

BOARD OF TRUSTEES REGULAR MEETING MINUTES
Thursday, December 2, 2021; 4:00 p.m.
At Salt Creek Golf Club, 1051 N. Prospect Ave., Wood Dale, IL 60191

1. **Call to Order:** Chairman Ellmann called the meeting to order at 4:02 p.m.

2. **Roll Call:** The following Roll Call was taken:

Members Present: Leslie DeMoss, Addison Park District (4:31 p.m.)
Phyllis Schmidt, Bensenville Park District (4:03 p.m.)
Keith Knautz, Village of Glendale Heights
Maryfran Leno, Itasca Park District
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
Randy Splitt, Village of Schiller Park
Greg Gola, Village of Villa Park
Matt Ellmann, Wood Dale Park District

Members Absent: Michael Hixenbaugh, Butterfield Park District
Cathy Fallon, Oakbrook Terrace Park District

Staff Present: Rick Poole, Executive Director
Jerry Barton, Superintendent of Recreation
Sue Martellotta, Executive Assistant/Recording Secretary
Kristen Seefurth, Marketing/Fund Development Manager

Guests Present: Peter Pope, Director of Golf Operations, Wood Dale Park District

3. **Introduction of Guests and Staff.** Chairman Ellmann introduced Peter Pope who is the alternate Wood Dale trustee for NEDSRA, and the Director of Golf Operations for the Wood Dale Park District, as well as the host of the Holiday Gathering happening after the meeting. Superintendent Barton introduced Recreation Specialists Rachel Anderson and Kate Mihelich. Rachel started with NEDSRA in June and Kate started in November. Chairman Ellmann welcomed the new staff.

4. **Public Comments.** None.

5. **Approval of Meeting Minutes.**

- a. Chairman Ellmann requested a motion to approve Board of Trustees regular meeting minutes of November 3, 2021. Motion to approve was made by Trustee Leno and a second made by Trustee Knautz. Motion was passed unanimously on a voice vote with 8 ayes, 0 nays.

6. **Comments and Communications.** None.

7. Consent Agenda.

a. Chairman Ellmann requested a motion to approve the financial statements for the period ending October 31, 2021. The motion was made by Trustee Leno and the second was made by Trustee Gola. On a roll call vote, voting aye: Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Schmidt, Bensenville Park District; Trustee Ellmann, Wood Dale Park District. Motion passed with 8 ayes, 0 nays.

8. Agency Report. Director Poole presented an update on the upstairs bathrooms. There were some issues noted by the Village of Addison inspectors, however they are on track to be addressed. Superintendent Barton said numbers were good for the Holiday Party with Santa this year. Winter registrations are trending ahead of both Summer and Fall. About 70% have been online. NEDSRA is still hiring for part-time positions and using every effort to secure staff. Marketing Manager Seefurth thanked everyone for the Giving Tuesday donations. Director Poole announced that Kristen Seefurth is leaving the agency for another position. Chairman Ellmann thanked her and wished her well.

9. Old Business.

Designated \$500,000 extended time frame. Chairman Ellmann updated the Board on the use and extension of the funds allocated in the fiscal-year budget for each member to use for their own projects and initiatives. Director Poole conferred with legal counsel and they had no issue with extending the use of the funds for another year. The attorney recommended not extending the use for more than one year. The Director suggested a motion to finalize this timeline. Chairman Ellmann requested a motion to extend the balance of the ADA capital funds through April 30, 2023. The motion was made by Trustee Friedrichs and a second was made by Trustee Knautz. There being no further discussion, on a roll call vote, voting aye: Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Schmidt, Bensenville Park District; Trustee Ellmann, Wood Dale Park District. Motion passed with 8 ayes, 0 nays.

10. New Business.

Approval of a new full-time staff position. Director Poole reviewed the memo in the packet and added a few points. Due to the distribution of responsibilities to remaining staff after past retirements and resignations, and with expressed plans for the retirement of Sue Martellotta coming sometime at the end of 2022, it is time to evaluate the administrative needs of the agency. Sue's position has been a "catch all" over the years. The plan is to create an Office Coordinator position that would take on some of Sue's responsibilities and in the future an HR Generalist position would be created to handle the rest. Executive Director Poole answered questions on the net impact on the budget, which would be below the projected year-end amount. The Board recommended that a new position be brought on possibly sooner (May 1), before Sue's retirement, to absorb and learn the institutional knowledge of the position. Staff was directed to look at these items in the development of the next budget. Chairman Ellmann requested a motion from the Trustees. A motion was made by Trustee Leno to create a full-time Office Coordinator position as presented and to direct staff to allocate funds in the upcoming budget which would allow the hiring of an additional administrative staff member to start at least four months prior to Sue's retirement. The motion was seconded by Trustee Friedrichs. Trustee Knautz requested more clarification on the responsibilities of what Sue's job would become. Director Poole explained that currently Sue is the Executive Assistant, HR/Benefits/Payroll Manager, FOIA Officer, Board Recording Secretary, Grant Writer, Liaison with Business Services and with IT. The

plan is to move the business services part of the job over to the Office Coordinator and create a more conventional HR position. On a roll call vote, voting aye: Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Schmidt, Bensenville Park District; Trustee Knautz, Village of Glendale Heights; Trustee Ellmann, Wood Dale Park District. Motion passed with 8 ayes, 0 nays.

- 11. Chairman of the Board Comments.** Chairman Ellmann requested an update from Director Poole on the Community Assessment Survey RFP's. Director Poole said that there were several inquiries and that the proposals are due by December 15. There were twelve sent out and there have been four responding with their desire to submit. He will give a detailed update at the next Board meeting.

Chairman Ellmann said that he is very happy to host the December meeting at Wood Dale and also to host the Holiday Gathering at 390 Golf Experience. He wished everyone a very happy holiday season. He said there are many bright things to look forward to in 2022 and he thanked everyone on behalf of the Wood Dale Park District for coming and celebrating with them.

- 12. Board of Trustees Comments.** Trustee Gola wished everyone Happy Holidays, thanked Kristen for her work at NEDSRA and thanked the NEDSRA staff for all of their efforts throughout the year. Trustee Baum echoed Trustee Gola's comments in thanking staff. Trustee Leno and Trustee Knautz wished everyone Happy Holidays and also thanked staff. Trustee Friedrichs mentioned the holiday lights at Lilacia Park and said that their winter registrations were way above expectations. He also wished Kristen good luck. Trustee Schmidt wished everyone Happy Holidays and thanked Kristen for her time. She said that Bensenville is putting out a newsletter. Trustee Splitt, now the permanent Director of Parks and Recreation at Schiller Park, said they have the Winter Wonderland event coming up. He's looking forward to his new position and wished everyone a great holiday.

- 13. Next Meeting Date:** Wednesday, February 2, 2022, 1:30 p.m. at the NEDSRA office.

- 14. Adjournment:** Chairman Ellmann stated that there being no further business before the NEDSRA Board of Trustees, he would entertain a motion to adjourn. A motion was made by Trustee Baum and a second by Trustee Knautz. Motion passed unanimously on a voice vote with 9 ayes, 0 nays. The meeting was adjourned at 4:36 p.m.

Respectfully submitted,


Susan Martellotta, Recording Secretary


Matthew Ellmann, Chairman


Greg Gola, Board Secretary

