

1. **Call the Meeting to Order** – The meeting was called to order at 3:00 pm by President Dorothy Lange.

2. **Roll Call**

**Board Members Present (roll call):**

Dorothy Lange, President  
Greg Stimpson, Commissioner  
Eugene Wesley, Commissioner

**Staff:**

Jon Marquardt, Executive Director  
Victoria Montejo, Director of Finance & Administration  
Ben Appler, Director of Parks & Facilities  
Brittany Lynam, Director of Recreation Services  
Peter Pope, Director of Golf Operations  
Amanda Woods, Marketing & Communications Manager

**Guests:**

Doug Fair, Hitchcock Design Group  
Jenna Beck, Hitchcock Design Group  
Maxfield Goettler, Hitchcock Design Group  
David Kraft, Hey and Associates, Inc.  
Debbie Palumbo, Resident  
Julie Malec, Resident

3. **Recreation Complex Park Final Design: Kick-off meeting to discuss specific details of the project, budget and schedule.**

Hitchcock Design Group provided a detailed, outlined agenda (attached) for discussion. Doug Fair, Project Manager at Hitchcock Design Group led the meeting and explained each item on the agenda to include project overview, budget, data, permitting, schedule, grant requirements and next steps.

**Additional items discussed:**

- Executive Director Jon Marquardt asked Doug if Hitchcock could actually define the property line. Doug said an RFP would likely be submitted to the land surveyor to determine grading, existing contours, structures and surveyor boundaries. Doug said Hitchcock would send RFP to park district for review.
- Soil boring - for the playgrounds, 10-15 feet; courts and fencing, 10-15 feet; paved areas, 5 feet maximum.
- Stormwater management was discussed briefly, along with bringing water to drinking fountains.

- Playground equipment will attract tots with tot area and school aged children, 5-12 years, with other equipment.
- It was agreed that site development will be handled at the county level.
- Noise of pickleball courts was discussed. Doug said products will be shared to help reduce the sound. In addition, at this time, the pickleball courts could be moved to a different area.
- Hitchcock Design Group will do field observation reports during the project. The general contractor and subcontractors will be onsite.
- Cameras can be placed on the property, and they would not jeopardize grant requirements.
- Access to restrooms will be from the main entrance doors at the recreation complex.

#### **Next steps:**

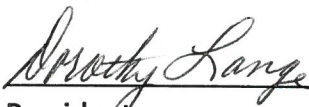
Doug discussed the anticipated schedule and scope of services as far as data collection and code review goes, coordinating geotechnical reports and surveys, and base map preparation (all as indicated in attached agenda). Then design is finalized and construction documents prepared. In addition, permitting and bidding and negotiation phases will also determine the timeline.

The master plan for the park will be sent out again to the Board for review. Hitchcock Design Group will put together a detailed project schedule, breaking the schedule into a week-by-week range with targeting and design checkpoints throughout construction. Meetings will be scheduled as needed.

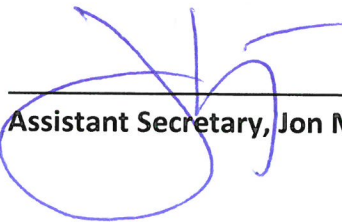
#### **4. Adjournment**

*It was moved by Commissioner Wesley, seconded by Commissioner Stimpson, to adjourn the special meeting of the Wood Dale Park District at 3:27 pm. VOICE VOTE TAKEN, ALL IN FAVOR, MOTION CARRIED.*

#### **Board Member Signatures:**



**President**



**Assistant Secretary, Jon Marquardt**

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