

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  
Victoria Montejo, Director of Finance & Administration  
Ben Appler, Director of Parks & Facilities  
Brittany Lynam, Director of Recreation Services  
Cheryl Mosqueda, Financial Consultant  
Peter Pope, Director of Golf Operations - *Absent*  
Jan Hincapie, Recording Secretary

Guests: Eugene Wesley, Resident  
Dave Woods, Resident  
Yordana Wysocki, Legal Counsel

3. **Pledge of Allegiance**

4. **Changes to Agenda (for discussion purposes only)** – The Executive Session, originally planned for the end of the meeting at Item 16, was moved to become the new Item seven, following Written & Public Communication

5. **Approval of Consent Agenda Items**

**A. Approval of the Closed Session Meeting Minutes of March 21, 2023**

**B. Approval of the Regular Board Meeting Minutes of March 21, 2023**

**C. Approval of:**

- Monthly disbursements, totaling accounts payable: \$276,340.93
- Payroll of March 17, 2023 \$74,787.65
- Payroll of March 31, 2023 \$80,231.93
- Payroll of April 14, 2023 \$80,027.39

*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, April 25, 2023. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

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

7. **Executive Session**

*It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny to enter into Executive Session for the purpose of the discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees or legal counsel of the district, pursuant to 5 ILCS 120(2)(c)(1) of the Open Meetings Act at 6:33 pm. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

*It was moved by Commissioner Pokorny seconded by Vice-President Schroeder to move into public session at 8:06 pm ROLL CALL, VOTE: 5-0, ALL IN FAVOR, MOTION CARRIED*  
*Regular Meeting resumed at 8:06 PM.*

## **8. New Business**

### **A. Introduction of New Finance Director, Victoria Montejo**

Executive Director Marquardt introduced and congratulated Victoria Montejo, the former Finance Clerk, on her promotion to Director of Finance & Administration. Victoria started her time with the Wood Dale Park District as an employee at the front desk. Director Montejo will be mentored and trained by Cheryl Mosqueda of Mosqueda Consulting who has served as Acting Director of Finance & Administration following the departure of the former Director, Katie Iraci.

Director Montejo thanked the board for the opportunity and looks forward to serving in this position.

### **B. Presentation of Preliminary Results of the Consolidated Local Election of April 4, 2023**

The Wood Dale Park District had three Commissioner positions available for candidacy in the consolidated election held on Tuesday, April 4th, 2023. There were two six-year term vacancies and one four-year unexpired term vacancy.

Preliminary results of April 4, 2023, Consolidated Election show Georgia Schroeder winning one of two vacant seats for the six-year term as Park Commissioner with 808 (100%) total votes received. Commissioner Schroeder won unopposed.

Preliminary results for the one vacant seat for the unexpired four-year term show Eugene Wesley winning with 441 (51.52%) of the votes over incumbent Greg Stimpson 415 (48.48%). Results will become official upon canvassing the election results which is Tuesday, April 25, 2023 (the night of this meeting).

One vacant six-year term remains open, which may be filled with an appointment that will take place, along with the swearing-in of the two elected commissioners at the May 23, 2023 meeting.

### **C. Approval of Agreement Mosqueda Consulting LLC for Training and At-Need Services**

Due to the vacancy of the Director of Finance position in May 2022, Mosqueda Consulting LLC was contracted to perform the duties as an Interim Director of Finance until the position was filled. The position was awarded to Finance Clerk, Victoria Montejo in March 2023. For Victoria Montejo to be successful in her role as the new Director of Finance, Mosqueda Consulting LLC will be providing the training for the position.

Mosqueda Consulting LLC worked with the Wood Dale Park District in previous years in a similar capacity also providing training to the previous Director of Finance. Mosqueda Consulting's current contract ends April 30, 2023; however, a revised agreement has been drafted to provide the current Director of Finance, Montejo with eight-hours of weekly training beginning May 1, 2023 for six months.

After six months, Mosqueda Consulting LLC will be available for consulting, advice, guidance, and any additional training on an agreed upon hours per week or per month basis that will be determined at that time. Training will consist of budgeting, tax levy process, audit preparation, and any additional financial guidance needed for both Director Montejo's success as well as the district's.

Staff recommends that the Board approve the agreement with Mosqueda Consulting LLC for training, consulting, advice, and guidance and authorize the Director of Finance, Victoria Montejo to execute said agreement.



*It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny to approve the agreement with Mosqueda Consulting LLC for training, consulting, advice, and guidance and to authorize the Director of Finance & Administration, Victoria Montejo to execute the agreement ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

**D. Approval of Agreement with Lauterbach and Amen, LLP for Continued Accounting Services**

Due to the vacancy of the Accounting Supervisor in November 2021 and Director of Finance & Administration in May 2022. The district was faced with the urgency to find an accountant to assist with the accumulation of work and backlog in the finance department. Lauterbach and Amen, LLP (hereafter referred to as L&A) a very reputable accounting firm, was contracted in July 2022 to provide the Wood Dale Park District with accounting services.

L&A has assisted the district with audit preparation, bank reconciliation, monthly financial reports, and other accounting assistance as needed. The finance department is now operating, overall, more efficiently because of the skill level and knowledge of the L&A individual in place. The existing contract with L&A is through June 30, 2023; however, a request was made to provide the park district with a revised agreement that is in line with our fiscal year beginning May 1, 2023, as the intention to retain their services is being requested through April 30, 2024. The budget for FY24 accounts for these contracted services. Commissioner Pokorny inquired about the cancellation terms. Director Montejo said that 30 days' notice is necessary to terminate the agreement.

Staff recommends that the Board approve the agreement with Lauterbach and Amen, LLP for continued accounting services and authorize the Director of Finance, Victoria Montejo, to execute said agreement.

*It was moved by Commissioner Pokorny, seconded by Vice-President Schroeder to approve the agreement with Lauterbach and Amen LLP for continued accounting services and to authorize the Director of Finance & Administration, Victoria Montejo to execute the agreement ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

**E. Approval of an Intergovernmental Agreement with Elementary School District #7 for Summer Day Camp Transportation Services**

On an annual basis, an intergovernmental agreement is negotiated and presented to the School Board and the Park District Board for review and approval. This agreement defines the responsibilities of both parties and creates a framework for providing field trips and swim transportation to children who are enrolled in the Summer Camp program through the Park District. Updates to the agreement include dates of services to reflect the 2023 Summer Camp schedule and the updated cost that the School District will charge for the bus driver's time. The proposed agreement is attached and will be presented to the School Board for approval at their May meeting.

Vice-President Schroeder asked why the Teen Camp wasn't included. Director Lyman replied that the Teen Camp numbers allowed for the participants to be transported in the park district bus, but if, during any week the registration numbers exceeded the capacity of that bus, they would make arrangements to use a school bus.

*It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny to authorize the approval of the Intergovernmental Agreement between School District #7 and the Wood Dale Park District (with correction on page one, changing camp to camps) for field trip and swim transportation to children who are enrolled in the Summer Camp program ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

**F. Ratification of the Approval of a Purchase Order for \$5000 with Injection & Waterproofing Systems, Inc. for Repairs to the Concrete Ceiling at 390 Golf Experience.**

The outdoor concrete decking between the first and second floors at 390 Golf Experience has deteriorated due to water seepage, causing chunks of concrete to fall from the ceiling. A PDRMA

Insurance claim was filed, but was denied, based on "the damage is due to long term leakage around a floor drain on the second floor causing deterioration of the concrete".

After filing the claim, we investigated the options for this repair with the vendor that has done other concrete leak repairs at the facility. Once we received the denial, and based on the urgency to have the repair completed for safety reasons, we sought approval from President Lange and Vice-President Schroeder to hire Injection & Waterproofing Systems, Inc. to complete the work. Approval was granted but ratification by the Board is necessary.

Staff is recommending ratification of the approval of a Purchase Order for \$5,000.00 with Injection & Waterproofing Systems, Inc. for repairs to concrete ceiling at 390 Golf Experience.

*It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson to approve a Purchase Order in the amount of \$5000 with Injection & Waterproofing Systems, Inc. for repairs to the concrete ceiling at 390 Golf Experience, and to authorize Director of Golf Operations, Peter Pope to execute the contract ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

**G. Decennial Committee on Local Government Efficiency Act**

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, Public Act 102-1088, into law. On February 10, 2023, Public Act 102-1136 amended the original legislation to further define the requirements of this Act. These new Act requires all Illinois Local Governmental units that levy a tax (outside of municipalities and counties) to constitute a committee to study and report on local government efficiency. A fact sheet regarding the Act from the Illinois Association of Park Districts was included in the board packet.

While no official action is needed at this meeting, a Resolution will be presented for review and approval at the May meeting which will include the names of the two newly elected community members. Once the Resolution is passed, an initial meeting is required to be held before June 10, 2023.

**9. Unfinished Business**

**A. Approval of the Combined Annual Budget & Appropriation Ordinance O-23-05 for the Wood Dale Park District for the Fiscal Year Beginning May 1, 2023, and Ending April 30, 2024**

At the Board meeting on March 14, 2023, the board approved the Tentative Budget and Appropriation (B&A) Ordinance. The Ordinance has been made available for public inspection for a period of at least 30 days. Once the 30-day public inspection period is concluded the Board must hold a public hearing prior to the adoption of the B&A Ordinance. The 30-day public inspection period began March 15, 2023, and the public hearing was scheduled for 6:15pm, prior to this meeting.

The budget process takes over six months from inception to completion and concludes with the filing of the B&A Ordinance with the DuPage County Clerk's office. The draft budget was presented to the board in their March 14, 2023, board packet, and at that meeting discussion took place.

The Budget & Appropriation Ordinance serves as an upper limit of what may be spent by the district throughout the year in each fund. It exceeds the working budget by 15% to allow staff to react to unforeseen circumstances and extraordinary events without having to make a budget amendment. Staff strive to stay within the working budget and will only use the 15% as a contingency if it is necessary.

*It was moved by Vice-President Schroeder, seconded by Commissioner Pokorny to adopt Ordinance O-23-05, the Combined Annual Budget and Appropriation Ordinance for the Wood Dale Park District for the Fiscal Year Beginning May 1, 2023 and ending April 30, 2024. ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

**B. Items removed from Consent Agenda (if necessary) – None**

**10. Executive Director's Report (Jon Marquardt)**

- The reimbursement check for the Open Space Land Acquisition and Development (OSLAD) Grant Program which was awarded for Phase 2 of White Oaks Park development was received in the amount of \$178,642. This was less than requested in the final report. Staff will explore the reason for the discrepancy and will determine if an appeal is prudent.
- A lunch and snack program was approved for summer camp. Staff will be attending training to serve as food handlers.
- A check presentation event still needs to be scheduled for the federal grant received for Phase 2 of the Central Park Redevelopment. Director Marquardt will be in touch with Congressman Raja Krishnamoorthi's office to find a suitable date for all involved.

**11. Recreation Department Report (Brittany Lynam)**

- In spite of rain, hail, and cold weather, approximately 60 people showed up for Earth Day on Saturday, April 22, 2023, at White Oaks Park. There were 17 stations that participants could visit to do activities and receive information. Thanks to staff for their efforts with this event.
- Camp registrations are coming in with some individual weeks already full. Promotion will continue.
- All field trips have been secured for camps.
- Annual passes for The Beach Waterpark are selling a bit slower than last year. Currently, 15 passes have been sold compared to 25 at this time last year.
- Rentals continue to go well with only a few weekends left for the summer at White Oaks Park. There are new rentals at the Recreation Complex. Commissioner Pokorny asked for a "high level" rental report so the board can visually see the number and type of rentals at each facility in recreation and the net gain.
- A new Senior/Adult event, *British Tea Party*, already has 23 registered. Other programs, Bingo and Bocce have ten and two, respectively.
- Commissioner Stimpson asked how baseball was doing since the park district took it over. Director Lynam reported that there is one team for Coach-Pitch and one team for t-ball. The first game was the evening of the meeting.

**12. Human Resources Department Report – Written Only (Sandy Hlousek)**

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

- Staff are continuing work at The Beach Waterpark which includes patching and painting the Spa, turning the water on in the building, doing tests of the systems. It appears that one of the main pumps is not working. The cost to replace the pump will be around \$500.
- The lights in zero-depth are working.
- The next Community Workday is scheduled for Saturday, November 4.
- Vice-President Schroeder asked about registration for the dog park. Director Lynam replied that ten passes have been sold to date. Vice-President Schroeder asked that staff report on how many are residents in that group.
- Director Lynam also reported that staff were made aware of an event being run by an outside event at the dog park. She contacted them and said they couldn't do a fee-based event at the park. The discussion will hopefully result in a partnership or sponsorship.

**14. Golf Operations Report – Written Only (Presented by Jon Marquardt)**

- 390 Golf Experience is still doing very well.
- Commissioner Stimpson suggested that the loyalty points earned at Salt Creek should be available to use at 390 Golf Experience. Executive Director Marquardt said that staff were developing new

usage guidelines for loyalty points because they are currently being used for services and products outside of the original intent.

- Vice-President Schroeder asked for a "wish list" for projects that still need to be completed at 390 Golf Experience. Several projects were put on hold when the facility opened, and she would like to know what still needs to be done.

**15. Marketing Department Report – Written Only**

- Alison Geary has resigned from the district to take another position as Marketing Manager at Elk Grove Park District. This is an advancement in her career and will give her the opportunity to serve in her hometown. The district wishes Alison the best and thanks her for her service to the Wood Dale Park District.

**16. Finance & Administration Department Report (Victoria Montejo)**

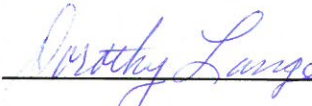
- Preparation has started for the annual audit.
- Overall, the current budget is 3% less in revenues, but 14% better in expenses. The budget is 127% better than the budget due to debt issuance proceeds.
- 390 Golf Experience is 17% down in revenue, but 31% down in expenses resulting in being 11% better than budget.
- Cash and investments \$3.7 million


**17. Commissioner Comments & Future Agenda Items for Consideration**

**18. Adjournment**

*It was moved by Commissioner Pokorny seconded by Vice-President Schroeder to adjourn the regular meeting at 8:08 pm VOICE VOTE, ALL IN FAVOR, MOTION CARRIED*

**Board Member Signatures:**

  
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President

  
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~~Secretary~~ ASSISTANT SECRETARY  
JON MARQUARDT

***"Serving the community with quality recreational experiences that provide a fun and healthy lifestyle."***