

1. **Call the Meeting to Order** – The meeting was called to order at 6:35 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
(via Zoom platform)
Greg Stimpson, Commissioner

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

After establishing that a quorum of the Public Body is present, President Lange announced that Treasurer Rick Pokorny requested to attend this meeting electronically and that he gave proper notice in accordance with the Board Manual and Electronic Attendance at Meetings Policy. This Policy verifies that he is deemed authorized to attend the meeting electronically unless a motion objecting to his electronic attendance is made, seconded, and approved by three-fourths of the Board physically present at the meeting. No such motion was made and seconded, therefore Treasurer Pokorny's request to attend the meeting electronically was deemed approved and the President declared Treasurer Rick Pokorny as present.

Guests:

Aaron Gold, Speer Financial joined via the Zoom platform (Presented from 6:45 - 6:56 pm)
Darrell Garrison and Steve Halberg, Planning Resources, Inc. (Left the meeting at 7:34 pm)

3. **Pledge of Allegiance**

4. **Changes to Agenda (for discussion purposes only)** – Executive Director Ellmann requested that Item D under New Business regarding the capital funding presentation from Aaron Gold from Speer Financial be moved to the first item under New Business. The Board agreed, and the minutes reflect that change.

5. **Approval of Consent Agenda Items**

A. Approval of the Regular Board Meeting Minutes of August 23, 2022

B. Approval of:

- **Monthly disbursements, totaling accounts payable: \$160,275.12**
- **Payroll of August 19, 2022 (\$111,596.97)**
- **Payroll of September 2, 2022 (\$85,374.93)**

It was moved by Commissioner Stimpson, seconded by Vice-President Schroeder to approve the Consent Agenda items as stated on the Board Meeting Agenda for Tuesday, September 20, 2022.

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

7. New Business

A. Approval of Execution of the Financing Plan Relating to the Issuance of the District's General Obligation Limited Tax Bonds – Series 2023 (Aaron Gold of Speer Financial)

As part of the district's capital planning initiative which includes maintenance of current facilities on items like roofs and HVAC systems, replacement of vehicles and equipment and the upgrading of parks, playgrounds, pool and golf facilities, a key exercise is that of identifying sources of funding for said projects.

The Board has the authority to issue general obligation limited tax park bonds, without referendum approval as long as the bonds are issued under certain constraints. The bond principal and interest can be included in the levy. The amount allowed and the terms of the payments are regulated by state law. Aaron Gold, the district's bond consultant from Speer Financial, met with staff to develop a multi-year strategy which utilizes bonding authority to fund these capital initiatives. The first step of this plan is the issuance of General Obligation Limited Tax Park Bonds, Series 2023. These bond issues are sized to fully utilize the district's rollover bond levying capacity through the 2025 levy cycle with a closing date in February of 2023 and final maturity in December of 2026. This issue is estimated to generate \$540,000 in capital proceeds.

Mr. Gold participated in the meeting electronically to answer any questions on the proposed financing plan, which was included in the packet for the board's review. Staff recommended moving forward with the process and proposed the timeline for its implementation.

The interest rate as of 9/20 is 4%. The levy capacity increased by 5%. There will need to be a public hearing for the sale of the general obligation bonds on January 12 and the closing on the sale of the bonds will be likely in mid-February.

It was moved by Commissioner Sbertoli, seconded by Vice-President Schroeder to approve the execution of the Financing Plan as it relates to the issuance of the district's General Obligation Limited Tax Bonds, Series 2023, as presented ROLL CALL, ALL AYES, MOTION CARRIED

B. Introduction of New Recreation Supervisors, Amanda Woods and Kelli Esposito by Director of Recreation Brittany Lynam and Park Laborers, Alex Knickrehm and Jamie Jakubowski by Director of Parks and Facilities, Ben Appler

Director of Parks & Facilities Appler introduced two new Park Laborers to the department.

Alex Knickrehm has been working since May as a seasonal Park Laborer. He had worked on the cutting crew, setting up for events and rentals at The Woodlands and landscaping. Alex showed that he could effectively take direction and learn new skills. He is dependable and a welcome addition to the team as a full-time employee.

Jamie Jakubowski started as a full-time Park Laborer on August 9, 2022. He came to us with several years of parks experience with the Addison Park District. Jamie also worked with the Village of Addison Street Department for a season, and has experience with mowing, snow plowing, landscape work and can operate a variety of landscape and power tools. Jamie is already known for his sense of humor and fits in well with the team.

Director of Recreation Lynam introduced two new Recreation Department staff at the meeting. The Recreation Department is now fully staffed at the full time employee level.

Amanda Woods started on August 2, 2022. She previously worked at a non-profit organization. She has prior experience with program and event planning and execution, supervision, and marketing. Amanda has a Bachelor of Arts in Exercise Physiology from Elmhurst College and a Master of Science in Clinical Exercise Physiology from Benedictine University. Amanda is overseeing the Fitness Studio, The Woodlands and Recreation Complex rentals, special events, and a variety of Fitness and adult programming.

Kelli Esposito started on August 29, 2022. She completed internships at the Lombard and Roselle Park Districts. During her internships, she was exposed to a wide variety of areas within parks and recreation. She has a bachelor's degree in Recreation and Parks Administration from Illinois State University. Kelli oversees youth and adult athletics, gym and field rentals, youth and teen programs, dance, and various parent/child special events.

Alex, Jamie, Kelli, and Amanda addressed the Board, thanking them for the opportunity and expressing their eagerness to work with the Wood Dale Park District team.

The Board and staff welcome these employees to the team and wish them well in their new positions.

C. Presentation and Discussion of Central Park Phase #2 (Darrell Garrison and Steve Hallberg of Planning Resources)

The Wood Dale Park District has applied for Community Project Funding from the Federal government to cover Phase #2 of the Central Park Re-Development project. If the funding is secured, it is the expectation that the project is completed within the January 1-December 21, 2023, federal budget year. Planning Resources, Inc. was hired to complete a Design Refinement Plan, design development drawings, an estimate of probable construction costs, construction/bid documents and the provision of bid phase assistance and contract administration services for Phase 2 development of Central Park.

Staff met with Darrel Garrison and Steve Halberg of Planning Resources, Inc to revisit the concepts created for the Phase #2 plan. At this meeting the board was given the opportunity to provide input on the plan. All input will be incorporated into the final plan and eventual creation of construction documents.

Darrel Garrison, the owner of the company thanked the park district for the opportunity to work with them on this project.

- President Lange appreciated that they were using the small hill as part of the design
- Commissioner Sbertoli asked about the use of the outdoor exercise equipment at White Oaks Park and wondered if it was worth putting in Central Park as part of this plan
- Commissioner Stimpson asked to see the exercise equipment options when the time comes to choose equipment
- Commissioner Sbertoli requested that an accessible swing suitable for individuals with disabilities is included in the swing area.

Modifications to the plan will be made, and construction drawings will be developed in the event the Community Program Funding is made available during the 2023 Federal Government budget cycle.

D. Re-examination of Cell Tower Lease (Matthew Ellmann)

The cell tower located in what used to be Mohawk Park is managed through a ground lease with American Tower Corporation. This lease was re-negotiated and approved by the board in June of 2020 with a twenty-year term. The recent land exchange necessitated the need to modify the lease to address the changes in the access easement caused by the new development now under construction in the neighborhood.

American Tower has collaborated with the Wood Dale Park District, legal counsel, and the cell tower consultant to bring about an extension to the tower for added revenue. This includes adding another provider to the tower and the expansion of the ground systems in support of the new antennas to be placed on the tower. Doing so would provide more rent and under our current lease having the park district receive 30% of the added revenue.

Meanwhile, a competitor of American Tower solicited the Park District with offers to buy out the lease. A representative of Symphony wireless provided three options to consider:

- Complete buyout of American Tower lease with 50% participation of additional carrier lease revenue
- Complete buyout of American Tower lease
- Fifty-percent Tower lease buyout with 50% participation in additional lease revenue

A matrix was included in the board packet to serve as a visual to compare the two options. Upon review of these options, it was determined that the Symphony option will provide greater up-front revenue, but, over time, the current lease with American Tower provides greater revenue in total. It is the recommendation of staff to remain in the American Tower lease under the current terms. The consensus of the board was to not accept the proposal from Symphony, therefore no change or action was needed.

E. Approval of Resolution (R-23-07) Authorizing the Application of an Open Space Land Acquisition and Development (OSLAD) Grant for the new park adjacent to the Recreation Complex

Through a partnership with a local developer, the Wood Dale Park District negotiated an agreement to take an under-used park, Mohawk Park, located in a new business development, out of service and exchange land for a new park, adjacent to the district's Recreation Complex facility. The 34,300 square foot Recreation Complex building houses programs for all ages, abilities and interests but has lacked amenities and green space outside the facility since it opened in the year 2000. Camps and after-school programs walk down busy Wood Dale Road to another park to engage in outdoor play.

Approval of this Resolution was necessary to apply for funding through the State of Illinois Department of Natural Resources Open Space Land Acquisition and Development (OSLAD) grant program. It communicates the district's commitment to fund the required amount of the project cost. The funding request is for \$600,000, which is 50% of the project cost. Along with the land exchange, a cash payment was negotiated, which will pay for half of the construction cost of developing the park. Receiving the OSLAD grant would allow Wood Dale to utilize the funding from the grant and the cash payment from the developer to cover the new parks construction cost.

The objective of the design for the new park is to provide, fresh new, trending recreation amenities like Pickleball, a 40-yard dash runway, a challenge course, game tables, and PG Ball, along with age-appropriate playgrounds, a picnic shelter, an accessible pathway around the park, attractive landscaping, additional parking for individuals with disabilities and green space for open play. The plan meets the requirements of the grant program.

The board reviewed the plan and provided input at their August 23, 2022, meeting. A public meeting was held on Tuesday, September 6 to present the plan and accept feedback from the public. Nineteen residents, mostly living around the park, came to the meeting. All input was accepted and used, as the plan was refined. The plan is aligned with the funding sources available for the project. Staff recommended the approval of Resolution (R-23-07) authorizing the application of an Open Space Land Acquisition and Development grant for the new park adjacent to the Recreation Complex.

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli to approve Resolution (R-23-07) authorizing the application of an Open Space Land Acquisition and Development grant for the new park adjacent to the Recreation Complex. ROLL CALL, ALL AYES, MOTION CARRIED

F. Approval of Resolution (R-23-08) to Appoint an Election Official for the 2023 Consolidated Election

The Consolidated Election for Park Commissioner will be held on April 4, 2023. For each election, the board appoints a temporary Local Election Official (Secretary) to accept candidate petitions and to manage other required filing documents. For the upcoming election, there will be two six-year term vacancies and one four-year unexpired vacancy to fill. The required candidate packets were available prior to the meeting. The first day that potential candidates can start circulating petitions was Tuesday, September 20, the day of this meeting.

To assist in the management of the process and to represent the park district as the Local Official, the board must authorize a representative to accept the petitions for the April 4, 2023, election. Staff recommends the board approve Resolution R-23-08, a Resolution to appoint Victoria Montejo as the Wood Dale Park District's Local Election Official.

It was moved by Commissioner Stimpson seconded by Vice-President Schroeder to approve Resolution (R-23-08), a Resolution to Appoint Victoria Montejo as Wood Dale Park District's Local Election Official for the April 4, 2023 Election for Park District Commissioner. ROLL CALL VOTE, ALL AYES, MOTION PASSES

G. Approval of Resolution (R-23-09) Ratifying an Access Easement Agreement with CH Realty IX- TDC1 Chicago Wood Dale III, I.P. (Matthew Ellmann)

Pursuant to Resolution (R-23-06) Executive Director Ellmann and Legal Counsel Yordana Wysocki finalized negotiations with Transwestern Development Company (TDC) and their successor, CH Realty IX-TDC I Chicago Wood Dale III, LP, to sell Mohawk Manor Park and purchase the five lots between Foster and Hawthorne. As part of the swap, the district previously negotiated that TDC would provide an access and utility easement to the parcel that the district retained, the plot of land on which the cell tower is located. The Easement Agreement was executed at the same time as the other closing documents for the property.

The Easement Agreement was negotiated with TDC and CH Realty, the contract purchaser, as well as American Tower, the lessee of the cell tower lot. The easement is only for access, not utilities. Utilities come directly off Highway 83. Some of the outstanding terms of the agreement include:

- The easement, which is 20-feet wide will be paved by CH Realty and will be suitable for large vehicles such as cranes and construction vehicles.
- During construction, CH Realty must provide temporary access of similar quality. The agreement is perpetual unless the parties agree in writing to terminate
- District must maintain the easement in a safe and orderly manner, except for damage caused by CH Realty during construction
- CH Realty may relocate the easement once at their sole cost
- The agreement is associated with the land, not the lessee. Therefore, it will benefit and burden all future owners as well
- Each party must indemnify the other party for its own breach of easement and its own misconduct/negligence

Staff is requesting confirmation or ratification of the Easement Agreement to ensure that the board accepts and approves of its terms. Resolution (R-23-06) was the document being presented for review and approval.

It was moved by Commissioner Sbertoli, seconded by Vice-President Schroeder to approve Resolution (R-23-09) ratifying the Easement Agreement with CH Realty for the cell tower easement in the land formerly known as Mohawk Park ROLL CALL VOTE, ALL AYES, MOTION PASSES

8. Unfinished Business

A. Items removed from Consent Agenda (If necessary)

8. Unfinished Business

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

9. Executive Director's Report (Matthew Ellmann)

- Signs that say "Future Park Site" were ordered for the new park next to the Recreation Complex
- The Northeast DuPage Special Recreation Association (NEDSRA) *Reach for the Stars Banquet* is November 9. Please let Executive Director Ellmann know if you would like to attend.
- Shape of Wood Dale is Tuesday, November 1. President Lange will present the speech that provides an update from the park district.
- Executive Director Ellmann attended the Wood Dale Library grand re-opening. It was very well done and well-attended.
- Executive Director Ellmann distributed a Capital Assessment Summary that shows the prioritization of projects by the Board.

10. Golf Operations Report (Peter Pope)

- Prologic, the neighbor behind the large net at end of the range at 390 Golf Experience expressed concerns about the poor condition of the net by their parking lot. Balls are landing in their parking lot, which means they cannot be retrieved. The net is lower at this location than on the sides. Raising the net isn't an option. Staff will explore options.
- Tall-grass ball picking equipment is being demo'ed.
- A memorial tree was installed at the course.

- There was a drainage issue on White Course #9. Staff did a nice job fixing it by reducing the size of the bunker.
- The course will be aerified on Wednesday, September 21 and Thursday, September 22.
- A recording error was discovered with Golf Now. The revenue for greens fees and cart fees were both being accounted for in greens fees.
- There have been 12 weddings so far, there are five to go from now through December.
- Thirteen memberships have been sold at 390 Golf Experience so far, resulting in \$5,100. This is a good start.
- In August at 390 Golf Experience \$78,000 of revenue was experienced with bay bookings and \$9,700 from events
- Customer-facing monitors have been installed at 390 Golf Experience on the first and second floors
- There will be a certified letter going to Chicago School of Golf to collect the rent that is due so far.
- Gift cards are available for holiday giving.

11. Human Resources and Marketing Department (Written Reports)

Marketing

- Jet Advertising made a change in the data collection variables on the website to collect more accurate, usable data. Manager Geary will continue to work with them to analyze the data and make changes accordingly
- Scarewalk promotions have begun. An event was created on Facebook, with 600 people responding so far.

12. Finance & Administration Reports (Cheryl Mosqueda)

- Acting Finance Director Mosqueda and her staff are finishing up preparation for the audit
- She is training staff on new golf system accounting process
- Overall, the district has done 7% better than budgeted revenue and 8% better (less) than budgeted expenses
- 390 Golf Experience is down 6% from budgeted revenue, but is also down in expenses by 12%, therefore they are operating at a variance of 6% better than budget

13. Parks & Facilities Report (Ben Appler)

- Executive Director Ellmann, Director Appler and Foreman Schiddell belong to the Midwest Institute of Park Executives (MIPE), a professional organization for individuals in the parks field. It provides networking and educational opportunities. The Wood Dale Park District will be hosting a meeting at The Woodlands at White Oaks Park on October 13, 2022. The project will be showcased, and the designer and architects will be present to provide information about the project.
- The Park District will be purchasing the basketball equipment for Terrace Park.
- The LED light and fixture project will happen in a few weeks at Community Park.

14. Recreation Department Report (Brittany Lynam)

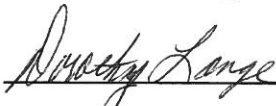
- Promotion for the annual *Scarewalk* has begun. A number of new ideas are being implemented this year including a photo opportunity station for visitors, a food truck, and increased lighting on the trail.
- There will be a family-friendly spooky story time at The Woodlands on October 5. At the time of the meeting there were 14 individuals registered.
- A new gymnasium rental has been secured for volleyball and basketball. This is the fourth weekly rental that has been booked.
- School-year programs are underway. Staff are excited to have people back in the building.
- There will be a campout for a scout group in White Oaks Park the weekend of September 24.
- Teen Night was canceled due to low enrollment. Staff are working on partnering with other organizations who serve teens to gain more interest and participation.

15. Commissioner Comments & Future Agenda Items for Consideration – An update of The Woodlands at White Oaks Park rentals was requested. Directory Lynam will present the information at a future meeting.

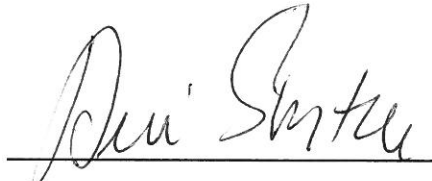
16. Adjournment

It was moved by Commissioner Pokorny seconded by Vice-President Schroeder to adjourn the meeting at 9:03 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."