

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 - Absent
Rick Pokorny, Commissioner
Greg Stimpson, Commissioner

Staff:

Jon Marquardt, Executive Director
Cheryl Mosqueda, Director of Finance & Administration
Ben Appler, Director of Parks & Facilities
Brittany Lynam, Director of Recreation Services
Peter Pope, Director of Golf Operations
Ali Geary, Marketing and Public Relations Manager
Jan Hincapie, Recording Secretary

Guests: Victoria Montejo, Resident and Finance Clerk
Rob Michalak, Golf Operations Manager
Arturo Segura, Golf Facilities Manager

3. **Pledge of Allegiance**

4. **Changes to Agenda (for discussion purposes only)** – There were no changes to the agenda.

5. **Written & Public Communication**

6. **New Business**

A. Approval of IT Infrastructure Project (Jon Marquardt)

Executive Director Marquardt requested approval for the purchase and installation of new cables and IT components at the Recreation Center, a project completed prior to the February 28, 2023, meeting. The poor quality of cable runs, and junction boxes were causing numerous issues with internal and external communications. *L6tech* received only two quotes for the project; Communication Zone was a little higher at \$12,182 compared to \$11,852 from IBC but Communication Zone offered more products and L6tech has used them before for other installation services.

*It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny to Approve the Purchase and Installation of New Cables and IT Components for a Total Cost of \$12,182
ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

B. Staff recommends that the board approve Change Order #1 for a total cost of \$4,554.24 from Communication Zone for the IT Infrastructure Project (Jon Marquardt)

Executive Director Marquardt requested approval of Change Order #1 from Communication Zone for a total cost of \$4,554.24 for the IT Infrastructure Project.

Below is a breakdown of Change Order #1:

- Pull three (3) new data cabling to the Marketing Room



- Remove all old/unused cabling from Southwest corner rooms (Playschool Rooms, Marketing Room, Yellow Room, and Boardroom)
- Supply and Installation of ten (10) new wall jack cut-ins (Caddy Ring) outside of existing desks for easier access in the future
- Supply and Installation of ten (10) blank faceplates to cover old openings.
- Discovery of old/rogue network devices – remove devices and cabling.
- Installation of new backbone cabling from the MDF to the 2nd floor IDF
- Pull new Category 6 cabling from the MDF to the WAP outside of the boardroom and connect WAP to swing in MDF.
- Remove the old boardroom WAP cabling to the old front switch.
- Pull new Category 6 cabling from the MDF to the WAP outside the Senior Rooms.
- Remove the old Senior Room Hallway WAP cabling to the old front switch.
- Relocate the old ceiling switch from the front desk ceiling area to the 2nd floor IDF and patch both Fitness Room WAPs to the switch.

- C. **Approval of Purchasing Policy Amendment Resolution R-23-17 (Jon Marquardt)**
The district has a Purchasing Policy which was last amended in 2022. The Policy covers how to purchase materials, supplies, equipment, and services and provides staff with a clear and consistent policy and procedure for purchases.

This item was tabled so the board can review the entire policy versus just making the proposed changes. Staff will work with the attorney to review the policy, confirm approval process, and a draft will be discussed at the April meeting.

- D. **Presentation of the Draft 2023/2024 Fiscal Year Budget (Cheryl Mosqueda)**
Each year the Board is required to approve an operating budget for the district along with a Budget & Appropriations Ordinance. Staff have been working on the draft budget for fiscal year 2023/2024 since October 2022.

Acting Director of Administration & Finance Mosqueda confirmed that her role in the process was to analyze, monitor and establish a plan for the district's finances, and determine if the proposed expenditures are feasible and practical. As part of that analysis and to help staff and the board to better understand the process and proposed budget, an extensive presentation was provided. This presentation included information regarding the following topics:

- Tax Extension/EAV/Tax Rate History
- Tax Levy Trending by Fund

- Operating Performance Trend
- Fund Balances and Projected Cash
- Debt Position and Future Financing
- FY 2023-2024 Budget Overview
- District-Wide Budget Changes by Category FY24 versus FY23
- Salaries and Wages
- Budgeted Wages Comparison FY23 versus FY24
- Report of the Illinois Municipal Retirement Fund
- Changes in Marketing Department in FY24
- Interfund Transfers In and Out
- Recreation Fund Performance Change from FY23
- Golf Fund Surplus (Deficit) by Center
- Report on the 390 Golf Experience
- Capital Expenditures 2023-2024
- Future Challenges and Considerations

Acting Director Mosqueda is a consultant and will end her time with the Wood Dale Park District when the new Director of Finance and Administration is hired. The information provided will serve as the roadmap for the future for the new department head, under the supervision and guidance of the Executive Director. The board thanked Acting Director Mosqueda for her work with the budget and the staff and board complimented her on an excellent presentation.

E. Examination and Discussion of the Draft 2022/2023 Fiscal Year Budget (Commissioners & Staff)

The board asked questions about a few specific line items in the budget. Most areas were covered in the presentation and further clarification was provided by staff. Staff were asked to:

- Secure prices on a new roof at the Recreation Complex
- Explore the cost of alternate heating at 390 Golf Experience, as well as the cost of an enclosed entry to preserve energy.
- Revisit energy costs and budget what was budgeted the prior year
- Check on the cost of leasing two new pieces of equipment at Salt Creek Golf Club versus purchasing
- The district should refrain as much as possible from purchasing vehicles and equipment after FY24 and for the next two years until reserves can be built up again.
- Continue to level out the levy in the various funds.

Acting Director Mosqueda, in concert with staff, answered the questions and when they had been adequately answered and clarified, she confirmed any changes in the budget going forward. Changes will be made and upon completion, the budget will go on public display for 30 days.

F. Placement of Tentative Budget & Appropriations Ordinance (O-23-05) up for Public Inspection and Scheduling of a Public Hearing for Budget & Appropriations Ordinance (O-23-05) on April 25, 2023, at 6:15 pm (Cheryl Mosqueda)



Approval of an Ordinance is necessary to verify board approval of the draft budget, the Budget and Appropriations Ordinance, and putting on display, as well as approval of the scheduling of a Public Hearing for the Budget & Appropriations Ordinance on April 25, 2023, prior to the next monthly meeting.

It was moved by Vice-President Schroeder, seconded by Commissioner Pokorny to Approve Ordinance (O-23-05), Scheduling a Hearing at 6:15 pm before the regularly scheduled Board Meeting on April 25, 2023 and that the tentative Budget and Appropriation Ordinance be made available for public inspection beginning on Wednesday, March 15, 2023 ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.

7. Old Business – There was no old business to address

8. Executive Session – There was no Executive Session

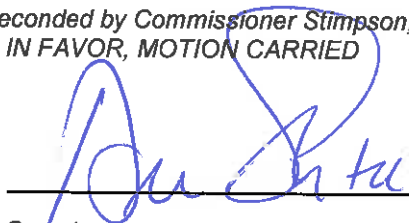
9. Adjournment

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson, to adjourn the meeting at 9:10 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."