

1. **Call the Meeting to Order** – The meeting was called to order at 6:32 pm by President Dorothy Lange.

2. **Roll Call**

Board Members Present (roll call):

Dorothy Lange, President
Georgia Schroeder, Vice-President
Denise 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
Ray Ochromowicz, Safety Coordinator (left at 6:45 pm)
Jan Hincapie, Recording Secretary

Guest: Price Sowers, 317 Dominion, Wood Dale, representing Quality Lighting Associates

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 January 25, 2022

B. Approval of:

- Monthly disbursements, totaling accounts payable: \$173,081.21
- Payroll of January 21, 2022 (\$72,677.39)
- Payroll of February 4, 2022 (\$69,845.85)
- Payroll of February 18, 2022 (\$70,332.49)
- Total: \$385,936.94

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, February 22, 2022. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

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

7. **New Business**

A. Presentation of the Annual Risk Management Report (Ray Ochromowicz)

The Risk Management Report is created annually to highlight and summarize the district's 2021 risk management activities, practices and projects during this most unusual year. Coordinator Ochromowicz is pleased that employees realize that everyone is responsible for safety, not just the Coordinator or the Committee. There was a slogan and logo developed pre-COVID with the message, "Safety Starts with Me" to reenforce this message. During this past year managing COVID-19 was the greatest safety challenge. Sandy Hlousek, Human Resources Coordinator was recognized for her assistance in this area. This involved being quick to react to changes in COVID-19 guidelines and taking time and care in the development of appropriate safety protocols.

The other project requiring the most resources this year was ensuring the safety of *390 Golf Experience*. A Safety and Emergency Operations Manual was developed and training was provided to staff. Numerous projects were initiated to ensure the safety of the facility.

Other safety related projects and successes in the district this year include:

- New signage at Salt Creek Golf Club, warning golfers that damage done by errant golf balls is their responsibility
- Training was presented on slips, trips and falls which are the most frequent reasons for claims and losses
- The district became a First Aid/CPR Training Center which qualifies the district for a price break on training costs
- Policies were developed to adhere to new laws (e.g., CDL, Whistleblowing, Vaccine Mandates)
- The Beach Waterpark Lifeguard staff received two audit ratings of "Exceeds" and one of "Meets Standards". A cash award was received for these ratings.

In the years of 2020 and 2021 there were, of course, less programs and events. The good news is that there were zero claims and zero losses during those years, as well. Once again, the district received a cash award from the Park District Risk Management Association (PDRMA) for this success. Kudos was also given to the members of the Safety Committee and Executive Director Ellmann by Coordinator Ochrowicz for their efforts in maintaining a safe environment for patrons and staff.

In the year 2022 the staff will continue to monitor COVID-19 and react as needed. Salt Creek Golf Club will host a PDRMA Fall Protection and Prevention training on March 10. Introductor/Active Shooter training was planned right when the 2020 shutdown started. That training will be rescheduled in 2022. The Board thanked Safety Coordinator Ray Ochrowicz and accepted the report as presented.

B. Consideration & Approval of Resolution R-22-07, Appointing NIMEC as Wood Dale Park District's Broker to Purchase Electricity and Approval of the Delegation of Signing Authority to the Executive Director and/or Director of Finance and Administration or their Designee to Enter into a contract with NIMEC-Selected Energy Provider for a Period of up to 36 Months (Katie Iraci)

Northern Illinois Municipal Electric Collaborative (NIMEC) has served as the Park District's broker relative to the acquisition of electrical energy for many years. NIMEC is the largest municipal collaborative in Northern Illinois, which aggregates the energy needs of about 140 government members of the collaborative in order to secure more competitive pricing based on higher volumes that can be provided individually to a single municipality. Due to this and their years of experience, it is beneficial to the Park District to continue securing electrical energy through NIMEC.

NIMEC is paid by the electric supplier for originating the business. The Park District does not compensate NIMEC and is not under contract with NIMEC, who has extensive expertise in the northern Illinois power market. This year's bid is taking place on March 2. Four suppliers will participate: Constellation, AEP, Vistra and MC Squared. On March 3, NIMEC will send an email with the winning supplier, along with the agreements. They will provide guidance regarding the length of term relative to the current rate. If it is lower, then the district might consider a longer term. There are also two webinars to view to guide the process. The district will be able to choose a one-, two- or three-year term. Agreements must be signed and returned the day they are provided. Each member of the collaborative will receive its own pricing; no member subsidizes any other member's pricing.

Due to the prices within the commodity markets constantly fluctuating, NIMEC's bid prices are only good for the day they are provided. As such, it is requested that the board delegate signing authority to the Executive Director and/or the Director of Finance & Administration or their designee to accept a bid by entering into a contractual relationship with the winning power supplier on the day of the bid for a period of up to 36 months.

It was moved by Commissioner Pokorny, seconded by Vice-President Schroeder to approve Resolution R-22-07, Appointing NIMEC as Wood Dale Park District's Broker to Purchase Electricity and to Delegate the Signing Authority to the Executive Director and/or Director of Finance & Administration or their Designee to Enter into a Contract with the NIMEC-Selected Energy Provider for a Period of up to 36 Months. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

C. Consideration & Approval of Police Services Agreement (Matthew Ellmann)

The Park District and the City of Wood Dale have a history of cooperation and sharing of resources for the benefit of the community. The terms of these collaborations are defined in intergovernmental agreements. The current agreement that covers bank runs (bringing cash deposits to the bank) and crossing guards expires April 30, 2022. There is a separate agreement for Park Rangers on a different renewal schedule, which is another partnership between the Park District and the Wood Dale Police Department.

Upon meeting with Chief of Police, Greg Vesta it was determined that there was no longer a need for crossing guard services due to little or no use. This determination was made by the Police Department after an analysis of the use. The cost for bank runs is based on an hourly rate and the time it takes to perform the run between the park district locations and the bank. This agreement will also include 390 Golf Experience, which is a new addition, but their deposits may be picked up with Salt Creek Golf Club. Hourly rates show a modest increase (2.5%) in line with past increases. It is also recommended that the intergovernmental agreement is for a term of three (3) years rather than a one-year agreement. The City Council is planning to review and approve the agreement at their meeting in March and is looking for Park Board approval to finalize the agreement.

Vice-President Schroeder suggested a light or some type of notification to call attention to the crossing in the event someone needs to cross during pool season. Executive Director Ellmann said that the crossing is very well marked and that the law is to stop if someone is at the crosswalk. If the Police Department thinks that more notification is needed to make the crosswalk more noticeable, they will provide an apparatus or notification. Commissioner Sbertoli commented that cars usually slow down in front of the Police Department, which may help with the speed of traffic near the crosswalk. The Park District will also alert residents and customers of the change through social media and program promotions.

It was moved by Vice-President Schroeder, seconded by Commissioner Pokorny to approve the Police Services Agreement, as presented for provision of police services ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

D. Consideration & Approval of a Purchase Order in the Amount of \$110,859.69 for the Purchase of Golf Course Maintenance Equipment Secured through Sourcewell Purchasing Cooperative

Due to spending limitations and past financial performance, the Salt Creek Golf Club vehicle and equipment inventory and replacement schedule has not been adhered to for a number of years. Many items that were planned for replacement have been maintained well beyond their replacement time, thus requiring costly repairs. Repairs take the equipment out of service and hinders staff's ability to care efficiently and effectively for the course.

Staff has researched the best way to address this issue in the most financially responsible manner. Their recommendation is to purchase three pieces of equipment: a rough mower, a tractor and an arm lift. Two of the items will be secured through the Sourcewell Purchasing Cooperative, of which the district is a member. Purchasing through a cooperative meets the state bidding requirements.

The first two items, the John Deere 8800A TerrainCut Rough Mower and the John Deere 4066R Compact Utility Tractor with PTO will be included in a Purchase Order in the amount of \$110,859.69. Through Sourcewell Purchasing Cooperative, an 8% discount off regular price was received.

Staff is recommending financing this purchase with Wells Fargo, NA over five years. The financing is done in a lease format, with the option of purchasing the equipment for \$1 at the end of the term. It was the hope that the credit/lease agreement would be available for this meeting, but it was not. However, Attorney Bersani saw the boiler-plate agreement (not one with Wood Dale Park District's name on it) and has agreed to the language. While paying for the equipment over time is more expensive, it allows for a more budget-palatable amount each budget year.

The John Deere 8800A TerrainCut Rough Mower will replace the 2014 Toro 3500D rough mower, which has 4241 hours on it, which is equivalent to 254,460 miles. It has also had repair costs of \$9,268.

The John Deere 4066A Compact Utility Tractor with PTO will replace three tractors: 1985 Ford 340B (36 years old), 1989 Ford 1720 (32 years old), and the 1993 Massey Ferguson MF1260 (28 years old). It will be one of two tractors used at Salt Creek Golf Club and 390 Golf Experience. The old equipment will likely be auctioned either internally or through an auction specific to this type of equipment.

The reason there are three motions regarding this purchase is because the first two pieces of equipment are purchased through the cooperative, the second is purchased directly from the vendor and the third motion is approving the financing/lease agreement for the total cost.

This came to the Board prior to the budget meeting because of the timing of the golf season and the need to order the equipment. If the equipment is received early in the season, some great improvements to the course can be made. If it is ordered later and received in the June-July timeframe, valuable time is lost, and the work would have to be done in peak season.

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny to approve the purchase in the amount of \$110,859.69 for Golf Course Maintenance Equipment from Rebels Turf & Tractor and to Authorize Executive Director Ellmann to execute the purchase ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

E. Approval of a Purchase Order in the Amount of \$21,495.00 for Golf Course Maintenance Equipment from Rebels Turf & Tractor

The third piece of equipment, a Patriot Arm Lift Attachment is not eligible for Sourcewell pricing because it is not a John Deere product, but the same dealer sells it. The dealer offered a 10% discount in our pricing. This will require a separate purchase order in the amount of \$21,495. While this piece of equipment's cost is below the level to require a formal bid, it is beyond the spending limit of the Executive Director, which is why it is being presented for approval.

This piece of equipment attaches to a utility vehicle and helps with tree maintenance which is a big need on the course. By trimming trees, the tee boxes get more light, and are ultimately healthier and of better quality. Tree trimming has been contracted out in the past, but it is not economical and makes it difficult to keep up with the tree maintenance needed. This attachment will also be used to repair lights, hang signs, and reach other high places and will be shared with the Parks Department for other similar jobs.

It was moved by Commissioner Stimpson, seconded by Vice-President Schroeder to approve a Purchase Order in the Amount of \$21,495.00 for Golf Course Maintenance Equipment from Rebels Turf & Tractor ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

F. Authorization for Executive Director Matthew Ellmann to Execute the Finance Agreement to Purchase Golf Course Maintenance Equipment Through Wells Fargo Bank N.A.

In an effort to manage annual expenses, all three pieces of equipment will be financed through Wells Fargo, N.A. The costs included in items E and F are for the base cost of each piece of equipment. There is an additional cost for financing the equipment that will impact the annual cost but will allow for the purchase of the equipment over multiple years.

Without the actual finance/lease agreement to approve, the Board was asked to authorize Executive Director Ellmann to execute the agreement upon review and approval by Attorney Bersani. The agreement will be on a future board meeting agenda for the Board to review and ratify.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny to Authorize Executive Director Ellmann to Execute, Upon Review and Approval by Attorney Bersani, the Financing/Lease Agreement for the Purchase of Golf Course Equipment Through Wells Fargo N.A. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

G. Discussion of Community Park Ball Field Lights (Ben Appler)

The lighting for the ballfields at Community Park is over 35 years old. Currently, only about half of the lights are working. A contractor was hired to perform repairs to the lights. Upon inspection of the fixtures, it was discovered that several of the fasteners had rusted and allowed water to enter, causing the ballasts and fuses to be damaged. New bulbs were tried in a number of fixtures but they were not operational. Ballast kits and fuse holders will need to be replaced in about forty fixtures.

The estimated cost for repair of the current lights is \$8,000 in bulbs, ballast kits and fuse holders and another \$17,000 in installation cost. Staff also explored replacing the fixtures with LED replacements, but the cost of spending \$25,000 on old lights was not a viable option. Staff recently secured a proposal from Price Sowers of Quality Lighting Associates to convert the ballfield and parking lot lights at Community Park to LED fixtures. The cost of this conversation would be \$158,100. However, due to Commonwealth Edison's incentive program, the cost would be \$24,449. This includes a 10% break for municipalities that is effective only until March 11. There is currently \$21,900 left in the Paving and Lighting Fund that could possibly fund part of the project.

Discussions took place with Wood Dale Baseball Association regarding the possibility of a financial partnership for the project. Unfortunately, their numbers have declined, and do not warrant use of the lights, so at this time they are not interested in a partnership. Staff is seeking direction from the Board regarding this matter.

It was verified that the ballasts and lights could be moved, if needed and that the project includes the revamping of parking lot lights. Moving to a new site would require the purchase of new poles. The new lights will be able to be operated through a phone app. Price Sowers was present at the meeting to answer any questions. In spite of the decline in baseball, the Board felt it was an important project to complete, especially with the discount provided through Commonwealth Edison and Quality Lighting Associates. They also encouraged the development of new programs and rentals to use the park and the lights.

The Board gave consensus to go ahead with the project by March 11, 2022 to receive the best price for the work. Prior to that date, the agreements with Commonwealth Edison and Quality Lighting Associates will be executed by Executive Director Ellmann and ratified at a future meeting of the Board.

H. Approval of Annexation Agreement and Authorization of Executive Director to Execute the Agreement (Attorney Wysocki)

On December 8, 2020, the Board approved an agreement with TDC, a developer, to exchange Mohawk Manor Park for certain properties located near the Recreation Complex. As part of that agreement, the district agreed to have the cell tower site and the park annexed to the City of Wood Dale. Last month the Board approved the annexation agreement with TDC and the City of Wood Dale.

The final step in this process is for all owners of record to sign the Plat of Annexation. This document is the official document filed with DuPage County to record the annexation. Staff and legal counsel recommend that the Board approve the Plat of Annexation and authorize the Board President to execute the necessary documents to finalize the annexation.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny to Approve the Annexation Agreement for Mohawk Park and the Cell Tower Site Within the Park and to Authorize the Executive Director to Execute the Agreement ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

I. Re-approval of Parlay Sports Bar Agreement to Correct Clerical Error (Matthew Ellmann)

Last month the Board approved the License and Operating Agreement First Amendment with Parlay Sports Bar, the food and beverage vendor at 390 Golf Experience. Since that approval was granted, a small error was discovered in the first amendment. Therefore, staff is asking the Board to re-approve the agreement with the error corrected. Parlay is aware of the error and has already signed the new agreement with the correction.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli to Re-Approve the Parlay Sports Bar and Restaurant Agreement to Correct Clerical Error ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

8. Unfinished Business

A. Items removed from the Consent Agenda (if necessary)

There were no items removed from the Consent Agenda

9. Executive Director's Report (Matthew Ellmann)

- As of February 28, 2022, at midnight, the Park District will become a "Mask Optional, but Encouraged" facility. This is in response to the lifting of the State of Illinois mask mandate. This change in protocol will be shared with patrons through all social media platforms, signage, and the website.
- Executive Director Ellmann gave an update on Terrace Park, the park in the new industrial area. Initial concept plans were reviewed, and a change had to be made in the amount of permeable surface. The ratio was exceeded for permeable versus impermeable surface. No more than 2,500 square feet of additional impermeable surface can be added to the original amount that was within the park, which was 1,150 square feet. Changes in the plans were made to adhere to this requirement.
- The Real Estate Agent and Attorney are working on an agreement, which may come to the board in March. The developer would like to start work on the park as soon as possible. They have this plan and will fill out the application. They are also helping the district explore funding opportunities for the park improvements with the businesses in the development.
- It was also reported that Northeast DuPage Special Recreation Association (NEDSRA) is implementing a community needs assessment. Three proposals were received, two firms were interviewed. The survey will carve out data that will be useful to Wood Dale Park District.
- The 390 Golf Experience jackets were distributed to staff and the board. It is recommended that the jackets are washed before wearing them to set the color.

10. Written Reports from Human Resources & Marketing Departments (Ali Geary)

- There were no further questions about the reports.

11. Golf Operations Department Report (Peter Pope)

- Director Pope alerted the board of some changes that have been implemented at the Salt Creek Golf Club that will be reflected in the upcoming budget:
 - Increase in Salt Creek Golf Course greens fees
 - New categories of admission for golf
 - Banquet prices were increased
 - VIP packages were developed for high level events
- Golf cart winterization is complete

- *Golf Now*, the reservation system used at Salt Creek Golf Club has been upgraded for point-of-sale transactions
- 390 Golf Experience has been busy, especially on the weekends. Popularity continues to increase.
- Salt Creek Golf Club received *Best of Weddings* and *Couples' Choice* Awards from The Knot, a popular wedding planning website
- The carpets have been cleaned and a "facelift" has been given to the Pro Shop at Salt Creek Golf Club

12. Finance & Administration Report (Katie Iraci)

- March 14, 2022, is the Budget Workshop
- The draft budget will be distributed on March 4, 2022
- The security camera replacement project at the Recreation Complex is underway
- The monthly financial reports were not included in the packet due to issues with the *Uschedule* software which precipitated the need for each transaction to be checked individually, which was a time-consuming task. The board will receive the reports soon.
- The phone replacement project is underway, but the contract for the existing service may have to be extended through March 4, 2022, so the same phone numbers may be maintained. Previously, the board approved the termination of the current contract on February 28, 2022. This extension of approximately four days will be billed daily.
- A meeting was held with Commissioner Pokorny as Treasurer of the Board, Director Iraci and Executive Director Ellmann to discuss the draft budget
- At the last meeting it was suggested by the board to add an additional hour daily to the public swim time at The Beach Waterpark. This additional hour throughout the summer will increase the deficit by approximately \$4,700. Director Iraci wanted to make sure that the board wanted this included in the budget. It was the consensus of the board to include the extra hour of daily public swim throughout the summer.

13. Parks & Facilities Report (Ben Appler)

- The Jim Mixon sign at Community Park has been temporarily removed for replacement. It was originally erected in 2009 and was starting to deteriorate. It will be constructed in-house and erected as soon as it is finished. Director Appler wanted the board to know in case anyone inquires about it being gone.

14. Recreation Department Report (Brittany Lynam)

- After a lengthy search, two additional front desk staff were hired for the Recreation Complex
- There will be a mini brochure exclusively for camp programs coming out in March, with registration starting in April
- There is a new early childhood class starting in April focusing on healthy eating. So far, five participants are registered
- The senior trip to *Secret Council* in Oak Brook, originally scheduled for February 17 was postponed. It will be rescheduled.
- On February 15, 2022, the equipment in the Fitness Studio was checked and minor repairs were completed to ensure a safe facility
- In response to a comment from Vice-President Schroeder regarding pickleball, Director Lynam noted that the Pickleball Open Gym originally scheduled on Tuesday and Thursday mornings will be moved to Monday nights.

15. Executive Session

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson to move into Executive Session at 8:11 pm for the purposes of:

- A. *Discussion of the purchase or lease of real property for use by the public body pursuant to 5 ILCS 120/s*
© (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 ILCA 120(2) (c) (1)
- ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED

The meeting reconvened in Open Session at 8:41 pm

16. Consideration & Approval of Employment Compensation for Executive Director Matthew Ellmann

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny to award Executive Director Matthew Ellmann a salary increase of 3.5% for Fiscal Year 2023 ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

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

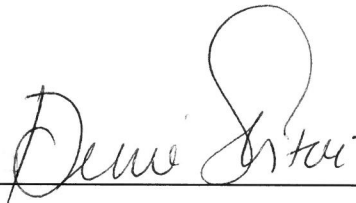
18. Adjournment

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny to adjourn the meeting at 8:42 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."