



1. **Call the Meeting to Order** – The meeting was called to order at 6:31 pm by President Dorothy Lange.

2. **Roll Call**

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

Dorothy Lange, President  
Georgia Schroeder, Vice President  
Denice Sbertoli, Commissioner - *Voice*  
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  
Carolyn Mondlock, Recording Secretary

**Guests:**

Michael Donovan – staff, *left at 6:46*

*President Lange called for a motion to allow Commissioner Sbertoli to remote into the meeting and to introduce her into the meeting at 6:32 pm.*

*It was moved by Commissioner Wesley, seconded by Commissioner Schroeder, to allow Commissioner Sbertoli to remote into the meeting at the current time of 6:32 pm. VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

3. **Pledge of Allegiance**

4. **Changes to Agenda** - None

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Board Meeting Minutes of June 27, 2023.
- B. Approval of Executive Session Meeting Minutes of June 27, 2023.
- C. Approval of Special Meeting Minutes of June 28, 2023.
- D. Approval of:
  - Monthly disbursements, totaling accounts payable \$283,986.77
  - Payroll of June 23, 2023, 136,208.42
  - Payroll of July 7, 2023, \$135,878.78

*It was moved by Commissioner Stimpson, seconded by Commissioner Wesley, to approve the Consent Agenda items as stated on the Board Meeting Agenda for Tuesday, July 25, 2023. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.*

## **6. Written & Public Communication**

Executive Director Marquardt said he received one written communication with no name attached to it, recommending the park district install a turf football field.

## **7. Executive Session**

**The Board made a motion to go into Executive Session at 6:34 PM.**

*It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, 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 6:34 pm. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.*

Regular meeting resumed at 6:42 pm.

## **8. New Business**

### **A. Approval of Resolution (R-24-02), a Resolution to Maintain Confidentiality and/or Release of Board Closed Session Minutes**

Executive Director Marquardt said the Board is approving an amended version of R-24-02 because the minutes of January 24, 2023 were inadvertently omitted. They are included in this version.

*It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to approve Resolution R-24-02 as amended, a Resolution to maintain confidentiality and/or release of Board Closed Session Minutes. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.*

### **B. Approval of Resolution (R-24-03) Providing for the Destruction of Verbatim Recordings of Approved Closed Session Meeting Minutes**

*It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to approve Resolution R-24-03, a Resolution providing for the destruction of Verbatim Recordings of Approved Closed Session Meeting Minutes. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.*

### **C. Introduction of New Marketing Specialist – Michael Donovan**

Executive Director Marquardt introduced new Marketing Specialist Michael Donovan. The Board welcomed Donovan who said he is looking forward to learning about and working with the park district.

### **D. Approval of RTU units Salt Creek**

Director of Golf Operations Pope is requesting approval of a purchase order for the replacement of two roof top HVAC units at the 390 Golf Experience. He explained there are six units total, and all six are the original units from when the facility was built.

Maintenance and repairs have been done to the six units over the years. The Facility Maintenance Supervisor, Tom Reusch prioritized the units that need to be replaced, and Director Pope says that the plan is to replace two units in each of the next fiscal years to spread out the costs.

Three quotes were obtained. Bidder Hayes Mechanical suggested an opportunity to receive a ComEd grant because the units will be more energy efficient. The program is immediate once the district hires Hayes Mechanical. ComEd pays Hayes directly, so our invoice will have those deductions already applied. With the ComEd opportunity, Hayes is the lowest bidder.

*It was moved by Commissioner Stimpson, seconded by Commissioner Wesley, to approve a Purchase Order in the amount of \$28,330 with Hayes Mechanical for replacement of two Roof Top HVAC units at 390 Golf Experience, not to exceed \$40,000. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.*

#### **E. Ratification of a Board Consensus for the Event Sales Coordinator Compensation Structure for 390 Golf Experience**

Director of Golf Operations Pope said he is looking for ratification of Board consensus for an incentive-based compensation structure for the Event Sales Coordinator. Pope answered questions from the Board. The program is structured to focus on business growth and sales at 390. The base salary is lower, and incentives to be paid out quarterly are based on a flat percentage should the coordinator meet targets. It is expected that the coordinator can push the sales and close the deals. The event sales coordinator will also seek leads, work with marketing on sale ideas, and help with the management program. The salary is budgeted.

*It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to approve the Ratification of the Board Consensus to offer the Event Sales Coordinator base pay plus the potential to participate in an incentive program. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.*

#### **F. Approval to bid on purchase and installation of storm rolling shutters for 390 Golf Experience**

Executive Director Marquardt is recommending bidding for rolling storm shutters for the 390 Golf facility. The discussion of the storm rolling shutters would ensure the safety of staff and customers during adverse weather. Director Marquardt is concerned that the current procedure of patrons having to exit the facility during a storm and evacuate to the clubhouse pose a safety risk.

Commissioner Wesley was present at the facility during the tornado warnings and commended the Facility Shift Leader, Darin Lux who enforced the evacuation policy. He mentioned she did a tremendous job.

The Board has been waiting to receive a list of items that need to be fixed at 390, and until they receive this list, it was agreed that the storm rolling shutters should be placed on hold.

#### **G. Discussion of Terrace Park**

Executive Director Marquardt discussed Terrace Park with staff, and it was decided that this particular park is not the right kind of park to have kid-oriented equipment. There are three holes to fill, and the Park District is considering putting adult fitness stations or equipment to fill the holes in hopes of

attracting employees of nearby businesses. Because the park was acquired by a federal grant, replacement of equipment has to fall within a given timeframe.

#### **H. Approval of Bond Release for Top Golf Contract**

The Board briefly discussed a security bond held by Top Golf to protect the Park District from liabilities. The bond can be released.

*It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to approve the release of funds in the amount of \$1,175,000 for the bond held by Top Golf USA Salt Creek, LLC. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.*

#### **I. Engineering Review City of Wood Dale**

Executive Director Marquardt explained that Planning Resources Incorporated (PRI) have been working with the City of Wood Dale to review an updated master plan for Phase 2 of Central Park. These engineering review costs are to be assumed by the Park District.

#### **J. Discussion of Possible Miniature Golf Course Redevelopment**

The Board discussed ideas for the replacement of the mini golf course at 390, to include a possible stage or small music venue for bands, performances and even family acts. The idea of having a dropdown movie screen was suggested. Parking and stormwater issues were discussed. Executive Director Marquardt will investigate further. Commissioner Lange suggested that the architect that worked on the Woodlands project be contacted for design ideas.

#### **9. Unfinished Business - none**

#### **10. Executive Director's Report – Jon Marquardt**

- Met with resident Susan Crady to address the fencing along her property line. Until plans are finalized for Recreation Park, it was agreed that the Park District will remove the shed along the fence line and replace the missing section of fence behind the shed.
- Discussed National Night Out and Prairie Fest.
- Discussed transportation logistics for the NRPA conference coming up.
- Introduced the possibility of cell towers on two parcels on Salt Creek. He will follow up on the lead.

#### **11. Written Report from Human Resources – Sandy Hlousek**

The Board had no comments.

#### **12. Written Report from Marketing Department – Amanda Woods**

The Board had no comments.

### **13. Finance & Administration Report – Victoria Montejo**

- District is 13% better than budgeted with expenses 8% better than budgeted and revenue 13% better due to a large tax receipt.
- Highlighted were the June greens fees at Salt Creek at \$94K, well over the \$37K budgeted.
- Food, beverage, and concessions all surpassed budgeted amounts.
- 390 is 1% worse than budgeted due to Parlay payment received not yet recorded, however expenses are 10% better than budgeted. Overall 390 is 38% better than budgeted.
- Total Cash Balance & Investment for June is \$5,481,738.

### **14. Recreation Department Report – Brittany Lynam**

- An offer was made to fill the vacant Recreation Supervisor position to someone that has a degree in sports and recreation management. The position is for rentals, fitness and some special events.
- Hosted a swim team conference of about 150 people in attendance. The team came in third place. An end-of-season survey is being sent out. Recreation is going to reach out to Bensenville to potentially increase participation because was informed they do not have a team.
- Events coming up include Puzzle Palooza, Mother/Son Bowling event, National Night Out, family trip to Chicago Dogs, adult trip to Galena, and a new Tween Night.
- Rentals are booming, especially at The Woodlands.

### **15. Parks & Operations Department Report - Ben Appler**

- Auction ended for surplus machinery. Big ticket item was the 11-year-old mower which sold for \$2,000. Total with miscellaneous machinery was \$3,197.29.
- A promising parks employee was hired only to quit the next day.
- Found a promising full-time custodian to fill that position but candidate wanted first shift which is already filled.

### **16. Golf Operations Report - Peter Pope**

- New ball washers and tee signs have been installed. They are sponsored with ads with an agreement that lasts four years.
- Latest Grill & Chill was successful with approximately 185 guests. Minus Board and staff, participation was up 60 from the first one.
- Safety netting installation on the third floor deck is scheduled for Monday (July 31).
- Filed property claims after recent tornados. The Pergola tipped and cracked on the third deck, and shingles blew off the roof at Salt Creek.
- Pond scum is being treated by a company that comes in and sprays bi-weekly.
- Personnel – interviewed two internal candidates for facility assistant manager. We have a shared custodian position between Salt Creek and 390 and have interviewed a promising candidate. Still seeking a full-time cook.



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

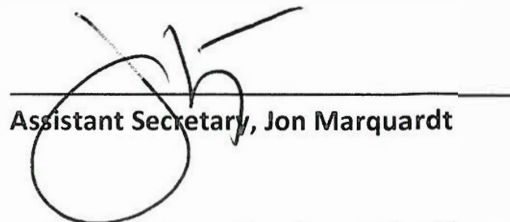
Commissioner Wesley inquired about placing raised planter boxes out near the tennis courts. It was confirmed by Director of Parks & Facilities, Ben Appler that a water connection is needed but there is a line nearby. Director Appler will research further.

## 18. Adjournment

*It was moved by Commissioner Wesley, seconded by Commissioner Schroeder, to adjourn the regular meeting of the Wood Dale Park District at 8:09 pm. VOICE VOTE TAKEN, ALL IN FAVOR, MOTION CARRIED.*

### Board Member Signatures:

  
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President

  
\_\_\_\_\_  
Assistant Secretary, Jon Marquardt

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