
1. **Call the Meeting to Order** – The meeting was called to order at 6:31 pm by President Dorothy Lange.

2. **Roll Call**

Board Members Present (roll call):

Dorothy Lange, President

Denice Sbertoli, Secretary
(Arrived 8:05 pm)
Rick Pokorny, Treasurer

Staff:

Matthew Ellmann, Executive Director
Ben Appler, Director of Parks & Facilities
Brittany Lynam, Director of Recreation Services
Peter Pope, Director of Golf Operations
Sandy Hlousek, Human Resources Manager
Ali Geary, Marketing and Public Relations Manager
Jan Hincapie, Recording Secretary/
Special Projects Coordinator

Guests:

Yordana Wysocki, Legal Counsel
(Arrived 7:55 pm, Departed 8:12 pm)

In the absence of a quorum at the beginning of the meeting, informational reports and other items not needing approval were presented. At 8:05 pm when Commissioner Sbertoli arrived, there were three commissioners present, thus achieving a quorum, so the meeting returned to item #5 and progressed through the agenda, as posted.

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 May 24, 2022
- B. Approval of the Executive Session Meeting Minutes of May 24, 2022
- C. Approval of:
 - Monthly disbursements, totaling accounts payable: \$226,736.09
 - Payroll of April 29, 2022 (\$89,281.58)
 - Payroll of May 13, 2022 (\$97,890.26)

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli to approve the Consent Agenda items as stated on the Board Meeting Agenda for Tuesday, June 28, 2022.

6. **Written & Public Communication (Matthew Ellmann)**

- A. Included in the packet was a letter from Nunzio Pulice, Mayor of the City of Wood Dale regarding the dissolution of the Park District/City Joint Projects Committee, effective immediately. This action follows many successful collaborations including the purchase of a movie projector and system, coordination of events such as Movies in the Park and the development of White Oaks Park and The Woodlands. With the recent lack of actionable items, the committee will be discontinued. If opportunities present themselves in the future, the group may reconvene.

Special thanks were extended to Commissioners Denice Sbertoli and Greg Stimpson, Executive Director Matthew Ellmann and Director of Parks & Facilities Ben Appler for their time and commitment to the committee and projects accomplished. This Committee built and has maintained strong relationships between the two taxing bodies, to the benefit of the residents.

7. Executive Session

A. Semi-annual review of Closed Session Minutes pursuant to 5 ILCS 120/2.06(d) of the Open Meetings Act

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny at 9:03 pm to move into Closed Session to review Closed Session Minutes to determine which minutes should be made public and which should be kept confidential. ROLL CALL, MOTION CARRIED

The meeting returned to regular session at 9:07 pm.

8. New Business

A. Approval of a Resolution (R-23-03), A Resolution to Maintain Confidentiality and/or Release of Board Closed Session Minutes (Matthew Ellmann)

The Open Meetings Act requires review, on a semi-annual basis, the minutes of its Executive/Closed Session Meetings, or parts of those meetings' minutes, which the Board has not yet approved to be made available for public inspection. The board must determine whether such meetings may now be made available for public inspection, whether such minutes of closed session meetings, or parts thereof, continue to require confidentiality. The Board President, Park District Attorney and Executive Director reviewed the minutes, and a recommendation was included in the packet.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli to approve Resolution R-23-03, a Resolution to maintain confidentiality and/or release of Park Board Closed Session Minutes. ROLL CALL, MOTION CARRIED

B. Adoption of Resolution (R-23-04) Providing for the Destruction of Verbatim Recordings of Approval Closed Session Minutes (Matthew Ellmann)

In accordance with the Open Meetings Act as presented in Item C of these minutes, the Board is also required to review semi-annually, the audio recordings of its closed meetings minutes to determine whether to destroy recordings of closed meetings held more than 18 months ago. It must be determined as to which closed meetings the Board has approved and when no litigation under the Open Meetings Act is pending, and whether existing recordings of other closed session meetings continue to require confidentiality.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli to approve Resolution R-23-04, a Resolution providing for the destruction of verbatim recordings of approved Park Board Closed Session Minutes. ROLL CALL, ALL AYES, MOTION CARRIED

C. Overview of Jet Advertising Objectives in the Promotion of the 390 Golf Experience (Ali Geary)

Manager Geary referenced the document distributed in the packet entitled "Digital Marketing Strategy" which presented the timelines, approaches and goals of weekly Facebook and Instagram

posts, Google ads, and Facebook ads. This is in response to the Board's inquiry regarding the marketing of 390 Golf Experience.

- The entire Chicagoland area is the target audience for the marketing done for the 390 Golf Experience. 390 Golf Experience is marketed as a regional destination.
- The plan includes organic social media like photos and posts on Instagram and Facebook
- The goal is gain new followers by posting updates 1-2 times per week
- This has been done since the opening, but now paid advertising is the focus.
 - It is a relatively big investment
 - It has a highly concentrated specialization.
- There are two platforms that will be used for paid advertising. They are Google and Facebook.
- For Google, advertisers create an account, establish a monthly budget.
 - The starting point for the district is modest, \$250 a month
 - The amount will grow over time.
 - The ads will show hours, photos, social media profiles, link to the website and they will appear when 25-30 key words are used such as golf, events, Top Golf near me, Golf near me. These words trigger the ads.
- For Facebook ads, advertisers also create a profile that includes the demographic target. Ads are targeted to a specific demographic. This will start with \$250 a month also, which is about four ads. Gaining the interest of new customers is the goal.
- The new 390 Golf Experience website is up. Tracking of usage is enhanced. The district will receive detailed data to make wise investments of marketing dollars.
- Paid ads were launched in June. Usage is up and the ads may have had a part in making this happen. As we progress, we will be able to see what bookings on Uschedule are made from paid ads. It is too early in the process to have the data to accurately measure the impact of the ads.
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- The Board will be kept abreast of progress and status of marketing efforts.

D. Ratification Approval of an Amendment to the Wood Dale Park District Purchasing Card (P-Card) Policy (Matthew Ellmann)

The Wood Dale Park District participates in a purchasing card (P-Card) program through the Bank of Montreal. Currently, a number of employees and all five Park Board Commissioners have been issued P-Cards. The Board approved a Purchasing Card Policy in June of 2021 which outlines the issuance and usage of P-Cards, the responsibilities of those issued a card, as well as the monthly spending limits by position. Since the policy was written and approved, some idiosyncrasies in the policy language have been discovered. This includes having an alternate position to approve the expenditures which is especially important now as the Director of Finance & Administration position is vacant. It is also recommended to adjust some of the spending levels of the individual issued cards. This is precipitated by the need of these positions to make purchases and pay deposits at key times of the year for the district's larger programs, sometimes surpassing the current limit and impacting operations.

A new document was passed out at the meeting. There was a slight error in the one included in the board meeting packet. The intent of the motion was to approve the newest document presented to the board.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli to ratify the amendment to the Purchasing Policy and each of the changes as presented, ROLL CALL, ALL AYES, MOTION CARRIED

E. Passage of Resolution R-23-05 Approving an Amendment to the Districts Purchasing Policy (Matthew Ellmann)

The district has a Purchasing Policy which was last amended in 2017. The Policy provides structure, in accordance with state laws, for the purchasing of materials, supplies, equipment, and services. The current Purchasing Policy identifies minimum thresholds and procedures for acquiring bids and quotes for the purchase of more costly items. Recently, PA 102-0999 amended 70 ILCS 1205/8-1 of the Park District Code to increase the threshold requiring the bidding of items from \$25,000 to \$30,000. This change in statute was made following a lobbying effort by the Illinois Association of Park Districts. The reason for the change was to decrease the amount of administrative cost, both for the district and vendors, for bidding less-expensive projects. Also, with that added cost on both sides, the cost of the purchase does not necessarily decrease when a bid is administered. Staff recommends that the board approve the amendment to the Purchasing Policy as presented in the Resolution and Exhibit A included in the board packet.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli to approve Resolution R-23-05 Amending the Purchasing Policy, as presented in the Resolution and Exhibit A which were included in the Board Packet, ROLL CALL, ALL AYES, MOTION CARRIED

F. Approval of Resolution R-23-06 Authorizing the Conveyance of Certain Real Property in Exchange for Other Real Property and A Cash Payment (Matthew Ellmann)

In December, of 2020 the district entered in an agreement with TDC Mohawk Partners, LLC (a Transwestern Development Company) to swap Mohawk Manor Park, park land located in the development, with five lots to the east of the Recreation Complex. TDC has substantially completed their obligations under Section 7 of the Agreement (demolition and grading), and they anticipate full completion soon

Legal Counsel, Yordana Wysocki was present at the meeting and verified that home foundations are out, the land has been re-graded, and the pre-requisites included in the contract are substantially complete. The seeding will be done next. Also, a shed remains on site because it is part of a fence and, if removed, would leave a gap. It will be removed by the park district at a later date.

A Resolution is required to allow for the execution of the closing and transfer of properties. The Resolution that was included in the packet authorizes the President of the Board or the District's Executive Director to verify that Section 7 requirements are fully completed before the closings. It also authorizes the district's legal counsel to negotiate the details of the closings and authorizes the Board President, the District's Executive Director, and/or legal counsel to execute any and all documents necessary to complete the closings, consistent with Park District code, in accordance with local, state and federal law, and the previously executed agreement.

American Tower is the company with which the district has a contract for the cell tower in what is soon to be the former Mohawk Park. This easement is not part of the land exchange. It is the recommendation of legal counsel that the district is the beneficiary of the easement instead of American Tower. This

allows for the district to maintain control of the easement and allows them to change companies in the future if they desire.

The closing paperwork will not be complete until the end of July or beginning of August, but since there is no July meeting the board voted to authorize the closing and transfer of the property and the exchange of funds from the developer in the amount of \$550,000. All legal fees and closing costs are to be paid by Transwestern. Following the closing, it will be 7-10 days before everything is finalized and properly filed. Executive Director Ellmann and legal counsel will continue to monitor the project, keep the lines of communication open with the developer and ensure that the work is done in a quality and timely manner.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli to approve Resolution R-23-06, authorizing the conveyance of certain real property in exchange for other real property and a cash payment, ROLL CALL, ALL AYES, MOTION CARRIED

G. Acceptance of American Tower Expansion Proposal for Mohawk Park Cell Tower (Matthew Ellmann)

The Park District currently leases land in Mohawk Manor Park to American Tower for a cell tower. Following the land exchange, the park district will maintain this land and retain the lease. American Tower would like to expand the antenna and radios on the cell tower. Executive Director Ellmann consulted with legal counsel and Stuart Chapman of Municipal Services, Incorporated who serves as the district's Cell Tower Consultant on the request, terms, and conditions presented by American Tower.

American Tower wants to add additional antennas and radios, along with cabling and a cable distribution box, diesel generators and support base cabinets to house the infrastructure needed for the tower. All of this will be enclosed within the fence that currently exists. It was the recommendation of the district's Cell Tower Consultant to secure the right, as part of the proposal, to request additional security should the enclosure be compromised.

Currently, the district receives \$2,476.12 per month for the Cell Tower through the lease. These additions will increase this amount by approximately \$428 per month. Staff recommends that the Board accepts the proposal from American Tower with the suggested addition.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny to accept the proposal from American Tower, with the suggested additional language proposed by the Executive Director, to add antennae and radios to the tower in Mohawk Park, authorizing the Executive Director to accept the proposal and execute the agreement. ROLL CALL, ALL AYES, MOTION CARRIED

H. Approval of a three-year Agreement for Internet Service at Salt Creek Golf Club with Comcast Cable and authorization of Peter Pope, Director of Golf Operations to execute the agreement (Peter Pope)

As with all park district facilities, internet service is required for the operation of computer systems and phones at Salt Creek Golf Club. Service is currently being provided for these functions, and cable television, by Comcast Business. Internet became an issue when there were connection issues with the upgraded point-of-sale software. Unified Concepts, the district's IT vendor learned that the more robust *Golfnow G1* system requires more bandwidth than the current service can provide. The smaller bandwidth impacts the speed of credit card transactions and processing, as well as the speed when using iPads and handheld credit card devices.

The current plan provides 35 mbps and is using an outdated router. The next largest plan provides 250 mbps and the cost to upgrade is an additional \$10.68 per month, plus fees and taxes. To secure this pricing, a three-year agreement is required. Staff recommends entering into a three-year agreement with Comcast Business for internet service and a two-year agreement with Comcast Business for the Salt Creek Maintenance Shop, and asks for approval to authorize Peter Pope, Director of Operations to execute the agreements.

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli to approve a three-year agreement with Comcast Business for internet services at Salt Creek Golf Club and a two-year agreement with Comcast Business for the Salt Creek Maintenance Shop, authorizing Peter Pope, Director of Golf Operations to execute the agreement. ROLL CALL, ALL AYES, MOTION CARRIED

I. Approval of Granting Wood Dale Baseball Association Permission to have Limited Alcohol on Park District Property for their Annual Association Picnic (Brittany Lynam)

As in year's past, the Wood Dale Baseball Association is holding their annual end-of-year family picnic in Franzen Grove. This year, the picnic is scheduled for Saturday, July 9 from 11:00 am – 7:00 pm. The rental of the park is from 10:00 am – 8:00 pm to allow for set-up and clean-up. Each year, they send a request asking for permission for individuals over the age of 21 to be able to bring and consume beer and wine during this event. The alcohol will not be sold on site, and they will self-monitor the event. There have not been problems in the past.

To approve this request, the board waived the park regulation that prohibits alcohol in the parks for the duration of the rental. In addition, each year the district purchases special event insurance on behalf of the Association, and charges them for the insurance. This insurance includes General Liability and Host Liability coverage and names the Park District and School District 37 as additionally insured in the event of an incident. Staff recommended approving this request and waiving the policy for the day and time of the usage.

It was moved by Commissioner Sbertoli, seconded by Commissioner Pokorny to grant Wood Dale Baseball Association to have beer and wine on park district property (Franzen Grove) for their annual association picnic on Saturday, July 9, 2022, from 10:00 am to 8:00 pm, provided they secure and reimburse the district for General Liability and Host Liability Coverage. ROLL CALL VOTE, ALL AYES, MOTION PASSES

J. Discussion of Executive Director Replacement Process & Timeline (Sandy Hlousek)

At the last meeting of the board, in Closed Session, Matthew Ellmann the current Executive Director of the Wood Dale Park District announced his plans to retire. His last day with the park district will be in January or February 2023. In preparation for his departure, the board asked staff to develop a plan for the recruitment, screening, and interviewing of potential replacements.

A team was comprised of the current Human Resources Manager Sandy Hlousek, Former Human Resource Specialist Nancy Aldrich and Special Projects Coordinator Jan Hincapie. At the meeting, the board was asked to complete a form prioritizing the skills and characteristics that they desire in their next Executive Director, then a tentative plan was presented which included recruitment ideas, a marketing piece, timeline, interview, and screening plan.

9. Unfinished Business

A. Items removed from Consent Agenda, if necessary

None

10. Executive Director's Report (Matthew Ellmann)

- NEDSRA Golf Classic is in Glendale Heights on September 15. Let Executive Director Ellmann know if you want to play.
- Central Park – The district submitted a federal funding application, and, upon evaluation of the project the district learned that it made the initial cut to be considered for funding. There are no guarantees, but we are encouraged. If the application is approved, the project must be done in the federal budget year. There is legwork to be done such as confirming the plan, design and construction plans.
 - At the August meeting the board will be asked to entertain a proposal to engage professional landscape architecture services in the fall to create construction plans.
 - The worst case, even if we do not get the funding, we will have the project plans prepared for future redevelopment to occur.
- The grant cycle for the next round of Open Space Land Acquisition and Development (OSLAD) grants is approaching. Possible projects include the new park next to the Recreation Complex, Central Park and the third phase of White Oaks Park.
- The White Oaks Park PUD (Planned Unit Development) permit is valid until September of 2024. If the district does not do phase 3 by then, it will be necessary to return to the City of Wood Dale for a PUD extension. The board may reconsider the planned work on the dog-friendly area and may want to bury the powerline over the parking lot. This phase also includes the parking lot expansion with pavers and improvements in the prairie meadow.
- It is the goal of the Executive Director to develop a timeline for the projects prior to his retirement departure.
- The OSLAD grant reimbursement paperwork is done for the White Oaks Phase II project. The district received 50% upfront at the start of the project. Follow-up paperwork is required to receive the final reimbursement.
- LARPA (Local American Rescue Plan Act) reimbursement in the amount of \$44,000 has been approved and should be received sometime soon. This program reimburses the district for payroll and non-payroll expenses incurred during the period of March 2021 through May 2022.
- The district is receiving funds from the monthly sales of Parlay, 390 Golf Experience's food and beverage provider. The district receives a base of 10% of gross and the percentage increases as they bring in more revenue. The percentage is currently at 11% and is expected to go to 12%.
- Chicago School of Golf has not submitted a payment yet to the district but approximately \$1000 is expected. While instruction has experienced a slow start, staff are confident that things will pick up over time.
- Natural Gas for the 390 Golf Experience will be purchased from the VanGuard Co-Op Energy Provider going forward. Six months ago, the district signed an agreement for all the facilities, but they were not operating 390 Golf Experience at the time, so they are being added now. This will result in a 30-40% savings in natural gas cost.
- Executive Director Ellmann reported on the proposed fitness stations for the new park next to the Recreation Complex. Staff met with the contractor again and he felt this was a viable site. It is possible to ask for TIF (Tax Incremental Financing) funds from the City of Wood Dale for this project, but Executive Director Ellmann recommends waiting until the board has more information from the district's bonding authority and other funding possibilities. The district will end up spending \$60-70,000 on the project (site preparation, concrete, etc.). President Lange inquired as to whether the hotel/motel tax

might be a funding source. She suggested we visit sites where the system has been installed to learn more about its durability.

- Executive Director Ellmann reminded the board that there is no meeting in the month of July. The next meeting will be Tuesday, August 23.

11. Human Resources Report (Sandy Hlousek)

- Since most of Human Resources tasks are confidential in nature, reports are fairly short!
- Manager Hlousek has spent time in exit interviews with staff who are leaving the district, employee counseling, and assisting with the hiring process for all departments
- A meeting was held with Carol Gabrielsen of Unemployment Consultants to get acquainted and further learn about the services her company provides for the district. Unemployment Consultants handles all the unemployment claims for the district.
- Job Analyses have been done for three positions. This is a process that is completed to make sure positions are at market rate for salary.
- Manager Hlousek is assisting with the recruitment, interviewing, and hiring of the vacant Recreation Supervisor position
- Thirty-two new hires have been processed, which contributed to the 20 full-time positions and 160 seasonals.
- Numerous meetings and calls were scheduled to discuss the Executive Director recruitment and hiring process

12. Marketing Department (Ali Geary)

- Manager Geary passed around the Memorial Tree/Bench program three-fold flyer that reflects the policy recently approved by the board. The procedure and paperwork are being worked on and will be ready soon.
- A Wood Dale Park District flag was created and purchased and will be hanging at the Recreation Complex
- The new 390 Golf Experience webpage will launch this week. It will provide better tracking of data and social media, allowing for wise spending of marketing and advertising resources

13. Parks & Facilities Report (Ben Appler)

- Baseball and softball are winding down, which allows for more time for parks crews to do other projects.
- The Jim Mixon Memorial sign is repaired and reinstalled
- A slide pump pipe broke at the pool and is being repaired.
- One more summer seasonal has been hired and will start on 7/5. This is the second of the three that were budgeted.

14. Recreation Department Report (Brittany Lynam)

- The Beach Waterpark received a rating of "Exceeds Expectations" in the surprise audit in June that was completed by Ellis and Associates, the district's Aquatic Risk Management firm. The district has three audits per summer to make sure that lifeguards are following standard lifeguarding practices.
- Passes sold for The Beach Waterpark include 186 resident and 83 non-residents for a total of 271
- Rentals at The Beach Waterpark include nine booked and one inquiry
- Admission fees at The Beach Waterpark on Independence Day are \$4
- Camps have seen a substantial increase in attendance this summer:
 - Funshine for the pre-k and kindergarten camps are full with eight on the waitlist
 - Teen Adventure Camp is at 28. Last year there were eight.
 - Sunsational Camp for grades 1-5 has 106 campers
 - Staff are making every effort to accommodate everyone, but are limited by space and staffing levels in some cases

- There have been two interviews for the vacant Recreation Supervisor position. An offer to the top candidate is hopefully happening soon
- PDRMA (Park District Risk Management Agency), is visiting on June 29 to assess safety practices at The Beach Waterpark and summer day camp
- Summer Day Camp participants are enjoying programs associated with *Health, Happiness and the Great Outdoors*, a program made possible, in part, by a grant from the Illinois Association of Park Districts Powerplay! Beyond School grant program and Target. The program is an eight-week series featuring activities promoting good health, healthy eating, nature appreciation, green practices, fishing, and kindness to animals.
- Taryn Lomnicki, Dance Coordinator of Di Bella Dance, is leaving the park district to spend more time with her young children. Taryn came to the district in 2018 when the park district welcomed her program, formerly operated as a private business, to be part of the program portfolio. Her love of dance and pleasant personality have been an asset to the park district. We wish her well!

15. Golf Operations Report (Peter Pope)

Salt Creek Golf Course

- Seasonal staff have been hired in the golf maintenance area. They have worked on the waterfall feature adjacent to the parking lot, water coolers on the course, cleaned the fishpond and placed new masonry and rocks
- Maintenance staff at the course and at 390 Golf Experience are working together to solve a problem with drainage at 390 Golf Experience.
- A part-time helper for the cook is on board. The individual is in college, so the position is only filled until she returns to college
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- Eighteen weddings are planned for 2022 and nine weddings are booked for 2023. Inquiries and visits continue to come in
- Some smaller improvements have been made in the Clubhouse like the installation of lighting over the dance floor
- Rounds of golf have not recovered from the wet spring and month of June. Numbers are still down.
- Sunday's tee sheet is full, so we are moving in a positive direction
- Special mid-week rates from noon-3 pm have been promoted to get more players during quieter times
- Sixty-five kids are in the junior program of which 40 participated in the junior tournament on June 15.
- One league has left Salt Creek, but staff received feedback about their departure. It was mostly due to the shorter length of the course.

390 Golf Experience

- 390 Golf Experience will remain closed on Mondays, but will be open July 4, 10 am – 5 pm
- Six gaming machines were installed on Monday, June 27 and will be live on June 29. The original plan was to place them in the lower-level bar, but Parlay asked for them to be relocated. They were placed at the location that Parlay requested, but now they want them in the original location. The machines will go live, then a relocation will be requested. Any added cost will be covered by the gaming company or Parlay.
- Bay usage was flat in April and May. Events continue to grow. Paid advertising, we believe, is helping to get the word out.
- To improve the customer experience, additional TopTracer monitors were added facing table so others socializing in the bay can see gaming activity
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16. Finance & Administration Report (Matthew Ellmann)

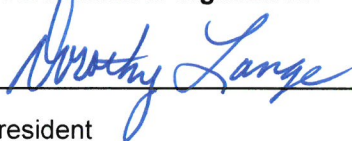
- The portal for Open Space Land Acquisition and Development grants has been updated
- Executive Director Ellmann is working with Lauterbach and Amen to contract for help in the Finance Department
- Executive Director Ellmann recognized Victoria Montejo, Finance Clerk for all her help during this time.
- Contractor, Cheryl Mosqueda is preparing for the audit
- The plan is to hire one full-time director and one full time or two part-time accountants. The hiring of the Finance Director will be done by the new Executive Director in 2023.

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

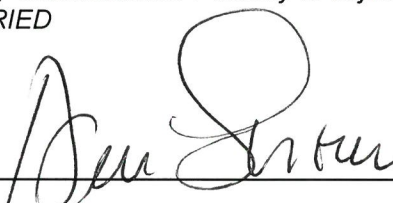
18. Adjournment

It was moved by Commissioner Sbertoli seconded by Commissioner Pokorny to adjourn the meeting at 9:40 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."