

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 (Absent)

**Staff:**

Matthew Ellmann, Executive Director  
Ben Appler, Director of Parks & Facilities  
Brittany Lynam, Director of Recreation Services  
Cheryl Mosqueda, Acting Finance Director  
Peter Pope, Director of Golf Operations  
Jan Hincapie, Recording Secretary/  
Special Projects Coordinator

**Guests:**

Doug Fair, Hitchcock Design Group (Left Meeting at 7:10 pm)

Aaron Gold, Speer Financial (Left Meeting at 7:35 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 Regular Board Meeting Minutes of June 28, 2022
- B. Approval of the Executive Session Meeting Minutes of June 28, 2022
- C. Approval of:
  - Monthly disbursements, totaling accounts payable: \$543,261.19
  - Payroll of June 24, 2022 (\$119,157.26)
  - Payroll of July 8, 2022 (\$127,215.18)
  - Payroll of July 22, 2022 (\$121,032.23)
  - Payroll of August 5, 2022 (\$125,459.61)
- C. Approval of Surplus Property Ordinance (O-23-02) Authorizing Conveyance of Personal Property

*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, August 24, 2022.*

6. **Written & Public Communication**

Members of the board received and acknowledged Executive Director Ellmann's official notice of retirement and resignation, which was included in the packet. His last day with the district will be Tuesday, January 31, 2023.

## **7. New Business**

### **A. Presentation of New Recreation Complex Park Concept Plan and Cost Estimate (Doug Fair, Hitchcock Design Group)**

As a result of the exchange of Mohawk Park for five parcel sites adjacent to the Recreation Complex and a cash contribution, a plan and cost estimate was needed for the development of the new park. A working group was made up of Doug Fair of Hitchcock Design Group, Board President Lange, Commissioner Sbertoli, Parks & Facilities Director Appler, Recreation Director Lynam and Executive Director Ellmann to discuss the use of land and possible amenities to be included in the concept plan. Input was also received from Superintendent of School District #7, John Corbett.

The goal was to include amenities that served each age, ability, and interest, were responsive to the needs of the community and were in line with current trends in the industry. The plan was developed to meet the established criteria to be eligible for the Open Space Land Acquisition and Development (OSLAD) grant through the State of Illinois Department of Natural Resources in an effort to supplement the cost of the project along with the Developer's contribution.

The Conceptual Plan for the property was presented by Doug Fair of Hitchcock Design Group. The Board discussed the plan, and made the following suggestions:

- Modify one of the four planned Pickleball Courts to become a combination Pickleball/Tennis Court.
- Remove the future tennis courts and fitness pad from the plan. Both will be planned as multi-use open space.

Executive Ellmann called attention to the land being discussed, which was visible outside the Senior/Teen Room of the Recreation Complex where the board meeting was held. The houses were gone, the land had been regraded, seeded and blanked for turf growth. The view provided great perspective as the proposed plan was discussed. A Public Meeting will be held on Tuesday, September 6 to allow for the public to provide input on the plan. Once the Conceptual Plan is available in final form, a Resolution will be presented stating that the Board supports the development and the OSLAD application. This will happen at the September Board meeting to meet the end-of-September deadline for the grant application.

*It was moved by Commissioner Sbertoli, seconded by Vice-President Schroeder to approve the proposed new park concept plan with the suggested modifications, and to direct staff to proceed with applying for an OSLAD Development Grant to assist in funding the project, ROLL CALL, ALL AYES, MOTION CARRIED*

### **B. Presentation of Bond Financing Model for Future Capital Expenditure (Aaron Gold, Speer Financial)**

As discussions ensue regarding capital improvements in the district, methods of financing said improvements must be explored. The goal is to have a documented financial plan model in place prior to the retirement of Executive Director Ellmann so the new Executive Director knows the funding sources for pending projects and can plan accordingly.

To assist with this endeavor, Aaron Gold of Speer Financial, the individual who assisted with the structure of the funding of White Oaks Park was called upon to research and report back to the board. Through planning and necessity, a variety of projects have been identified such as roof replacement, HVAC system repair and replacement, vehicle replacement, etc. In an effort to relieve the burden on

the taxpayer, the funds necessary to maintain and develop the district cannot be afforded by the General Fund of the operating budget. To address this, Acting Finance Director Cheryl Mosqueda and Executive Director Ellmann met with Mr. Gold to develop a *Rollover Bond Financing Model*.

The issuance of General Obligation Limited Tax Park Bonds (Rollover Bonds) can be authorized with board approval as long as the bonds are issued within certain restraints. The first step to executing the proposed *Rollover Bond Financing Model* is through the issuance of General Obligation Limited Tax Park Bonds, Series dated in February of 2023. Details were included in Speer's financial presentation. Mr. Gold also presented how this model may be deployed and adapted to meet the future financial needs of the district.

The Board was asked to think about and consider the proposed concept. No official action was taken at this meeting.

### **C. Approval of an Amendment to the American Tower Lease**

American Tower is the entity managing the cell phone tower using the site in Mohawk Park. The land exchange precipitated the need for changes to the lease. Legal counsel has been working with the district's real estate consultant and American Tower representatives to prepare the appropriate terms and language for a lease defining the terms of an easement to access the cell tower site. The draft lease was not available to be presented at the Board meeting.

To be ready for the closing, staff and legal counsel will execute the lease agreement and ask the board to ratify it at the September meeting. The timing of the closing cannot be delayed due to the need to provide proof of ownership of the property for the OSLAD grant application.

### **D. Discussion of Capital Project Planning and Funding (Matthew Ellmann & Cheryl Mosqueda)**

As a result of discussion, research and an assessment of community needs, the Board and staff developed a list of capital projects to be completed in the future. This includes re-development or completing the development of parks, facility enhancements, addressing deferred maintenance for parks, vehicles and equipment and vehicle/equipment replacement.

While many initiatives were completed in accordance with the 2015 Master Plan, a number of needs have not been met. To assist the Board in matching capital priorities with capital funding, a document was presented that listed each project, it's estimated cost and possible funding sources. This document also provided the Board a place to rate the priority level as low, medium or high.

Staff asks that the Board provide input on the *Capital Projects* and *Other Park Plans & Projects* sections by Thursday, September 1 to establish the priority of the projects so the completion each year matches the funds available.

### **E. Discussion of the Naming of the New Park Adjacent to the Recreation Complex (Matthew Ellmann)**

The five parcels making up the new park next to the Recreation Complex acquired through the land exchange for Mohawk Park need a name. Last year the board adopted a new policy regarding the naming of park district assets. The policy sets forth the process and criteria for the naming of a park. As the board enters discussion regarding the name of the park, staff asks the board to reference the policy that was included in the packet. The park will be referred to as "the new park" until a proper name is chosen.

**F. Approval of Intergovernmental Agreement Between the County of DuPage and the Wood Dale Park District for Participation in the Local American Rescue Plan Act (LARPA) Program (Matthew Ellmann)**

DuPage County notified the Wood Dale Park District earlier this spring that funds were available through the American Rescue Plan Act. The County program, called LARPA for the Local American Rescue Plan Act, offered taxing entities the opportunity to apply for reimbursement of payroll and non-payroll funds incurred during the COVID-19 pandemic between March of 2021 and May of 2022. The district applied for \$1,532.96 for non-payroll expenses and \$44,519.59 for payroll expenses. For the funds to be distributed, the board must enter into an Intergovernmental Agreement (IGA) with DuPage County. The agreement was included in the packet. Staff recommends the approval of the IGA.

*It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli to approve the Intergovernmental Agreement with DuPage County and the Wood Dale Park District for Participation in the Local American Rescue Plan Act (LARPA) Program ROLL CALL, ALL AYES, MOTION CARRIED*

**G. Acceptance of Central Park Phase #2 Design/Development Planning Services from Planning Resources (Matthew Ellmann)**

In 2015, the board approved the redevelopment plan for Central Park, which was prepared by Planning Resources, Incorporated. They were also commissioned to prepare the plan for the initial phase of construction and to oversee the parks development. Construction of the initial phase was completed in 2017. To fund the second phase, staff prepared and submitted a request to the United States House Appropriations Committee through their Community Project Funding Program via the office of our Congressman Raja Krishnamoorthi who represents the 8<sup>th</sup> District.

As a condition of receiving funding from this program, the project has to be completed in the federal budget year (January 1 – December 31, 2023). In order to meet that requirement, some preparatory work needs to be done now in the event funding becomes available. This involves working with Planning Resources, Incorporated to refine the design, create construction drawings and specifications and assisting in the bidding, permitting and oversight of the project. The draft proposal was included in the packet. Funding will come from the park district capital budget and proceeds from the LARPA program reimbursement.

*It was moved by Commissioner Pokorny, seconded by Vice-President Schroeder to approve the proposal from Planning Resources, Incorporated for Professional Services to include the creation of a design refinement plan, development drawings, construction cost estimate, bid documents and assistance, contract administration services for the Phase #2 development of Central Park ROLL CALL VOTE, ALL AYES, MOTION PASSES*

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

Manager Hlousek gave an update on the search for the next Executive Director of the Wood Dale Park District. A proposed plan for the process was included in a matrix and distributed to the Board for review.

The scheduled included:

- September 9 – deadline to apply
- Weeks of 9/19 and 9/26 – President Lange and Commissioner Pokorny conduct first interviews
- Weeks of 10/11 and 10/17 – Second Interviews with entire board
- October 31 – make offer
- November 28 – tentative start date for new Executive Director

The recruitment brochure is complete, and the position has been promoted through the Illinois Parks and Recreation Association, Paycom, Facebook, LinkedIn and numerous job boards. So far, approximately 25 resumes have been received. Human Resources Manager Hlousek, Special Projects Coordinator Hincapie and former Human Resources Specialist Aldrich are reviewing the resumes and narrowing them down to what they feel are the best fit and most qualified candidates to participate in first round interviews. President Lange asked that viable resumes are provided to her so she, too, can review them.

Between first and second interviews, the top candidates will perform an assessment that will determine their compatibility, knowledge, and readiness for the job. This assessment will be scored and used as one of the decision-making tools as the board evaluates the final candidates.

## **8. Unfinished Business**

### **A. Items removed from Consent Agenda, if necessary - None**

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

- In the area of Information Technology (IT), among other projects, a cage is being installed for security purposes to contain the server rack and other IT vital components.
- A workshop is planned to educate staff about reacting to violence in the workplace
- Staff continue to research solar power with the plan to present information in the coming months
- Executive Director Ellmann will be attending the Wood Dale Library's Grand Re-Opening on Saturday, September 10 from 1:00-4:00 pm. Please let him know if you plan to attend.
- Next month's meeting is Tuesday, September 20 at 6:30 pm. This meeting is very important because of the need to pass a Resolution for the Open Space Land Acquisition and Development (OSLAD) grant application for the new park.

## **10. Human Resources Report (Sandy Hlousek – Written Report)**

## **11. Marketing Department (Ali Geary – Written Report)**

## **12. Finance & Administration Department Report (Cheryl Mosqueda)**

- There are three contractual employees (Roger, Nicole and Irene) working with Acting Finance Director Mosqueda as she works to get reporting up-to-date and prepare for the audit
- Catch-up has been challenging since the district has experienced vacancies in the Finance & Administration Department.
- Contractual staff are also assessing the new and/or upgraded software systems being used at 390 Golf Experience and Salt Creek Golf Club. This includes evaluating the integrity of the systems by:
  - seeing how they interface with the district's financial systems
  - determining how they can best generate usable data

- Fieldwork for the audit is planned for October, which will still allow for timely submittal of the information to the County
- Fiscal Year 22, which ran from May 1, 2021 to April 30, 2022, performed better than expected.
- Fiscal Year 23, which runs from May 1, 2022 to April 30, 2023, is on track to do the same. Figures are running at 9% higher than budget for revenues and only 15% for expenses at one quarter through the fiscal year.

### **13. Parks & Facilities Department Report (Ben Appler)**

- The LED light upgrade project at Community Park is waiting for lighting system product delivery. Staff should be able to complete the installation in 2-3 weeks once all the materials are received.
- A piece of Parks equipment, a 2008 Skidsteer, has low hours, but needs some work. It has rubber trackers that are degrading. The cost of the repair is \$13,300-\$18,000 for new tracks and rollers. This piece of equipment is used extensively for tasks like moving mulch and soil and was used during the Buckthorn removal project at White Oaks Park. It is also used at the Golf Course and at the Community Park ballfields. Due to the cost of the repair, staff wanted to inform the board. Options are being explored.
- Donna Sorce, Administrative Assistant at the Parks & Facilities Department, gave her two weeks' notice to take another job. She is leaving because she found full-time work. The district wishes Donna all the best and thanks her for her service.

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

- The Recreation Department is fully staffed with the hiring of two Recreation Supervisors: Amanda Woods and Kelli Esposito. Each supervisor will oversee a portion of the district's recreation program portfolio.
- There was a Movie Night held at The Woodlands featuring the movie, "Encanto", with 83 people in attendance. This crowd was larger than usual.
- The youth soccer league has grown this year from one team last fall to four teams this spring and fall
- Summer Camp has ended. Participation numbers were up, with Teen Adventure Camp welcoming 30 campers compared to eight last year.
- Extended School has begun with great starting numbers. Typically, the program grows throughout the year. At the beginning of this year there are 19 in Before-Care, and 27 in After-Care

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

- Golf staff have been working with the district's IT vendor to address:
  - Wi-Fi connection and speed in the clubhouse, specifically as it relates to the point-of-sale system
  - Comcast installation in the Maintenance Shop
- The new tractor/rough mower arrived
- Total rounds at the course are slowly catching up after the poor spring weather. June and July exceeded rounds over last year
- There have been 18 banquets/weddings this year and so far, 16 are booked for 2023
- Bay bookings at 390 Golf Experience continue to increase. There have been 73 events in May, June and July for golf only, not including food and beverage.

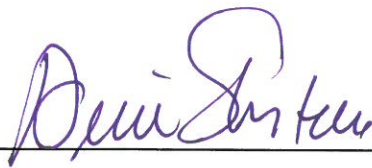
### **16. Commissioner Comments & Future Agenda Items for Consideration - None**

**17. Adjournment**

*It was moved by Commissioner Stimpson seconded by Commissioner Pokorny to adjourn the meeting at 9:07pm ROLL CALL, 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."***