City agrees to address any damage that may occur because of the usage and that they provide appropriate insurance coverage, indemnifying the Wood Dale Park District and that they agree to a license use agreement prepared by staff with the assistance

of PDRMA for the park district's protection. In return for the use of the property, staff also recommend that the Park District is included in all promotional and on-site materials as a sponsor of the festival.

Staff asked that the Board provide consensus to allow the City of Wood Dale to use Community Park for the 2022 Prairie Fest if the terms of the usage are met. Consensus was granted by the Board for this usage. A license use agreement will come back to the Board for review and approval at a later meeting, likely in the spring. By giving consensus now, the City of Wood Dale can start the planning process which includes confirming vendors and booking musical entertainment.

D. Approval of the Treasurer's Report (Receipts & Disbursements) for the period 5/1/2020 through 4/30/21 (Director of Finance & Administration, Katie Iraci)

Each year, the Park District is required to file the annual Schedule of Receipts, Disbursements and Summary Statement of Operations of All Funds, also known as The Treasurer's Report, within six months of the conclusion of the fiscal year.

The Treasurer's Report was included in the Board Packet for inspection by the Board. Director Iraci gave a brief explanation and addressed any questions or concerns raised by the members of the Board.

It was moved by Vice-President Schroeder, seconded by Commissioner Stimpson to approve the Wood Dale Park District Treasurer's Report for the fiscal year that ended April 30, 2021.

ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

E. Announcement of the Draft 2021 Property Tax Levy (Director of Finance & Administration, Katie Iraci)

Each year in December, the District files a Tax Levy Ordinance with the County establishing the dollar amount of taxes to be levied. The process begins in October, after the district's financial audit, when an estimate is prepared and presented for the Board's consideration and discussion. After Board approval, the proposed Levy is available for public inspection prior to the Public Hearing in December when the Board approves the Tax levy Ordinance.

The total 2021 tax levy request, less debt service, is 9.51% greater than the 2020 Tax Levy. The Levy request was increased by this amount to ensure that all the tax dollars from new property are captured. The Public may think that their taxes are going to go up 9.5%. This isn't the case. Staff will utilize some sample tax bills to illustrate the impact of the levy on individual properties.

Since this is 5% over the threshold, a Truth in Taxation Hearing will be necessary. The Hearing will be scheduled for Tuesday, December 14 at 6:15, prior to the Regular Board Meeting at 6:30 pm

Staff recommends that the Board approve the estimated 2021 Property Tax Levy in the amount of \$3,114,708 and schedule a Truth in Taxation Hearing on Tuesday, December 14, 2021 at 6:15 pm.

It was moved by Commissioner Pokorny seconded by Commissioner Stimpson to approve the Wood Dale Park District estimated 2021 Property Tax Levy in the amount of \$3,114,708, and schedule a Truth in Taxation Hearing for Tuesday, December 14, at 6:15 pm.

ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

F. Discussion of Auditing Services Proposal (Director of Finance & Administration Katie Iraci and Executive Director Matthew Ellmann)

The agreement with the Wood Dale Park District's Financial Auditor, Joseph Julius, CPA, is expiring after the fiscal year 2021 audit. After initially submitting a proposal for a two-year engagement extension. Joseph Julies 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 up the proposal, now for a three-year term, for discussion.

Staff recommends that the Board considers entering into a new agreement with Joseph Julius, Ltd. However, due to the delays in starting the fieldwork and the completion of the audit for the last two years, staff suggested adding completion dates into the agreement to ensure the timely completion of tasks associated with the audit.

Commissioner Pokorny said that it seems to make sense to clarify completion dates if there have been delays for the past few years. He asked if there will be penalties for not making the dates. Executive Director Ellmann said that they hadn't considered that but would include that if it was the wish of the Board.

Vice-President Schroeder opposed the idea of adding more stringent completion dates or any penalties to the agreement. She felt that it would be offensive after working with the firm for so many years.

President Lange asked if the process could be started earlier to ensure timely completion. Executive Director Ellmann stated that attempts to set-up a fieldwork start date had been made since March to no avail. It would be the desire of staff to start earlier to eliminate the last-minute rush that has occurred in recent years.

Commissioner Pokorny asked if it might make sense to do less than a three-year agreement to be able to evaluate performance, possibly a one- or two-year agreement instead of three. Vice-President Schroeder felt that the agreement should be at least two years.

President Lange asked if an extension could be filed for the filing of the Annual Financial Report at the County. Executive Director Ellmann and Director Iraci stated that the audit is used to develop other required legal documents such as the Treasurer's Report and the Annual Tax Levy. It is also the desire of staff to meet the deadlines required by the state. Deadline extension requests should only be used in dire circumstances.

President Lange and Vice-President Schroeder suggested the Executive Director Ellmann have a discussion with Mr. Julius about the concerns. Executive Director Ellmann felt comfortable doing that and will report back to the Board. The agreement will be presented to the Board in November for review and potential approval.

G. Approval of Changes to Signers on Itasca Bank Accounts (Director of Finance & Administration Katie Iraci)

At the September 28 Board meeting, the Board authorized the removal of Mike Huber and Janice Hincapie as signers on the Wood Dale Park District's Itasca Bank checking accounts and the addition of Peter Pope and Brittany Lynam, as well as the removal of Mitch Bowlin as a signer on the Wood Dale Park District's Itasca Bank Certificate of Deposit account, and the addition of Dorothy Lange.

Staff's initial understanding was that changes could be made by sending a letter of direction that was signed by two authorized signers to the Bank that stated the requested change. However, after the letter was sent to the Bank, staff were informed that the Bank needs an account agreement for each account, signed by all authorized signers. The account agreements include a Corporate Authorization Resolution, which indicates the powers granted to each authorized signer, that requires Board approval.

Staff recommends the approval of the account agreements and Corporate Authorization Resolutions for the District's following accounts: payroll, golf course, corporate accounts (2) and the Certificate of Deposit account.

*It was moved by Vice-President Schroeder, seconded by Commissioner Pokorny to approve the Wood Dale Park District Account Agreements and Corporate Authorization Resolutions for the Following Accounts: Payroll, Golf Course, Two Corporate Accounts and Certificate of Deposit
ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

H. Presentation of the 2022/2023 Budget Process and Timeline (Director of Finance & Administration Katie Iraci)

Preparation for the 2022/2023 Department Budget has begun. The Board was presented with a timeline for the budget process in the Board Packet. The kick-off meeting was scheduled for Tuesday, October 26. The Executive Director and Director of Finance & Administration will review the budget with the Board Treasurer in mid-February. On March 4, the budget and the Budget & Appropriations Ordinance will be presented to the Board, with the Budget Workshop proposed for a board meeting on March 15, 2022. This will give the Board more time to review the budget prior to the workshop that there has been in the past.

At least 30 days prior to an April Board meeting, staff will ask for Board approval of the tentative Budget & Appropriations Ordinance, so that it may be made available for a 30-day public inspection. Staff recommends that the Board accept the budget timeline for the 2022/2023 fiscal year as presented.

President Lange and Vice-President Schroeder asked that the date for the presentation of the budget to the Board be changed from Tuesday, March 15 to either Monday, March 14 or Wednesday, March 16. With this change, the meeting would become a Special Meeting versus a Regular Board Meeting because it veers from the Annual Board Schedule. The Board accepted the budget timeline, with this modification noted by Director Iraci.

I. Discussion and Approval of Policy Regarding Naming of District Assets (Executive Director 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 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 rather to make sure that the criteria are clear 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, this item was tabled until the full board was in attendance.

J. Discussion of Draft Park Donation Program

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 policy was presented at the September 28, 2021 meeting, for discussion. Since that meeting a few minor edits were made which were shown in yellow in the draft policy shown in the October 26, 2021 Board Packet. The goal of the Policy 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, this item was tabled until the full board was in attendance.

K. Selection of IAPD Annual Meeting Representatives – Credentials Certificate (Executive Director Matthew Ellmann)

The Illinois Parks and Recreation Conference will be held January 27-29, 2022, at the Hyatt Regency, Chicago. The annual meeting of the Illinois Association of Park Districts is held at the conference on Saturday, January 29, 2022, at 3:30 pm. The by-laws of IAPD provide for each member in good standing to be represented at all meetings and conferences by a delegate or delegates.

Each year, the Park Board is asked to select a delegate and an alternate to represent the Wood Dale Park District at the Annual Meeting. Delegates are responsible for voting on matters brought forth at the meeting on behalf of the Park District. The process requires the Park District to designate a delegate or delegates and submit a Credentials Certificate in advance of the meeting.

Staff recommended that the Board select and appoint a delegate and alternate to act in the delegate's absence at the meeting.

*It was moved by Vice-President Lange seconded by President Lange to appoint Commissioner Pokorny as the delegate and Commissioner Stimpson as the alternate to attend the IAPD Annual Meeting and represent the Wood Dale Park District on Saturday, January 29, 2021, at 3:30 pm.
ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

8. Unfinished Business – None

9. Executive Director's Report (Matthew Ellmann)

- There was a kick-off meeting held to discuss the new park adjacent to the Recreation Complex. Hitchcock Design Group will continue to work on a site plan and design. School District No. 7 was involved because of the shared parking lot. Hitchcock Design Group has also started preparing for an Open Space Land Acquisition and Development (OSLAD) grant application for 2022. The developer has set a date that the houses must be cleared out. Demolition will follow.
- Commissioner Pokorny had requested that staff follow up on the possibility of using solar power. Executive Director Ellmann attended a webinar held by the Illinois Association of Park Districts on solar power. There are two types of solar power, one involving solar panels on a property and the other is community solar which involves buying into solar coming from another source. The next step is to gather bills and have an assessment done as to whether the district meets the criteria for the minimum kilowatts. Vice-President Schroeder thought it was great for the Recreation Complex. Commissioner Pokorny confirmed that prior to placing panels the roof would have to be replaced. President Lange also suggested the maintenance building, The Woodlands, and Salt Creek as possible sites for solar panel replacement.
- Another suggestion from Commissioner Pokorny was to explore banner advertising on the indoor track at the Recreation Complex. Staff have met to discuss placement of banners, price, and size. Itasca Bank & Trust will receive the first banner recognition. There will also be a banner advertising the program on the track. An official launch will happen soon.
- Regarding Terrace Park, Executive Director Ellmann visited the park with Director Appler and had a conversation with the developer. The land swap offer is off the table, as their development is already underway. The plan is to work with the developer to renovate the park for use by the adjacent businesses including possibly a tiny playground, basketball court and a soccer field, all amenities that would be of grant potential. If soccer is held at the site, a parking agreement with one of the adjacent businesses will be necessary. President Lange asked that the possibility of an outdoor walking track be explored as part of the plan.

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

- Nancy Aldrich, the former HR Specialist is doing well as she settles into her new home in Florida, upon retirement. She is nearing the end of her training period with Sandy Hlousek, the new HR Manager. She asked to send her regards and appreciation for her time with Wood Dale Park District. Sandy will reach her one-year anniversary in February. Having Nancy train Sandy on the processes associated with her position has proved beneficial for all involved.

11. Recreation Services Report (Brittany Lynam)

- Scarewalk was held on Saturday, October 23. There was a great turnout with 856 people attending and \$5,137 in revenue. This was compared to 451 people in 2019 and \$2,706 in revenue. This is a subsidized event with a lot of staff time involved. The surveys (evaluations) of the program are still coming in. There was a paper option on site and a QR code was given as well. Staff are discussing ways to make the event even better which include:
 - The addition of lighting along the trail
 - A hot chocolate stand for people to purchase when they are waiting in line
 - A goody bag or treat to each participant at the end
 - More character interaction
 - New scene ideas
- The Slip, Trip and Fall Assessment is offered through PDRMA, the district's risk management consultant. Director Lynam assessed The Beach Waterpark and the Recreation Complex with the help of Parks Staff. This is an interesting and helpful process that helps the district to analyze its reporting tools for documenting hazards and repairs. Staff also looked at having slip-reducing materials throughout the facility. It was determined that more drip-mats are needed in the Senior Room Kitchen and the Concession area at The Beach Waterpark.
- The interview process for the vacant Recreation Supervisor position is in the final stages. The position was posted internally, initially.
- The Winter-Spring brochure is in the final stages. Registration begins November 22.
- The Annual Report of The Beach Waterpark will be presented in November.

12. Golf Operations Report (Peter Pope)

- The VIP gathering at 390 Golf Experience is tentatively planned for November 11 and the Friends and Family event is tentatively scheduled for November 14. The dates have not been released to the public yet pending the completion of inspections and the issuance of an occupancy permit
- The City of Wood Dale is inspecting the signs and lighting on 10/27. The Parlay (food and beverage) inspection is 11/3.
- There will be reduced days/hours upon opening due to the staff shortage. The 390 Golf Experience facility is doing better with approximately 20 staff still needed. Parlay, the food and beverage vendor, is still looking for staff.
- The Director of Instruction for the Chicago School of Golf reported that his instruction contractor, is having health issues so they are looking to assign someone else temporarily to the position.
- Staff are working with Marketing to order logoed uniforms and promotional t-shirts.
- Director Iraci is working with IT to ensure all systems are working properly.
- Rental sets of clubs have been ordered from Wilson, but there is a stocking issue. Staff are looking for other vendors.
- Staff are negotiating an agreement for overflow parking for the facility.
- Greens are currently being aerated. A budgeted piece of equipment, an over-seeder, was purchased and used to seed the greens and tee boxes.
- Programming (classes, leagues, etc.) are coming to an end and the restaurant is closing for the season on Monday, November 1.
- As far as events go, there were 22 events this year. Rob and Pete worked several events to help Arturo Segura who is serving as the Interim Food and Beverage Manager.
- For 2022, there are 12 contracted weddings and many tours. This number will grow. It's tough to compare it to 2021 because several of the 2021 weddings were carried over from 2020.

- The free Veterans' Breakfast is scheduled for Saturday, November 13. Flyers were sent to the VFW Halls in Bensenville, Itasca and Wood Dale and all Park District facilities. The City of Wood Dale has also included it in the resident newsletter and on their electronic sign. It has also been posted on social media and on the website. Staff are asking for attendees and their families to RSVP so they can plan for food. Apparently, Bensenville is having their breakfast on the same day, so they want to make sure they don't overbuy.

13. Parks & Facilities Report (Ben Appler)

- Staff are busy cleaning up and putting away equipment and supplies from Scarewalk.
- After Scarewalk, they will be back in the parks cutting grass and removing leaves.
- There is a Community Workday on Saturday, November 6 from 10 am - Noon. Volunteers will work on the east side of the park removing Buckthorn.
- Director Appler reminded the Board that the pumps for the slides were evaluated. He would like to assess the Board's opinion about what direction to go with the repair, rebuild or replacement. The Board opted to have the pumps rebuilt for \$10,000-\$11,000. The Board gave consensus, but the item will be put on the agenda in November for formal approval.
- Director Appler also commented that the slides will be buffed and polished, and the pool and slide stairs will be painted. All these expenses will be included in the proposed 2022/2023 budget.

14. Finance & Administration Report (Katie Iraci)

- The Audit Report and Treasurer's Report will be filed with DuPage County tomorrow (10/27)
- Notice of availability of the Audit Report will be published in the Daily Herald Tomorrow
- Revenues are up slightly (0.7%) from prior year
- Expenses are also up (32.1%) with salary expenses and capital outlay at 390 Golf Experience being the biggest drivers.
- Overall, revenues exceed expenses by \$2,046,628 for the year.

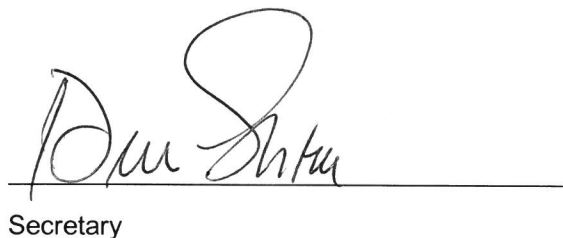
14. Commissioner Comments & Future Agenda Items for Consideration

16. Adjournment

It was moved by Commissioner Pokorny, seconded by Vice-President Schroeder, to adjourn the meeting at 8:00 pm VOICE 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."