

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  
Denice Sbertoli, Commissioner  
Rick Pokorny, Commissioner  
Greg Stimpson, Commissioner  
Dorothy Lange, President - Absent

**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  
Kimberly McCarthy, Recreation Supervisor  
Victoria Montejo, Recording Secretary

3. **Pledge of Allegiance**

4. **Changes to Agenda (for discussion purposes only)** – There were no changes to the agenda.

5. **Approval of Consent Agenda Items**

**A. Approval of the Regular Board Meeting Minutes of November 16, 2021**

**B. Approval of Surplus Property Ordinance (O-22-02) authorizing conveyance of personal property**

**C. Approval of the monthly disbursements, totaling accounts payable: \$196,675.27**

- Payroll of November 26, 2021, \$76,217.38

*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, December 14, 2021. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

6. **Written & Public Communication**

Director Ellmann verbally presented the Board with a thank you letter received from Itasca Bank & Trust Co acknowledging their appreciation for the district's participation in the *Shape of Wood Dale* event held on November 3, 2021.

7. **New Business**

**A. Introduction of New Recreation Supervisor, Kim McCarthy (Brittany Lynam)**

Director Lynam introduced new employee and Wood Dale resident, Kim McCarthy to the Board as the new Recreation Supervisor who started full-time on November 30, 2021. Kim is filling the position that was vacated by Brittany Lynam when she was promoted to Director of Recreation Services. This position and the two other Recreation Supervisor positions currently held by Dan Lescher and Kristina Sromek each supervise a portion of the Recreation Department operation and report to the Director of Recreation Services

Kim has worked at the Wood Dale Park District for over three years as Rainbow Playschool Lead Teacher and Early Childhood Instructor. She holds a bachelor's degree in Elementary Education and has prior experience as an Elementary School Teacher and has done work in the customer service industry. Kim will directly oversee Rainbow Playschool, Early Childhood programming, Dance, Youth Athletics, Gymnastics, Nature programming and various special events. The Board welcomed Kim to the Park District. Recreation Supervisor McCarthy thanked the Board for the opportunity. She

expressed that she is very excited and hopes she can assist with bringing new perspectives and exciting, new programs to the residents of the Wood Dale Park District.

**B. Presentation of 390 Golf Experience Marketing Plan (Ali Geary)**

Manager Geary presented to the Board her Marketing Plan for 390 Golf Experience that showed the planned initiatives and strategies that will be used as the district moves out of the current phase of marketing, which was a softer approach as the facility opened its doors. The presentation included marketing goals, initiatives, timelines, and progress trackers. A hard copy of the plan was distributed to the members of the Board.

Commissioner Stimpson shared that the Senior Men's Golf League he participates in conveyed information on 390 Golf 's opening to help raise awareness of the new venue. He also asked if Salt Creek Golf Course can be advertised on the 390 Golf Experience website as well since we are advertising Parlay and Chicago School of Golf. Manager Geary stated that this is planned and mentioned that they currently have over 50 people signed up for the 390 Golf email list.

Commissioner Pokorny asked what are the means used to gather feedback? Manager Geary replied that staff are using Google and providing surveys at the facility.

Commissioner Sbertoli suggested front line staff training for better problem solving to limit customers wait time. Director Ellmann responded that 390 Golf Experience Manager Segura is working on training staff to have more knowledge and to be empowered to take on more responsibility, so customer interactions are handled more expediently.

**C. Approval of Terrace Park Planning Proposal from Hitchcock Design Group (Matthew Ellmann)**

Executive Director informed the board of some background on the subject, stating that Terrace Park is classified as a neighborhood park according to the District's Comprehensive Master Plan and has served the residential neighborhood that surrounded it since the park was acquired and developed in the early 1970's. Last year a developer purchased the entire residential neighborhood and is in the process of converting the site to a business park. For this and other compelling reasons, a redevelopment of the park is being considered.

The developer has verbally agreed to participate to a degree in the park redevelopment so that it can serve and enhance the business park and community at large. While funding sources for the park's redevelopment are still being explored, a plan is needed, necessitating some professional services from a land planning and architecture firm. As a result, staff solicited a proposal from the firm the district has been working with on this and other projects. Hitchcock Design Group provided a proposal for schematic and final design services. The proposal spells out the scope of services and the fees associated with multiple phases of the project, from schematic design through permitting and construction.

Since the district is not yet ready to commit to the park's redevelopment, staff recommended that the board approve only the first phase of work at a cost not to exceed \$9,000. Staff requested and received a verbal commitment that the developer will share half of the cost of this first phase. Director Ellmann informed the board that the funds needed for the planning phase are budgeted in the Corporate Fund.

Commissioner Schroeder inquired if the district should consider donating property to Bensenville to offset expenses, The board briefly discussed this idea but dismissed it from consideration.

*It was moved by Commissioner Pokorny seconded by Commissioner Stimpson to approve the Professional Landscape Architecture Proposal from Hitchcock Design Group and to execute only the Schematic Design Phase for a cost not to exceed \$9,000. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

**D. Approval of Resolution (R-22-04) approving the 2022 Board Meeting Calendar (Matthew Ellmann)**

Executive Director conveyed a summary of the Open Meetings Act requiring public notice of all Parks Board of Commissioner meetings whether open or closed, at the beginning of each calendar or fiscal year to include dates, times, and places of such meetings. This year the Park Board conducted most of their regular meetings on the fourth Tuesday of each month at 6:30 pm. Based on previous discussions with the Board and consultation with President Lange, a proposed meeting schedule was developed after examining the 2022 calendar and identifying potential conflicts and this schedule of meetings is reflected in Resolution R-22-04. Unique aspects of the proposed schedule include:

- two meetings are scheduled for March, one for the budget and one for regular business
- no meeting is scheduled in July at the suggestion of President Lange as there is usually a light agenda
- the meeting in September is on the second Tuesday of the month to avoid the National Recreation and Parks Conference
- the meeting in October is on the second Tuesday of the month to allow for the necessary action on employee health insurance benefits to meet an established deadline
- the meetings in November and December are on the second Tuesdays of the months to avoid encroachment on the holidays

Dates can be modified with proper notice, if necessary. The meeting start time will remain at 6:30 pm and will be held at the Recreation Complex, and the Resolution allows for audio or video conference, should this become necessary. If a special meeting is needed for any reason, it can be scheduled with the proper posting per the Act.

*It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny to approve Resolution R-22-04 setting forth the 2022 Board Meeting Calendar for calendar year 2022. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

**8. Unfinished Business**

**A. Approval of Ordinance (O-22-01) Levying Taxes for the Tax Year 2021, Commencing May 1, 2022, and ending April 30, 2023 (Katie Iraci)**

Director of Finance & Administration Iraci provided an overview and stated that 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 began in October when an estimate was prepared and presented for the Board's consideration and discussion. No changes have been made since the draft levy was presented in October.

The Property Tax Extension Law limits the amount of increase to 5% or the Consumer Price Index (CPI), whichever is less. The CIP for December 2020 was 1.4%, a 0.9% decrease from the prior year. The 2020 assessed valuation increased 3.08% to \$634,377,401, which generated a tax rate of \$0.4572 per \$100 equalized assessed valuation.

The total tax levy for 2021 is \$3,114,708. This is an increase of 7.39%, or \$214,335, from the 2020 levy. The total levy for capped funds has increased 10.31%, or \$212,736, to \$2,277,000. The estimated tax rate is 0.4766 per \$100 of assessed valuation, an increase of \$0.0194 per \$100 from the prior year.

The total 2021 Tax Levy request, less debt service, is 9.51% greater than the 2020 levy. The Levy request was increased by this amount to try and ensure that all tax dollars from new property are captured. Since this is over the 5% increase threshold, a Truth in Taxation hearing was necessary and was held at 6:15 pm on Tuesday, December 14 before this meeting. A notice of this hearing was published in the Daily Herald newspaper on December 6, as required. Staff recommends that the Board approve the 2021 Tax Levy Ordinance O-22-01 in the amount of \$3,114,708.

*It was moved by Commissioner Pokorny seconded by Commissioner Stimpson to approve Ordinance O-22-01 Levying Taxes for the Tax Year 2021, Commencing May 1, 2022, and ending April 30, 2023.  
ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

**B. Items removed from the Consent Agenda (if necessary)**

There were no items removed from the Consent Agenda

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

- **Exploration of Solar Power** - After attending a Webinar this fall and a discussion with the members of the board, Executive Director Ellmann has done research to identify providers in the industry. He met with two company representatives this past week: one specializing in sales and the other in installation. The one company is headquartered here in Wood Dale (Rethink Electric). They have been in business for eight years and handle both residential and commercial properties. They have agreed to examine the park district electrical invoices and explore options. They claim that the upfront infrastructure costs can be high, but they can help link us to solar developers who can cover those costs through a purchase agreement (typically of twenty plus years). Staff will keep the board apprised as more information becomes available.
- **Another TIF (Tax Incremental Financing) District in the City** - I was notified by the city last week of their intentions to form a new third TIF district. On December 2, the City adopted an Ordinance authorizing a study of the feasibility of establishing a Tax Incremental Financing district to improve deteriorating physical conditions and stimulate new economic development within a proposed redevelopment area. The area is defined as the *Busse Highway Redevelopment Project*. It comprises approximately thirty-two residences and Mohawk Park. The area surrounds the park on three sides (north, west, and south).
- **Wood Dale Chamber** – As a Board member, Executive Director Ellmann reported that the Wood Dale Chamber of Commerce is embarking upon a change for the good of the business community. This organization has served the park district and community well for a long time and has struggled for a host of reasons. After a year of evaluation, the Chamber Board voted to dissolve the Wood Dale Chamber and become an affiliate Chamber of the GOA (Greater O'Hare Area) Regional Business Association effective January 1, 2022. The Chamber Board feels this is a positive step and that it will allow for even greater networking, partnership, and educational opportunities for the members of the Chamber.

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

- There were no questions from the Board and no further items to report.

**11. Recreation Department Report (Brittany Lynam)**

- The **Holiday Dance Show** was held on Saturday, December 18 at the Recreation Complex, with 23 children registered to perform. Registration is required of each child, and it includes a t-shirt that is worn for the Show. Following the performance, families can visit with Santa and receive a treat.
- Enrollment for **Winter Break Camp**, being held December 20-29 and January 3, is underway and participation numbers are closer to the numbers experienced in the program, pre-pandemic. To compare, this year the average is 13 children per day. In 2020 there was an average of nine and in 2019, there was an average of 13. Recreation Supervisor Dan Lescher has done a great job planning the program, setting up exciting field trips and making it an overall great experience for the kids.
- A **Fitness Class Survey** was developed and distributed to all fitness class participants. The survey asked for feedback on current classes and for ideas for new types of classes to offer. The survey will also be available in the Fitness Studio and will be sent out electronically. Staff want new, fresh, on-trend ideas for future programming. Sometimes reigniting a program can be as simple as changing the name or adding a new type of exercise into the format.
- The **Annual Fitness Promotion** started December 1 and runs through February 1. Members receive one month free with an annual membership. So far, four new members have taken advantage of the promotion.
- The **Wood Dale Senior Club** will once again hold their meetings in the Senior/Teen Room starting with the January meeting, if COVID allows.
- Staff continue to get inquiries and give tours of facilities for rental usage. Rentals in December include:
  - Five at The Woodlands at White Oaks Park

- Two at The Recreation Complex
- Four ongoing basketball rentals in the Gymnasium at The Recreation Complex

Commissioner Stimpson asked about our current COVID-19 procedures. Director Ellmann discussed the two obligations we must follow in accordance with CDC, which are staff must wear their masks inside the building and signage must be visible at the entrances to the buildings alerting patrons of the mask requirements. As of right now schools aren't considering the option of going remote. Staff will keep the board informed of any new developments in this area.

**12. Park and Facilities Report (Ben Appler)**

- Removal and installation of the playground surfacing has been completed at Community Park
- Staff continued with the removal of Buckthorn and other invasive species at White Oaks Park

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

- The District's Certificate of Deposit at Itasca Bank was renewed for an additional six months and remained at a rate of 0.65%.
- Staff have completed the first drafts of their budgets and first round meetings took place the week of December 13.
- Financial Reports provided in the packet were for October – halfway through the fiscal year
  - Year-to-date revenues were \$4.1 million, down 0.5% compared to last year
  - TopGolf revenues are the biggest driver of the slightly unfavorable variance
  - Year-to-date expenses were 2.3 million, up 27.9% from last year
  - Overall, revenues exceed expenses by \$1,798,975
- Cash balance projections have gone down since last month
- We had anticipated we'd receive \$555,000 in revenue as part of the land exchange agreement, but are now expecting to receive it next fiscal year, so it has been removed from the current year projections

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

- With the Board meeting in November a week earlier, the Golf department financials for October were not included in the November packet but were included in the December packet. December financials will be provided in the January Board packet.
- Just in time for snow plowing at 390 Golf Experience, staff picked up the Utility Vehicle and plow from the metal fabricators December 8 and dropped off the plow truck for fabrication work. Both are finished and ready.
- The Golf Revenue and Rounds report for November was included in your packet. The report has been modified to accurately reflect the status of revenue and rounds and show league revenue separate from other revenue.
- 390 Golf Experience participation is growing every week. The chart in your packet shows the increases in each of the first three weeks of operation. This past weekend was another good sign. On Sunday, we had a total of 55 hours of bay time booked.
- Staff will propose revisions at the January meeting to the Employee Benefits Chart that was approved last May. The changes are in the areas of food and beverage and events. The changes are being made to be more consistent with 390 Golf Experience and Salt Creek Golf Club, in order to make it easier to administer.

Commissioner Pokorny asked about the average number of bay bookings. Director Pope replied that the average number of bay bookings is 22 bays.

Commissioner Stimpson asked if customers are staying until closing time. Director Pope stated that on most days they do stay until closing time.

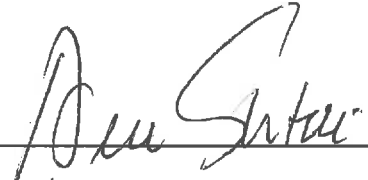
**15. Commissioner Comments & Future Agenda Items for Consideration – There were none.**

**16. Adjournment**

*It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to adjourn the meeting at 7:42 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.”***