

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  
Yordana Wysocki, Park District Attorney (arrived at 6:40 pm)

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 Executive Session Meeting Minutes of February 22, 2022**

**B. Approval of the Regular Board Meeting Minutes of February 22, 2022**

**C. Approval of:**

- Monthly disbursements, totaling accounts payable: \$155,451.15
- Payroll of March 4, 2022 (\$68,902.62)

*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, March 22, 2022.*

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

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

7. **New Business**

**A. Discussion and Possible Approval of a Plat of Vacation of Utility Easements at Terrace Park Located at the Corner of Devon Avenue and Spruce Avenue (Yordana Wysocki)**

The redevelopment of Terrace Park is contingent upon several steps, one of which is the approval of the vacation of the utility easements on the property. While the details of the park's redevelopment are still being worked out and negotiated, the developer is working to have the easements removed because they are obsolete, and they are impeding progress on the regrading of the site. As a result, the developer has pursued the vacation of the site, but needs the property owner's approval to complete the process.

*It was moved by Commissioner Pokorny, seconded by Vice-President Schroeder to approve Plat of Vacation of Utility Easements at Terrace Park Located at the Corner of Devon Avenue and Spruce Avenue ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

**B. Discussion and Possible Approval of a Development Services Agreement with MLRP Busse and Devon LLC for the Upgrade and Development of Terrace Park Located at the Corner of Devon Avenue and Spruce Avenue (Matthew Ellmann & Yordana Wysocki)**

The residential neighborhood surrounding Terrace Park on three sides was removed, making way for an industrial business park. While pursuing permission to relocate the park and making sure we didn't violate the terms of the grant used to develop the park, the developer went forth with the industrial park's development. Due to the lack of time available for a land swap, the plan was to negotiate a redevelopment of the park for use by residents and the businesses in the development.

The Park District and the developer eventually came to a verbal agreement on the terms of the collaborative redevelopment of the park. In exchange for allowing the developer to utilize a portion of the park for the temporary storage of material and regrading the site, they agreed to invest in the park's redevelopment. This led to the engagement of Hitchcock Design Group to prepare a Yield Study, followed by a Schematic Design. The design includes all the existing play elements so the Park District remains in compliance with the terms of the grant agreement that was executed in the 70's, and the developer agreed to remove all the existing apparatuses, regrade the site for improved drainage and improvement of play, install engineered drainage, construct specified hard surfaces like sidewalks, basketball court, play area curbing and parking lot and, ultimately seed the site for the reestablishment of the turf. The Park District will be responsible for finding sponsors for a new play structure and executing the purchase and installation. A draft agreement outlining the terms of this arrangement was included in the packet.

When asked about the part of the agreement that mentions that the developer will help solicit contributions to the cost of the development of the park, Attorney Wysocki commented that the specific expectations aren't spelled out, but the hope is to encourage a goodwill effort to work with businesses in the development to participate since they will primarily be the ones using the park.

It was also clarified that the Park District and the developer will split the price of the initial design. If either party wants to modify the initial design, they will cover the cost of doing so. A question was also raised as to how we will ensure that the work done by the developer is up to our standards. Executive Director Ellmann said that he and Director Appler will monitor the project through open communication and site visits, along with Hitchcock Design Group to make sure the work is of good quality.

*It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny to approve a Development Services Agreement with MLRP Busse and Devon LLC for the Upgrade and Development of Terrace Park Located at the Corner of Devon Avenue and Spruce and to authorize the Park District Executive Director to execute the terms of the Agreement and to obtain any necessary permits for the redevelopment ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

**C. Approval of a License Agreement for the Use of Wood Dale Park District Community Park for Prairie Fest by the City of Wood Dale (Matthew Ellmann)**

The Park District and the City of Wood Dale have a long history of cooperation and shared use of resources for the benefit of the community. The City of Wood Dale is planning to host Prairie Fest after a two-year hiatus due to the COVID-19 pandemic. This year's Prairie Fest event will be held July 29 through August 1. As in the past, the city would like to utilize the park a few days before and after the event for set-up, takedown and clean-up.

The Park Board has already verbally granted permission to use the park so the city could start the planning process. The License Agreement formalizes the use and confirms the terms of the usage. Staff worked with the Park District's Risk Management Company, PDRMA, to review and update the agreement. The only change from the previous agreement is the submittal deadline for the liquor license. The agreement will be forwarded to the City of Wood Dale for review and after it is approved by the Park Board.

A member of the Park Board wanted to make sure that we are covered by insurance for this use. Executive Director Ellmann confirmed that we receive a Certification of Insurance (COI) from the City of Wood Dale and that the Park District is also named on the COIs that are submitted by all contractors participating in the festival. Creating a safety protocol and training staff and volunteers is also required.

*It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson to approve the license agreement as presented, with one change from the draft in the board packet, for the use of Wood Dale Park District Community Park for Prairie Fest 2022 by the City of Wood Dale*  
*ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

**D. Approval of a Memorandum of Understanding Agreement with Wood Dale Baseball Association (Brittany Lynam)**

On an annual basis the Wood Dale Park District executes a Memorandum of Understanding (MOU) with the Wood Dale Baseball Association (WDBA) which outline the terms of the Park District's support of the program. Wood Dale Baseball Association is a recognized affiliate of the Wood Dale Park District.

The Wood Dale Baseball Association utilizes the fields for practices and games April through the end of July. The Parks Department maintains the fields, adjacent grass areas, concession area and bathrooms for their use. The Association helped maintain the fields during the pandemic, which was greatly appreciated.

This season, the Wood Dale Baseball Association has offered to contribute \$1,500 to be used for needed repairs to the concession building (\$500) and the ballast/lamp replacement (\$500) and field maintenance (\$500). The group provides a Certificate of Insurance naming the Wood Dale Park District and School District #7 as additionally insured and performs background checks on their coaches.

Normally, Kriss Schaeffer, the President of WDBA attends this meeting to give an update on their group, but he was unable to attend this year due to a work commitment.

*It was moved by Vice-President Schroeder, seconded by Commissioner Pokorny to approve the Memorandum of Understanding with Wood Dale Baseball*  
*ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

**E. Approval of First Amendment to License and Operations Agreement Between Wood Dale Park District and Chicago School of Golf (Peter Pope)**

In July of 2021, the Board of Commissioners approved a License and Operating Agreement with Chicago School of Golf, Inc. as the Golf Instruction Provider for the 390 Golf Experience facility. The Board was presented with an amendment to the agreement that includes a date change that accurately reflects the term of the agreement. The original agreement term was September 1, 2021, through January 31, 2024. Since the facility did not open until November 17 and the opening of their teaching suite was delayed for a number of reasons, the new term of the agreement is March 1, 2022 through October 31, 2024. The length of the agreement was modified to 32 months versus 36 months so in the event staff needs to develop a Request for Proposals for a new vendor it can be done prior to the prime season following the end of the agreement.

Vice-President Schroeder asked why there is mention of "full- or partial loss of tax exemption" in the agreement. Executive Director Ellmann clarified that the loss of tax exemption refers to the Chicago School of Golf, not the park district.

*It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli to approve the First Amendment to the License and Operations Agreement between the Wood Dale Park District and the Chicago School of Golf*  
*ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

**F. Approval of resolution R-22-08, a Resolution Approving fiscal year 2022 Budget transfers (Katie Iraci)**

Through analysis of year-end cost projections based on expenditures through March year-to-date, staff recommends transferring unexpended budget funds in some line items to other line items of appropriation for Fiscal Year 2022.

After the first six months of the year, the Board may, by 2/3 vote, transfer from any appropriated line item its anticipated unexpended funds to any other item of appropriation, and the item to which said transfer is made may be increased to the extent of the amount so transferred. Transfers cannot exceed 10% in the aggregate of the total amount appropriated in a fund. Best practice is for staff to recommend transfers near the end of the fiscal year so there is time for staff to better assess what line items need more funding and which ones are underspent, so surplus funds can be reallocated.

An exhibit, identified as Exhibit A, was included in the board packet for review and consideration.

*It was moved by Commissioner Pokorny, seconded by Vice-President Schroeder to approve Resolution R-22-08, a Resolution Approving Fiscal Year 2022 Budget Transfers  
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)**

- Transwestern, the developer who participated in the land exchange for the property next to the Recreation Complex, expects to have homes and trees demolished in April. Payment will be received in the May/June timeframe.
- There was a working group meeting to discuss the schematic design.
- In response to a request from last meeting, Executive Director Ellmann reported on the funds that were forfeited due to the TIF (Tax Incremental Financing) formation in Wood Dale:
  - \$566,067 (seven years of proceeds) for TIF #1 originating in 2015
  - \$6,484 (two years of proceeds) for TIF #2 originating in 2019
  - There is a third TIF in progress
- The Police Services Agreement approved by the Board in February was executed on March 17.
- The Illinois Association of Park Districts conducted research regarding the value of parks and recreation in Illinois communities. This information will be valuable to the park district as we market services and communicate with our taxpayers.
- The park district works with a consultant regarding the cell tower located on park district property. We are notified when the tower company wishes to make additions to the structure and/or site. They want to add more antennas and microwaves on the tower, which is allowed under our ground lease. The work will require a permit from the city. Our consultant, Stuart Chapman, is concerned with the plan and has been advising us. The plan would generate more funds for the park district, so it is being carefully considered.
- Reporting back on solar power alternative, Executive Director clarified that he is exploring multiple sites, but 390 Golf Experience isn't as well-suited as others are. They are still studying the park district bills and sites. Three firms are talking to us about this possible transition to solar power.
- The scope of the plan for the future park next to the Recreation Complex is being explored. The Board asked that Staff and Hitchcock Design Group get more creative, as they develop the plans. Commissioner Sbertoli stated that she has photographs of some area parks that might help generate ideas and park tours of other sites were suggested.



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

- There were no further questions about the reports.

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

- Recreation Staff are pleased to report that the first evening of Open Pickleball was a success with all three courts being used. Participants ranged from high school to 65 years old. Ten individuals attended, including those paying the drop-in fee and Fitness Studio members who receive admission as part of their membership.
- On Saturday, March 19 there was an all-ages basketball open house held, with 12 participating.
- The Park District received a \$1000 grant from the Illinois Association of Park Districts for a new day camp program entitled, "Health, Happiness and the Great Outdoors". The program is an eight-week series with weekly themes with programming centered around healthy eating, outdoor fitness, animal and nature appreciation, fishing,
- Billy Milano, resident, Fitness Expert and member of the Fitness Studio, provided a free seminar at The Woodlands on Saturday, March 19. Nine individuals attended. The topic was "Corrective Programming for the Pandemic P's: Pounds, Posture and Pressure". Another seminar on outdoor exercise is planned.
- Spring Soccer has 35 registered, which is one more than were registered in Spring of 2020. There are four teams.
- Preschool registration is underway. There are three registered for the two-year old class, the three-year-old class is half-full, there are six spaces left in the four-year old class. Learning Ladders, a program that had been cancelled last year, already has five registered.
- The Indoor Egg Hunt and Doggy Egg Hunt are being held this year with 17 registered for the Egg Hunt and five registered for the Doggy Egg Hunt. The event is sponsored by Wood Dale Bank and Trust.
- Director Lynam and Recreation Supervisor McCarthy attended the City Involvement meeting to hear input from residents regarding programming. More teen and family programming were requested. A Teen Night, a family trip to a sports event and pickleball are some ideas discussed by staff.
- A meeting was held to discuss the upcoming swim season for the Wood Dale-Addison Sharks. A change that will be made in the 2022 season is that meets will be held on Wednesdays and only on limited Saturdays. This schedule will have less of an impact on open swim and use of the pool by other members of the public.
- Hiring is underway for The Beach Waterpark. Staff are pleased that 19 out of 25 staff are returning from the 2021 season. The Aquatic Coordinator is also returning. Open positions are currently posted. The Concession Stand will not be open this summer, but food will be allowed in the facility. A protocol will be in place to verify inspections of coolers for glass or items not allowed.
- Rentals at The Woodlands are very popular. Every Saturday is booked in June and there are six rentals in March.
- In the absence of Recreation Supervisor Kristina Sromek, Recreation Supervisor Dan Lescher will be overseeing the front desk and Recreation Supervisor Kim McCarthy will oversee soccer.

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

- The Golf and Finance Departments are on a big push to upgrade the GolfNow Software to G1 which is the new version. The system went live today. Tests are still being done, and staff at the front desk are being shadowed to make sure it is operating properly. Ipad's can now be used for ordering food/beverages, schedule tee times and for the monitoring of cards. The company provides all new hardware for the new system.
- The Landscape crew is in the spring clean-up process, preparing to mow greens. There are open seasonal positions posted with only one applicant so far.
- The 390 Golf Experience will now be open on Tuesdays

- Additional range balls were ordered. Staff shopped around for availability and best process. Wilson received the initial order. The 390 Golf logo will be on the balls
- There has been \$100,000 in revenue since 390 opened.
- On Thursday, March 30 the Greater O'Hare Chamber of Commerce Association will have their event at the Salt Creek Complex. The event will start at 4:30 pm at Salt Creek and then move to 390 at 5:30 pm. Seventy individuals are registered so far. A golf-themed gift basket will be raffled off.
- 334,000 balls have been hit since opening.
- There are 19 weddings scheduled this year and four scheduled for 2023.
- The floor in 390 is not wearing as well as staff had hoped. Possible solutions are being explored.
- Itasca Park District held a mother-son event at 390. Staff received many positive comments about the facility.

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

- December financials were included in the packet. Preliminary numbers show the district netting \$830,000 through December.
- Cash projections are presented through April 2023.
- The Budget & Appropriations Ordinance is up for inspection. The Public Hearing is scheduled before the regular meeting on April 26, 2022, at 6:15 PM.
- Dynegy Energy Services won the NIMEC Bid. Two two-year agreements were executed.
- The phone project is completed. It wasn't necessary to extend the Mitel agreement to accommodate the installation.
- When asked about the hiring of the vacant position in Finance, Director Iraci responded that the position has been posted, but response has been minimal from individuals with park district experience.
- The Itasca Bank CD is up for renewal soon. The current term is 6-months at an interest rate of .65%. Consideration will be given to the term length when the CD is up for renewal.

### **14. Parks & Facilities Report (Ben Appler)**

- Staff replaced the ceiling tile in Program Room C, the Aerobics Room, and the Preschool Yellow Room in the Recreation Complex in-house versus using an outside contractor. The project took three days.
- Staff are working on landscaping at The Beach Waterpark which included the removal of the Red Bud trees by the Adult Spa
- There were issues with the second slide pump that was being replaced at The Beach Waterpark. The impeller wasn't fitting. Additional work was needed to get it working correctly.

### **15. Executive Session**

*It was moved by Commissioner Sbertoli, seconded by Vice-President Schroeder to move into Executive Session at 8:11 pm for the purposes of:*

- Discussion of the purchase or lease of real property for use by the public body pursuant to 5 ILCS 120/s © (5)*
- 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)*

*ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED*

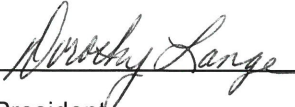
**The meeting reconvened in Open Session at 8:29 pm**

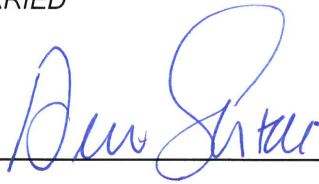
### **16. Commissioner Comments & Future Agenda Items for Consideration – There were none**

**17. Adjournment**

*It was moved by Commissioner Pokorny seconded by Vice President Schroeder to adjourn the meeting at 8:36 pm VOICE VOTE, ALL IN FAVOR, MOTION CARRIED*

**Board Member Signatures:**

  
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President

  
\_\_\_\_\_  
Secretary

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