

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, Absent
Denice Sbertoli, Commissioner
Rick Pokorny, Commissioner
Greg Stimpson, Commissioner

Staff:

Matthew Ellmann, Executive Director
Ben Appler, Director of Parks & Facilities
Brittany Lynam, Director of Recreation Services
Peter Pope, Director of Golf Operations
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 Budget & Appropriations Public Hearing Meeting Minutes of April 26, 2022
- B. Approval of the Regular Board Meeting Minutes of April 26, 2022
- C. Approval of:
 - Monthly disbursements, totaling accounts payable: \$242,715.59
 - Payroll of April 29, 2022 (\$72,082.59)
 - Payroll of May 13, 2022 (\$81,472.33)
- D. Approval of Surplus Property Ordinance (O-23-01) Authorizing Conveyance of Personal Property

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli to approve the Consent Agenda items as stated on the Board Meeting Agenda for Tuesday, May 24, 2022.

6. **Written & Public Communication**

- Executive Director Ellmann received a letter from Calvary Church, thanking the Wood Dale Park District for attending the National Day of Prayer. He mentioned that this was a first for him and he was pleased that Director of Parks & Facilities Ben Appler and Parks & Facilities Foreman Garick Schiddell were in attendance along with City of Wood Dale representatives.

7. **New Business**

A. Approval of Final Payout in the Amount of \$3,308.15 to Turner Construction for Construction Services in Connection with The Woodlands project (Matthew Ellmann)

The Park District entered into a contractual agreement with Turner Construction on April 8, 2019, for construction services in connection with The Woodlands project. Throughout the project, work was performed successfully and met the standards set by the district. Construction commenced in May 2019 and continued into November of that year on schedule and within budget. Pay requests were submitted periodically through the project and were paid. After the majority of work was completed in December of 2019, the district retained a small portion so that facility systems could be monitored to make sure they worked satisfactorily. Based on the fact that they all worked up to standards, Turner requested the

final payout of the retainage that was held. The final request was reviewed by staff and Rocco Castellano, Project Architect. Payment in full was recommended.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson to approve the final payout in the amount of \$3,308.15 to Turner Construction for construction services in connection with The Woodlands

B. Adoption of Resolution (R-23-01) Designating Victoria Montejo as Freedom of Information Act Officer and Open Meetings Act Officer (Matthew Ellmann)

The Freedom of Information Act (FOIA) requires that all public bodies designate one or more officials or employees to act as their FOIA Officer. The FOIA Officer (or their designees) will receive requests for records, ensure that the public body responds to the requests in a timely fashion, and issue responses under FOIA. The Open Meetings Act (OMA) also requires the designation of one or more officials or employees to be designated as OMA Officer to ensure compliance with OMA Act.

The Director of Finance & Administration typically fills these roles, but with that position vacant, it is recommended that Finance Clerk, Victoria Montejo is named as FOIA and OMA Officer. If approved, Officer Montejo will participate in online training within 30 days of designation. This training will automatically register her with the Public Access Counselor which will enable the office of same to contact her with any updates or other communication regarding this responsibility.

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson to adopt Resolution R-23-01 designating Victoria Montejo as Freedom of Information Act officer and Open Meetings Act Officer

C. Adoption of Resolution of (R-23-02) for the Appointment of a New Illinois Municipal Retirement Fund Authorized Agency (Matthew Ellmann)

The Park District participates in the Illinois Municipal Retirement Fund (IMRF) program and is obligated to designate an official agent to act on behalf of the district. Again, due to the resignation of the Director of Finance & Administration, this position is void. The Board can appoint any qualified party to this role, and staff recommends the appointment of Sandy Hlousek, Human Resources Manager. Finance Clerk, Victoria Montejo will remain the Web Assistant for IMRF, completing tasks associated with this responsibility.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli to adopt Resolution R-23-02 for the appointment of Sandy Hlousek, Human Resources Manager as the Authorized Agent for the District's participation in the Illinois Municipal Retirement Fund, with Finance Clerk, Victoria Montejo remaining as the Web Assistant to this position

D. Annual Election of Officers to the Park Board of Commissioners

The Illinois Park District Code and the Wood Dale Park District Board Manual requires an annual election of officers to serve on the board. Board officers are elected internally by the commissioners to serve a one-year term or until a successor is duly chosen and qualified, or until the officer dies, resigns or have been removed from office. This process typically occurs in May with the beginning of a new fiscal year.

First, nominations are made for each position and the election slate is presented for approval with a motion, second and vote, then the election takes place. A separate motion and second is then needed to approve the slate of officers selected.

Comments:

Commissioner Sbertoli suggested that since elected officials are okay with their current role and everything seems to be going great that it should remain the same. All commissioners were in consensus with her suggestion.

a. Nominations for President, Vice-President, Treasurer and Secretary

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny to form the election slate of officers as - Board President (Lange), Vice-President (Schroeder), Treasurer (Pokorny) and Secretary (Sbertoli) of the Wood Dale Park District Board of Commissioners, as presented

b. Election for President, Vice-President, Treasurer and Secretary

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson to approve the election slate as previously presented and approved for election: Dorothy Lange, President, Georgia Schroeder Vice-President, Rick Pokorny, Treasurer and Denise Sbertoli, Secretary

8. Unfinished Business

A. Items removed from Consent Agenda, if necessary

None

9. Executive Director's Report (Matthew Ellmann)

- Reminded the Board that the Memorial Day Parade is Monday May 30 and that volunteers are still needed to represent the district and assist with passing out items from the Wood Dale Park District.
- Mentioned that the Wood Dale Prairie Fest is also looking for volunteers. So far, Commissioner Sbertoli and President Lange are planning to volunteer. He also reminded the Board members of the dates of the festival being, July 28-31.
- Informed the Board that the trees were removed from the property adjacent to the Recreation Complex and fencing was erected. This is done for safety reasons during the demolition of the foundations and structures which is scheduled in the near future and the subsequent grading and seeding of the site. He also mentioned that a neighbor had questioned the property line and plans for the existing fence. It was confirmed that the Wood Dale Park District owns the fence. To avoid financial hardship to the resident utilizing the fence, it was the consensus of the Board to keep the fence in place for now, addressing it again as the project progresses.
- In order to keep the residents in the area surrounding this future park informed, a letter will be sent out. Commissioner Pokorny requested that the letter invite residents to join us at upcoming meetings to provide input.
- An update was provided on the request from American Tower to expand service on their Cell Tower, which will result in additional revenue for the park district.
- Provided an update on Terrace Park with an illustration that shows amendments to the original plan in order to be in compliance with the DuPage County stormwater regulations.
- Mentioned that the City Council voted to proceed on a plan for the re-development of the former SBC Bank property. Plans call for the construction of an apartment complex which is adjacent to our Beach

Waterpark. Provided a brief description of the proposed plan and mentioned that he had renderings should any Board Member wish to review them.

- Former Director of Finance & Administration Katie Iraci recommended, prior to her departure, a change to the p-card policy used by the district. Currently, the card maximum spending limit isn't sufficient in some cases, such as with the payment of utility service fees. He mentioned that p-cards are monitored, tracked and safe for use, which is why they are used by many public entities. Another reason to use a p-card is the financial rewards/rebates received based on the total volume of expenditures. Director Iraci suggested, and staff recommends increasing the Finance Department Card spending limit to \$50,000. This card is administered by Finance Clerk, Victoria Montejo. Board consensus was to support this change immediately, and it would be brought back at the next meeting for official ratification.
 - President Lange asked if there were any fees associated with paying utilities online. Finance Clerk Montejo responded that in some cases yes, but the district makes every effort to avoid using a p-card when there is a fee unless the return on the card rebate would be more than the fee.
 - Board members provided consensus to increase the maximum spending amount on the Finance Department p-card from \$10,000 to \$50,000.
- Commissioner Stimpson asked a question on the Annexation of the former Mohawk Park property. Director Ellmann stated that it was completed. Commissioner Lange asked about payment status. Director Ellmann responded that we should receive payment as soon as the homes are demolished and removed.
- Mentioned that while at the NEDSRA Track & Field event, Executive Director Ellmann met with and had conversation with a DuPage County Board officer (Pete DiCianni). He mentioned that the County received over \$2,000,000 in requests for LARPA (Local American Rescue Plan Act Program). Officer DiCianni assured Director Ellmann that the district will be reimbursed for the amount requested, which was approximately \$44,000.

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

- Commissioner Sbertoli expressed her concerns with 390 Golf Experience social marketing. She mentioned that she understands the reason for a slow ramp up in the beginning awaiting the start of the fiscal year and funding but is looking forward to the increase in social marketing.
 - Director Ellmann provided update on the agencies 390 Golf Experience marketing strategy that is being facilitated by our contracted advertising firm Jet Advertising. It was suggested that Jet Advertising be invited to present at a future meeting to share their approach to the promotion of the facility.
 - Commissioner Stimpson made a suggestion that he would like to see us have the *TopTracer* promotional video advertised on-site at 390 Golf Experience and at the Recreation Complex as well.

11. Recreation Department Report (Brittany Lynam)

- Informed the Board that Recreation Supervisor Daniel Lescher has accepted a position with the Village of Lisle and his last day will be Friday May 27.
- Provided update on the passage of the Inter-Governmental Agreement for bus services from Wood Dale School District #7 for the Summer Day Camp to transport participants and staff to fieldtrips and two times a week to and from pool.
- Mentioned they are still conducting interviews for summer camp counselors and are still waiting on some candidates to accept job offers. Director Lynam is working with Camp Staff Leader Carrie Pigott on plans for Summer Camp Staff Training which will take place June 6-9. Again, this year, summer camp will be divided into three age groups: *Funshine Camp* (preschool/kindergarten), *Sunsational Camp* (Grades 1-5), and *Teen Adventure Camp* (Grades 6-8).

- Director Lynam was happy to announce that The Beach Waterpark is fully staffed and ready for this weekend's opening.
- Training has been presented to staff from The Beach Waterpark this week and will have more trainings in the upcoming days, plus weekly in-service trainings at the facility will be conducted.
- A safety walk-through of the The Beach Waterpark has been conducted with the assistance of Director Appler, Foreman Schiddell, and Safety Coordinator Ochromowicz.
- Swim Team enrollment is low, but parents are confident that program will receive enough registrants. Parents tend to register at the last minutes.
- The First Inter-Governmental Pickleball tournament was a success. A total of nine two-person teams registered and participated. Director Ellmann and Supervisor Lescher made it to the finals.

12. Golf Operations Report (Peter Pope)

- Keeping up with the golf course grounds has been a challenge this season due to the weather and limited staffing. Golf Superintendent Aaron Hearn was working on repairs to the irrigation system this week. Two seasonal staff were just recently hired.
- The clubhouse patio is looking good with new planters and awnings and plans to have the fish back in the pond soon.
- Stated again, that due to weather golf rounds are down. On average, rain fall for the month is 3.75 inches and this month Wood Dale received 5.3 inches.
- Golf Coordinator Natalia Francisco will be leaving June 16 to take a full-time position in line with her field of study. Golf Course Manager Rob Michalak have been conducting interviews to hopefully fill the Golf Coordinator position.
 - Commissioner Pokorny had a question on Green Fees Revenue. Director of Golf Peter Pope mentioned that a higher rate per round is being charged which is why the increase in revenue is reflected in the financials.
 - Commissioner Lange asked about the lunch menu. Director Pope stated that the menu is limited due to lack of staffing in the kitchen and given the current slow season in golf.
- Mentioned they recently hired Mallory Laye as the new food and beverage person which is an IMRF year-round part-time position. Mallory was recently employed at 390 Golf Experience.
- Hours at 390 Golf Experience will be changing June 1, with closing time being an hour later on certain days.
- 390 Golf Experience will be selling memberships called Silver Packages. Packages will be for three or six months and can be used any time Tuesday-Thursday and at limited times on Friday-Sunday.
- 390 Golf Experience booked their first league called *Spark Golf*. Spark Golf organizes social golf leagues throughout North America.

13. Finance & Administration Report (Matthew Ellmann)

- Informed the Board that Cheryl Mosqueda of Mosqueda Consulting will only be attending the Board Meetings if needed. She will be aiming to provide Financial Reports as soon as the required accounting work can be accomplished.
- The Finance Department is currently working on year-end financial reporting and preparing for the audit which was pushed back a month due to the current staff vacancies in the department.

14. Parks & Facilities Report (Ben Appler)

- Staff are preparing The Beach Waterpark for opening this weekend. Parks crew painted the pool this year which was scheduled.
- Schaeffges Brothers performed repairs to the waterslides which will be opening this season.
- There haven't been any large repairs aside from the slides, just typical upkeep of the pool was conducted so far.

- Stated that same as golf staff, the parks crew has been doing their best to keep up with the care of the parks this rainy season.
- Provided Board with update on the Community Park L.E.D ball diamonds lighting project. Fixtures are ready to go, but the vendor is waiting on custom parts needed, which are is on back-order. The Vendor is hoping for installation in July or August.
- Mentioned that Park Rangers conducted their seasonal start up training and are scheduled to begin park and facility rounds on May 24.

15. Executive Session A. Discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel of the district, pursuant to 5 ILCS 120(2)(c)(1)

It was moved by Commissioner Pokorny seconded by Commissioner Sbertoli to enter into Executive Session A. Discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel of the district, pursuant to 5 ILCS 120(2)(c)(1) meeting at 7:45 pm

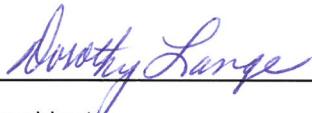
- The Board re-entered into regular session at 8:06 pm

16. Commissioner Comments & Future Agenda Items for Consideration - None


17. Adjournment

It was moved by Commissioner Stimpson seconded by Commissioner Sbertoli to adjourn the meeting at 8:07 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."