

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

Staff:

Jon Marquardt, Executive Director
Ben Appler, Director of Parks & Facilities
Brittany Lynam, Director of Recreation Services
Peter Pope, Director of Golf Operations
Victoria Montejo, Finance Clerk
Jan Hincapie, Recording Secretary

Guests: Eugene Wesley, Resident

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 (Roll Call)**

- A. Approval of the Executive Session Minutes of February 28, 2023
- B. Approval of the (*Amended*) Regular Board Meeting Minutes held on February 28, 2023, 2022
- C. Approval of the Finance Committee Meeting Minutes of March 14, 2023
- D. Approval of the monthly disbursements, totaling:
 - Accounts payable \$144,317.40
 - Payroll of February 28, 2023 - \$3,061.48
 - Payroll of March 3, 2023 - \$78,831.30
 - Total: \$226,210.18

It was moved by Commissioner Stimpson, seconded by Commissioner Pokorny to approve the Consent Agenda Items (Including the Amended Minutes of the Regular Meeting of 2-28-23) as stated on the Board Meeting Agenda for Tuesday, March 21, 2023. ROLL CALL VOTE, 5-0, ALL IN FAVOR, MOTION CARRIED

6. **Written & Public Communication** - There was no written or public communication.

7. **New Business**

- A. **Discussion of Decennial Committee on Local Government Efficiency Act (Jon Marquardt)**

On June 10, 2022, Governor Pritzker signed The Decennial Committees on Local Government Efficiency Act into law (Public Act 102-1088). The new Act, which is effective immediately, applies to units of local government that may levy any tax (other than counties and municipalities, which are specifically excluded). This Board summarizes the Act's requirements. This information came from Attorney Paine.

Covered local government units, including park districts, must create a committee on or before June 10, 2023 (within one year of the Act's effective date). The purpose of this Committee is to study local efficiencies and issue a report to the County Board with recommendations

regarding efficiency and increased accountability. Thereafter, a new committee must convene at least once every 10 years and prepare a similar report.

The Committee must consist of the following members: All elected or appointed members of the Board of Park Commissioners, at least two residents of the Park District (appointed by the Park Board President with advice and consent of the Park Board, the chief executive officer (Executive Director) of the Park District. Additional members may be appointed by the Committee Chairperson (Park Board President) as deemed necessary. The Park Board President serves as chair of the Committee. All committee members serve without compensation.

Executive Director Marquardt is awaiting advice and information from the Illinois Association of Park Districts regarding this mandate. That information will be presented to the Board in April. In the meantime, the board and staff will think of residents that may serve on the committee and come back with suggestions.

B. Authorization for Executive Director, Jon Marquardt to execute ACH agreement with Itasca Bank & Trust (Victoria Montejo)

The Park District's current practice for collecting recurring funds from any revenue-generating agreement is by vendor-initiated ACH or paper check. Moving forward the revenue collection would be initiated by the district for all new vendors for greater control and security purposes.

The Automated Clearing House (ACH) is the primary system that agencies use for electronic funds transfer (EFT). With ACH, funds are electronically deposited in financial institutions. Our current process for collecting recurring funds by way of ACH is having the company initiate through their financial institution.

By executing this agreement, the Park District won't have to provide the paying company with the district banking information and sign their financial institution ACH agreement. Itasca Bank & Trust, our financial institution, offers this service free of charge. While the standard class codes "ppd" and "ccd" are identified in the agreement, the Park District will be limited to collection transactions only at this time. For us to utilize this service and initiate via our online portal, an agreement has to be executed by a current authorized signer of our account and the administrator must be assigned.

Staff recommends that the Board authorize Executive Director, Jon Marquardt to execute the ACH agreement with Itasca Bank & Trust and authorize Finance Clerk, Victoria Montejo as administrator to initiate ACH collection transaction(s) on behalf of the Park District approved revenue generated agreement(s).

It was moved by Commissioner Pokorny, seconded by Commissioner Stimpson to Authorize Executive Director Jon Marquardt to execute the ACH Agreement with Itasca Bank & Trust and to Authorize Finance Clerk, Victoria Montejo as Administrator to initiate ACH Collection Transactions(s) on behalf of the Park District Approved Revenue Generated Agreement(s) ROLL CALL, VOTE: 5-0, ALL IN FAVOR, MOTION CARRIED

Note: Since this action was taken, Victoria Montejo was promoted to Director of Finance & Administration. She or a designee will fill this role.

C. Approval of Bids to Pre-Cast Concrete Expansion Joint Replacement for the third floor of 390 Golf Experience (Jon Marquardt)

A formal bid process was implemented for Expansion Joint Replacement for the pre-cast concrete slabs for the third deck at 390 Golf Experience. Since the anticipated costs were greater than \$30,000 (the state requirement for holding a legal bidding process). This project will be completed to reduce the water from water or melting snow from falling into the first and second floors. There are several locations where the falling water causes bays to be closed, therefore reducing revenue opportunities, and inhibiting the district's ability to effectively serve the public.

Bid specifications were prepared based on the specific needs of the project and in consultation with a company that has completed this work. The notice was published and distributed on February 27. The bid opening was Monday, March 13. Three bids were received:

Safe-Way Tuckpointing, LLP	\$ 35,000.00
Injection & Waterproofing Systems, Inc.	\$ 46,000.00
Matrix Coating Solutions, Inc.	\$108,071.60

References were checked for Safe-Way Tuckpointing, LLP, the lowest responsible bidder, and staff are comfortable that they can meet the specifications and timeline of the project. The project was budgeted for in the 2022-2023 budget in the amount of \$30,000, with the additional \$5,000 coming from the 390 Golf Experience Building Improvement budget. Staff recommend awarding the bid to Safe-Way Tuckpointing, LLP in the amount of \$35,000.

Note: Relative to all expenditures incurred near the transition into a new fiscal year, Vice-President Schroeder asked that the fiscal year is mentioned so the board knows to what budget year it is being charged for the expense.

It was moved by Vice-President Schroeder seconded by Commissioner Sbertoli to accept the bid for Pre-Cast Concrete Slab Expansion Joint Replacement at 390 Golf Experience by Safe-Way Tuckpointing, LLP in the amount of \$35,000 ROLL CALL, VOTE: 5-0, ALL IN FAVOR, MOTION CARRIED

D. Approval of Americans with Disabilities (ADA)-Compliant Ramps and Sidewalks for The Beach Waterpark, Clubhouse Patio, Calvary Park, and Dumpster Pad at the Park Maintenance Facility (Ben Appler)

As part of the Americans with Disabilities (ADA) Transition Plan done to assess the accessibility of park district facilities, an upgrade to the entrance ramp for the playground at Calvary Park and concrete replacements at the Beach Waterpark and Salt Creek Clubhouse are recommended to meet ADA accessibility requirements.

Staff met with three contractors and received estimates for the concrete work. Also included in the project is a concrete dumpster pad at the Parks Operations Facility. This part of the project was approved in the Paving & Lighting portion of the 2022-2023 budget and will be included with the ADA work to save on cost.

It was moved by Commissioner Sbertoli seconded by Commissioner Pokorny to approve a Purchase Order for \$26,570 and authorize staff to execute a contract with Bustouts, Inc. to complete an upgrade to the entrance ramp for the playground at Calvary Park, concrete replacements at The Beach Waterpark and Salt Creek Golf Club and a pad for the dumpster at the Park Maintenance Facility ROLL CALL, VOTE: 5-0, ALL IN FAVOR, MOTION CARRIED

E. Approval of a Resolution R-23-18, A Resolution Approving Fiscal Year 2023 Budget Transfers (Victoria Montejo)

This is an annual process each year presented at the March Board meeting to obtain approval of budget transfers needed for the current year's budget. The best practice is for staff to recommend transfers near the end of the fiscal year so there is time for staff to assess what line items need more funding and which ones are underspent, so surplus funds can be reallocated.

Budget transfers help to ensure compliance with the Budget and Appropriations Ordinance, the park district's legal authority to spend so that we aren't exceeding the appropriated line-item totals.

It was moved by Commissioner Pokorny seconded by Commissioner Stimpson to approve Resolution (R-23-18) for the 2023 Budget Transfers ROLL CALL, VOTE: 5-0, ALL IN FAVOR, MOTION CARRIED

F. Approval of Intergovernmental Agreement between Addison Park District and Wood Dale Park District for the Wood Dale and Addison Swim Team (Brittany Lynam)

An Intergovernmental Agreement between the Addison Park District and the Wood Dale Park District was designed to outline the terms of the relationship between the Addison Park District and the Wood Dale Park District as it relates to the Wood Dale and Addison Swim Team.

- It will be the sole responsibility of the Wood Dale Park District to take program registration and payments for the Wood Dale and Addison Swim Team.
- The administration of the Wood Dale and Addison Swim Team will be the sole responsibility of the Wood Dale Park District.
- The Wood Dale Park District will provide the Addison Park District with all Swim Team brochure copy, photos when applicable, fees, and other information for the Wood Dale and Addison Swim Team in accordance with the seasonal brochure schedule submitted to the Wood Dale Park District by the Addison Park District by the first business day in February of each year to be in their Spring brochure and the first business day in April to be in their Summer brochure.

Staff recommend approving the proposed agreement and look forward to a great year of swimming. President Lange suggested that staff talk to Addison about promoting The Beach Waterpark in their summer brochure.

It was moved by Commissioner Pokorny seconded by Vice-President Schroeder to authorize the approval of the intergovernmental agreement (IGA) between the Addison Park District and the Wood Dale Park District for the operation of the Wood Dale and Addison Swim Team ROLL CALL, VOTE: 5-0, ALL IN FAVOR, MOTION CARRIED

8. Unfinished Business

A. Items removed from Consent Agency – There were no items removed.

9. Executive Director's Report

- Prep-work continues for the implementation of the Central Park development grant in the amount of \$324,500. The ribbon-cutting date has not been finalized yet.
- The reimbursement to the district for Phase II of the White Oaks Park project from the Open Space Land Acquisition Development (OSLAD) grant has not been received. The amount of \$198,750 should be received within the next two weeks, according to the Illinois Department of Natural Resources.
- In preparation for the next OSLAD project, a meeting was held with Doug Fair of Hitchcock Design Group to establish a timeline for the project. The district received \$600,000 to develop the park next to the Recreation Complex. Pairing the grant amount with the developer's financial contribution will allow for this park to be developed with minimal cost to the taxpayer.
- The Executive Director met with a City of Wood Dale representative about the park district being a co-sponsor of an event at Prairie Fest. A meeting was also held to discuss future park district projects.

10. Written Reports from Marketing Department & Finance

Relative to Finance, Vice-President Schroeder inquired about the extra payroll that was generated on February 28. Finance Clerk Montejo clarified that it was a special payroll that had to be run to comply with the Illinois Municipal Retirement Fund rules regarding a recent retirement in the district.

Initially, a check was processed for final payment to the retiree, but it was later learned that the timing of the payouts was not in compliance so that check was returned and a new one was issued. Concern was raised by the board about the expense of running an extra payroll. Executive Director Marquardt assured the board that the cost of the extra check run was significantly lower than the fine for non-compliance, that the situation has been addressed with the employee who oversees this process, and that there is now a protocol in place for future retirements.

A financial update was also presented:

- 1) District-wide financial revenues in total are 2% better than budget [ie 10 months of the fiscal year is 83% of the year so revenues are at 85% and expenses are at 71%, or 12% better than budget].
- 2) While 390's revenues are behind 17% and expenses are better than budget by 33%, overall surplus is 16% better than budget at the end of February 2023
- 3) Total cash on 2/28/23 is \$4 million, of which operating cash is \$2.3 million
- 4) Cash projection at 4/30/2023 is targeted to be \$3.7 million of which operating cash is \$1.7 million.

11. Recreation Department Report (Brittany Lynam)

- Staff are gearing up for summer programs, camp, and The Beach Waterpark
- Unfortunately, the response for pool staff hasn't been as good as staff would like. Although it is still early, the goal is to be aggressive in finding staff.
- In response to this situation, staff are doing a summer hiring event where they will allow on-site interviews with no appointments necessary. Flyers have been distributed in a variety of places and the event is included on the website and on social media. So far, three emails have been sent to potential returning staff, asking them to return for the summer of 2023.
- President Lange suggested some incentives to encourage staff to return or refer their friends. Director Lynam will do some research on this possibility.
- Recreation Supervisor Amanda Wood secured a donation of candy-filled eggs for the Flashlight Egg Hunt from Target.
- The Summer Camp Guide is available now.

12. Golf Operations Report (Peter Pope)

- The Wifi work at the Grounds Maintenance Building at Salt Creek has been completed by L6 Technologies, the district's IT contractor.
- The weather in February contributed to a great month at Salt Creek. March is doing well also. Off-season rates are being charged.
- Salt Creek staff are helping 390 Golf Experience staff as they prepare and repair clubs for the season. This is saving the cost of hiring part-time staff or having it done by a contractor.
- Cleveland Golf is bringing equipment to do a "demo-day" on April 1, 11:00 am-2:00 pm
- Food and Beverage staff have worked with Ali Geary of Marketing to create a new menu for the restaurant, which opens April 1.
- Starting May 29, 390 Golf Experience will be open on Mondays. The board requested that the staff let them know whenever the days or hours change at facilities.
- The Green Jacket event has 55 registrants so far. Staff are hoping for 75.
- Events are growing exponentially at 390 Golf Experience, with 297 so far, this fiscal year, bringing in \$99,000. Numerous inquiries are coming in every day.
- Director Pope reported that, as the board requested, he pursued a lease agreement for two pieces of equipment requested in the 2023-2024 budget for the new fiscal year. The annual cost of leasing will be much less than purchasing, having a positive impact on expenditures.

13. Parks & Facilities Report (Ben Appler)

- The Wood Dale Baseball Association, who previously used the Concession Stand in Community Park, will no longer administer the program so it was vacated. Staff changed the keys, cleaned, and removed the shed from the property. The stand will also be painted. President Lange inquired about the condition of the roof. Director Appler commented that the replacement could be done in-house due to the size. She also asked what will be done

with the fields. Director Lynam commented is a Homerun Derby scheduled. Staff have also contacted past renters of the field like PSI, a local corporation, to see if there is interest in renting again.

- Soccer fields and ballfields will be worked on if the weather holds. Fencing will be installed.

14. Commissioner Comments & Future Agenda Items for Consideration

- Commissioner Stimpson suggested that the pie chart that illustrates the history of the park district tax rate be made into a poster to display publicly. It is great information that should be shared.

15. Executive Session

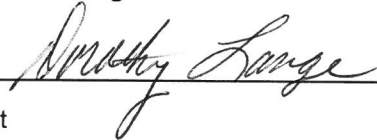
It was moved by Vice-President Schroeder seconded by Commissioner Sbertoli to move out of public session and into Executive Session at 7:37 pm for the purpose of discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel of the district, pursuant to 5 ILCS 120(2)(c)(1)
ROLL CALL, VOTE: 5-0, ALL IN FAVOR, MOTION CARRIED

It was moved by Commissioner Pokorny seconded by Vice-President Schroeder to move out of Executive Session and back into public session at 8:06 pm ROLL CALL, VOTE: 5-0, ALL IN FAVOR, MOTION CARRIED


17. Adjournment

It was moved by Commissioner Sbertoli, seconded by Vice-President Schroeder to adjourn the meeting at 8:07 pm VOICE VOTE, ALL IN FAVOR, MOTION CARRIED

Board Member Signatures:



President



~~Secretary~~ ASSISTANT SECRETARY
JON MARQUARDT

“Serving the community with quality recreational experiences that provide a fun and healthy lifestyle.”