

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  
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:**

Kevin Holmes – staff, left at 6:38 pm  
Hannah Kofoid – staff, left at 6:38 pm  
Josh Rogers – staff, left at 6:38 pm

3. **Pledge of Allegiance**

4. **Changes to Agenda** – None

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Board Meeting Minutes of July 25, 2023.
- B. Approval of:
  - Monthly disbursements, totaling accounts payable \$243,625.16
  - Payroll of July 21, 2023, \$135,737.55
  - Payroll of August 4, 2023, \$145,473.62

*It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the Consent Agenda items as stated on the Board Meeting Agenda for Tuesday, August 22, 2023. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.*

6. **Written & Public Communication**

Executive Director Jon Marquardt said he received one written communication from someone named David who wants a big trampoline in a park.

## **7. New Business**

### **A. Introduction of New 390 Golf Assistant Manager – Josh Rogers**

Director of Golf Operations Peter Pope introduced Josh Rogers, who is promoted to the newly budgeted Assistant Facility Manager position at 390 Golf Experience. Josh previously worked as a Pro Shop Cashier at Salt Creek and as a Point-of-Sale attendant and Shift Leader at 390 Golf Experience.

### **B. Introduction of New Maintenance Staff – Kevin Holmes**

Director of Golf Operations Peter Pope introduced Kevin Holmes, new full-time custodian, splitting his time between Salt Creek and 390 Golf Experience. He has been assisting in the setup of rentals and even in the kitchen when help is needed. Kevin is a graduate of DePaul University and played professional basketball. He coached in that field too.

### **C. Introduction of New Recreation Supervisor – Hannah Kofoid**

Director of Recreation Brittany Lynam introduced Hannah Kofoid as the new recreation supervisor. Hannah is a recent graduate of Northern Illinois University with degrees in marketing and sports management. She's worked for the university recreation center and as a Game Day Operations Intern for the Chicago Dogs. With her marketing/media management and event planning experience, Hannah will oversee the fitness Studio, fitness programming, Woodlands and Recreation Complex rentals and other various special events and programming.

### **D. Discussion and Approval of 14-passenger vehicle**

Director of Parks and Facilities Ben Appler explained that the park district went out to bid on a 14-passenger plus driver mini bus for trips to replace the aging mini bus.

Two bids were received under the budgeted amount of \$125,000, and the lowest bidder was Midwest Transit Equipment at \$113,375. The vehicles that were bid on were very similar. Director Appler recommends the Board accept the bid from Midwest Transit Equipment in the amount of \$113,375.

*It was moved by Commissioner Schroeder, seconded by Commissioner Stimpson, to approve Midwest Transit Equipment's contract for a 14-passenger plus driver vehicle in the amount of \$113,375. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.*

### **E. Review and Discussion on Request for Proposals (RFPs) for the Revitalization of the Miniature Golf Course**

Executive Director Jon Marquardt sent out a RFP to revamp the area at 390 Golf Experience, where the mini golf course is located. He said with the turnaround given, only one company replied, which was Williams Architects. The Williams' proposal flips the mini golf course into additional parking and places an entertainment venue at the northwest corner of Salt Creek Golf Course. Diagrams were given in the

Board packet. Williams Architects believes the Park District could receive OSLAD and other grants, and they could do all the grant work. The Board reviewed the diagrams and discussed some ideas in addition to other streams of revenue that could be received with some creative positioning of the land. Director Marquardt said no decisions needed to be made at this time.

#### **F. Approval of Topography, Boundary and Soil Analysis services for Recreation Park**

Executive Director Marquardt explained that the first steps in the planning for Recreation Park is to get geotechnical analysis and soil borings reports. He is asking the Board to move along with the project given the quality and compliance with RFPs received.

*It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to approve the proposals from W-T Group for topography and boundary services and SMC for soil analysis at Recreation Park. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.*

#### **G. Approval of the purchase of Outdoor Fitness Equipment for Terrace Park**

Executive Director Marquardt explained that of the fitness equipment proposals received for Terrace Park, and in collaboration with Hitchcock Design, Exofit Outdoor Fitness is the standout choice for seven equipment pieces with one designed for ADA compliance. This equipment will honor federal grant requirements. Total cost is \$13,675.90. Installation costs in the range of \$5,000 to \$7,000 will not be encompassed as the Parks department will be doing the installations.

*It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to approve the purchase of fitness equipment from Exofit Outdoor Fitness, totaling \$13,675, to enhance Terrace Park's amenities and meet federal grant requirements. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.*

#### **8. Unfinished Business - Community Garden**

Ben commented that he is looking into 5-feet by 20-feet raised garden beds for community gardening at Community Park. The District would rent these out to planters. Ben stated that the District would have to work with the Village to get water there.

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

- An RFP is ready for Board review from Hitchcock Design to send to playground equipment companies. Once designs are in, the District will seek community involvement to select what families like in the designs. The Board is asked to review at their earliest convenience so Hitchcock can get the RFP out.
- NEDSRA Golf Classic is on September 14. The District has a foursome available and is looking for two more golfers.
- A Board representative is needed for the Shape of Wood Dale on November 1. Commissioner Stimpson was nominated to represent, with Commissioner Wesley as backup.



- CBRE real estate brokerage visited unannounced to Director Marquardt regarding buying the Salt Creek property. He told them he would bring their proposal to the Board. The Board is not interested at this time.
- A cell tower representative came out and asked to place a 100-foot cell tower at Salt Creek Golf Course, minimizing the maintenance facility and eliminating trees. The offered rent of \$1,500 with annual percentage increase is below industry standards. Marquardt stated to the rep that the District is not interested. The tower would take away land that the District can further redevelop.

**10. Written Report from Human Resources – *Sandy Hlousek***

The Board had no comments.

**11. Written Report from Marketing Department – *Amanda Woods***

As reported by Executive Director Marquardt:

- The District is looking at getting marketing through ESPN and The Drive. We pay a fee for them to make announcements for the 390 Experience, and an influencer comes out to further promote. The District is investigating fees at this time.
- The marketing report lead to a discussion about the third floor at the 390 Experience. Director of Golf Operations Peter Pope stated the third floor is open, but it does not have the food service staff to handle all the bays. Additional servers are needed for the third floor. Customers go down to the second floor bar for food and beverage. Further discussion ensued about this part of the facility, wait time for bays on the weekends and if a bar on the third floor would meet the wants of some golfers.

**12. Finance & Administration Report – *Victoria Montejo***

- 390 revenue is 3% worse than budgeted but expenses are 14% better than budgeted. Overall the facility is 39% better than budgeted.
- Of the overall budget, revenues are 11% better and expenses are 10% better.
- The District's overall cash balance is \$5,343,294.
- The annual audit will be complete soon. The books for June and July have not been reconciled yet until the audit is completed.
- President Lange and Secretary Sbertoli requested to see in future reports the net revenue for events at Salt Creek Golf Course and the 390 Experience. She stated it's a good way to review if pricing is right. Director Montejo stated that with the current software, it was difficult to run these reports. With the new software about to be installed, generating this information into a presentable report should satisfy the Board's request to see event net.

**13. Recreation Department Report – *Brittany Lynam***

- The pool is closed for the season. The season was extended by one weekend with limited hours and drew approximately 150 visitors, and the summer campers were able to have an additional day at

the pool. Staff is working on financials and will present an aquatics report at a near future Board meeting.

- Shifting into the fall and school mode, the extended care school program began on Monday, August 21. The program takes place fully at the Recreation Complex. The school district busses are transporting the kids to and from school. Registration numbers currently are comparable to last year at the same time.
- Preschool staff training begins week of August 21, and the program kicks off on September 11.
- Highlighting September events:
  - New Grandparents Day ice cream social on September 9
  - New Family Superhero night on September 28, in which Spiderman and Ghost Girl special guests have been secured.
  - The third and final movie night featuring the movie *Lightyear* is scheduled for Friday, August 25.
  - Staff is planning the popular community Scarewalk and are looking to do a presale option.
  - Youth soccer is up to five teams, compared to two teams in Fall of 2022.
  - Fall program registration is open.

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

- A new full-time parks laborer was hired. Interviews are still in progress for a full-time custodian for the Recreation Complex.
- Equipment auction brought in approximately \$5,500.
- Lake Mini-ha-ha was having an algae problem. A fountain went out, and it was replaced; and a company has come in to spray so the algae is also going away.
- A 12-foot tall pumpkin scarecrow was purchased for Scarewalk photo opps.
- Fencing at the dog park is in bad shape, and replacement is being considered.

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

- The Grillin & Chillin events are fun but are not big money makers. The bands cost \$500-700. President Lange asked if a barbeque or pulled pork or brisket could be featured next year. The Board agreed that the Grillin & Chillin events are a pleasant experience.
- Thus far for 2024, sixteen wedding events are booked.
- The Bears golf outing is a 9-hole game with lunch and then participants watch the Bears' game. So far 52 are registered out of 88.
- On the food and beverage side, the golf club is still looking for a full-time cook.
- Commissioner Stimpson asked about the tee boxes under repair.

#### **16. Commissioner Comments & Future Agenda Items for Consideration**

- Commissioner Stimpson asked about credit card charges. Director Montejo said those fees will be built back into the next budget.

- Commissioner Schroeder wants to review White Oaks phase 3. She believes some of those projects can be closed out. She also wants to review the 390 project list.
- Commissioner Wesley wants the District to budget the \$80,000 to dredge the pond at Salt Creek next year.
- President Lange wants to set a date to review the Board Commissioners' Manual.

## 17. Executive Session

*The Board made a motion to go into Executive Session at 8:16 pm. Staff were dismissed.*

*It was moved by Commissioner Lange, seconded by Commissioner Stimpson, 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 8:16 pm. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.*


*Regular meeting resumed at 8:45 pm.*

## 18. Adjournment

*It was moved by Commissioner Wesley, seconded by Commissioner Schroeder, to adjourn the regular meeting of the Wood Dale Park District at 8:45 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."*