

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 - *Voice*
Greg Stimpson, Commissioner
Eugene Wesley, Commissioner

Staff:

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

Guests:

Peter Glowacki – staff, *left at 6:38 pm*
Shaely Sanetra – staff, *left at 6:38 pm*
Chloe Shepardson – staff, *left at 6:38 pm*

President Lange called for a motion to allow Commissioner Sbertoli to remote into the meeting and introduced her into the meeting at 6:31 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 6:31 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 August 22, 2023
- B. Approval of the Executive Board Meeting Minutes of August 22, 2023
- C. Approval of:
 - Monthly disbursements, totaling accounts payable \$474,201.04
 - Payroll of August 18, 2023, \$132,508.36
 - Payroll of September 1, 2023, \$102,535.86
 - Payroll of September 15, 2023, \$99,150.07

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, September 26, 2023. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

6. Written & Public Communication – none received

7. New Business

A. Introduction of New Events Sales Coordinator– Shaely Sanetra

Director of Golf Operations Peter Pope introduced Shaely Sanetra to the Board. Hired to fill the newly created events coordinator position, Shaely is a graduate of Ohio State University with a degree in strategic communications and a minor in Spanish. Previous experience includes creating events at school and with the Schaumburg Park District. She will be helping with the booking and management of events.

B. Introduction of New Parks Laborer – Peter Glowacki

Director of Parks & Facilities Ben Appler introduced Peter Glowacki to the Board. Peter has been hired as a full-time Park Laborer. He has experience working as a construction laborer and has worked in the Archdiocese of Chicago cemeteries. He has experience in various trades and can operate a variety of tools. The Board welcomed Peter to the Parks Team.

C. Introduction of New Extended School Coordinator – Chloe Shepardson

Director of Recreation Services Brittany Lynam introduced Chloe Shepardson to the Board. Chloe has been with the District for two years working in various positions in the preschool, summer camp and extended school care programs. As Extended School Coordinator, she will assist in the development of the program, school days off and select youth programs. Chloe is also the lead teacher in the two-year-old preschool class.

D. Approval of Tree Lighting and Fireworks Parking

Executive Director Jon Marquardt presented the request from the City of Wood Dale to use the parking lot at The Beach Water Park to conduct fireworks for the annual tree lighting on December 2.

It was moved by Commissioner Schroeder, seconded by Commissioner Stimpson, to approve the request from the City of Wood Dale to utilize the parking lot at The Beach Water Park for the fireworks display, done in conjunction with the annual Tree Lighting Ceremony on Saturday, December 2, 2023. VOICE VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

E. Approval of Purchase Orders for Replacement of Cameras and Security System at Salt Creek Golf Club

Director of Golf Operations Peter Pope explained the camera and security system at Salt Creek Golf Club, reiterating what he submitted to the Board packet as follows.

Both the recording device and cameras are outdated. The recording device only shows live views and is not recording past images. The cameras are an old analog type which means the images are not clear. Additionally, there are only eight cameras, leaving many critical areas of the building uncovered.

Staff has worked with IT contractor, L6 Technologies, to develop a plan for the replacement. This includes a new recording device, hard drives for data storage, and 16 digital cameras. Our budget for these replacements is \$21,000.00.

Two proposals were received from communication companies to remove the old cabling, provide and install the new cabling, and install the new cameras. This will be a separate Purchase Order.

- Illinois Business Communications, Inc. - \$10,128.43
- Communication Zone, Inc. - \$13,937.00

The cameras, recording device, hard drives, and network switch will be purchased by us, with assistance from L6 Technologies. This will be a second Purchase Order. L6 Technologies has been monitoring the costs for this equipment and it fluctuates up and down on a regular basis. Therefore, we are seeking approval of a purchase order with a not-to-exceed amount. The current costs for equipment are \$5,020, however we are recommending a purchase order not to exceed \$7,000 in anticipation of any possible price increases.

Discussion ensued about service contracts, installation, maintenance on the cameras, warranties, recording archival, who has access.

It was moved by Commissioner Stimpson, seconded by Commissioner Wesley, to approve the Purchase Order in the amount of \$10,128.43 with Illinois Business Communications, Inc. for removal of the old cabling, providing and installing the new cabling and installation of new cameras. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

It was moved by Commissioner Stimpson, seconded by Commissioner Wesley, to approve the Purchase Order not to exceed \$7,000 with Amazon for one NVR recording device, two hard drives, one POE Switch for network and power and 16 cameras. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

F. Salt Creek Golf Club Pond Dredging Discussion

Director of Golf Operations Peter Pope explained that pond dredging is the process of removing sediment, silt, and other organic material from the bottom of a pond. The restorative action rejuvenates the pond's depth and oxygen levels, significantly enhancing overall water quality. The pond at Salt Creek is the reservoir for the golf course's irrigation system. There are three benefits to dredging the pond:

1. With a greater depth, there will be less algae growth at the surface. The deeper the water, the cooler it will stay.
2. Deepening the pond will increase the volume and ability to water the course more efficiently.
3. Increase lifespan and effectiveness of the pumps. The buildup of the silt and sediment at the intake of the pumps is causing damage and reducing their lifespan.

Three proposals were sought with one being received at this time. A large part of the cost is the transportation and disposal of the sludge offsite, but a plan has been developed to re-use that material to make improvements on the course. Director Pope continued to explain the process of reusing what is

removed from the pond. He went over estimated budget and pricing. The Board discussed the plan and want to wait for the other two proposals. Funds need to be budgeted.

G. Approval of HVAC for Salt Creek

Director of Parks & Facilities Ben Appler talked about the replacement of a HVAC unit on the rooftop of Salt Creek Clubhouse. He explained there are 2 HVAC units on the clubhouse roof. One was replaced in 2020. The remaining original unit is the oldest in the facility and is 20 years old. Currently only one stage of cooling is functioning and since it is using R-22 freon (not made anymore) it makes more sense to invest in a new unit.

He met with three contractors and received estimates for the replacement of the 7.5-ton York HVAC unit. American Mechanical Service Group submitted the lowest quote of \$18,525. This is a like-for-like replacement and requires no modification of the curb. This also includes the crane costs. Pricing goes up October 1.

It was moved by Commissioner Lange, seconded by Commissioner Schroeder, to approve a Purchase Order for \$18,525 with American Mechanical Services Group, and approval to execute a contract with American Mechanical Service group for the removal and installation of a 7.5 ton York HVAC unit and authorize Ben Appler, Director of Parks to execute said contract. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

H. Consensus Approval for Asphalt at Community Park

Director of Parks & Facilities Ben Appler explained the asphalt path that goes from the Community Park parking lot into the ballfield complex is in need of repaving. Four contractors were contacted and only two estimates received. Staff is waiting for the additional quotes. Staff are recommending consensus for approval of a Purchase Order for the replacement of approximately 4000 sq. ft. of asphalt not to exceed the budgeted amount of \$30,000 and consensus for approval to execute a contract with the contractor that submits the lowest qualifying quote. This will help ensure the project can be completed before winter.

The Board motioned for Consensus Approval of a Purchase Order for the replacement of approximately 4000 sq. ft. of asphalt not to exceed the budgeted amount of \$30,000 and authorization to proceed with the lowest-qualifying quote from a contractor. ALL IN FAVOR.

I. Consensus Approval for Concrete at 390

Director of Parks & Facilities Ben Appler explained the maintenance shop for 390 at the south end of the building has several cracked pieces of concrete. Staff going in the east main door has to walk on a slope that has old tee matts on it, and this too is unsafe. Three quotes out of five were received. The funding for this project would be a capital project. The third quote came in at \$9,000, under the first two quotes. Staff are recommending consensus for approval of a Purchase Order for concrete sidewalk replacement and additional walk to the maintenance shop at 390 not to exceed \$20,000 and consensus for approval

to execute a contract with the contractor that submits the lowest qualifying quote. This will help ensure the project can be completed before winter.

The Board motioned for Consensus Approval of a Purchase Order for concrete sidewalk replacement and additional walk to the maintenance shop at 390 not to exceed \$20,000 and authorization to proceed with the lowest-qualifying quote from a contractor. ALL IN FAVOR.

J. Consensus Approval for UPS Server Backup

Director of Finance Victoria Montejo explained that an Extended Battery Module (EBM) is often used to extend battery runtimes during power outages for server files backup. The server at the Recreation Complex currently does not have a functioning battery backup. The current Server Battery Backup is over 10 years old and is broken. This leaves the District in a vulnerable state when a power outage occurs. The risk of losing files or damages caused to server due to improper shut down can jeopardize the Recreation operation. Staff recommends that the Board approve the Purchase Order for a Server Battery Backup for Rec Complex not to exceed \$3500.

It was motioned by Commissioner Stimpson, seconded by Commissioner Schroeder, to approve the Purchase Order for a Server Battery Backup for Rec Complex not to exceed \$3,500. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

K. White Oaks Discussion

Executive Director Marquardt presented the White Oaks Park Phase 3 for discussion and guidance in charting a course for the future of the community asset. He listed the following that were in the original plan:

- Improved Wetlands
- "Expanded" Parking Lot – The Board discussed the parking lot and the future of the Church parking lot for overflow. The Board agreed to not have impervious pavement.
- Meadow & Loop Path - South Section – The Board discussed ideas for this “circle” such as art, sculptures, or some kind of interactive nature art. The intent is to attract visitors that do not normally use the park and facility.
- New Dog-Friendly Area – The Board agreed to not have a dog park and to remove the existing dog park.
- Spartan Trails – The Board might consider Spartan Trails in the future.

The Board will brainstorm and decide on ideas after the first of the new year 2024.

8. Unfinished Business – No unfinished business.

9. Executive Director's Report – Jon Marquardt

- Board input was requested on scheduling the Decennial Review meeting. Two meetings are required before December 10, 2024. The Board agreed to meet before the next Board meeting of October 24, 2023 at 5:45pm.
- A special meeting to discuss health insurance is tentatively scheduled for October 18. Time to be determined.
- Three out of four designs are in for Recreation Park. One design includes a zip line which peaked Board interest. Once the fourth design comes in, the designs will be displayed at the Recreation Complex where residents can use stickers to mark their favorite amenities. A social media survey push will allow residents to vote online. Executive Director Marquardt will work with marketing to create visuals to present to the Board in October.
- Commissioner Wesley is attending the IPRA State Conference in Chicago in January 2024.

10. Written Report from Human Resources – Sandy Hlousek

The Board had no comments.

11. Marketing Department Report – Amanda Woods

- A marketing intern, Klaudia, a junior at Fenton High School, is working 10 hours a week to learn park district social media, research on social platforms to make informed decisions, and create flyers.
- Scarewalk is promoted via the City of Wood Dale newsletter and a half page ad in the Suburban Family publication. More print promotions include banners on the outside of the Recreation Complex and The Woodlands. Lawn signs will be placed two weeks before the event. Digital promotions include the City of Wood Dale digital clock tower, weekly social media posts up to the event and a paid Facebook boost. WBIG Radio Shopping show has bartered for the event and will give the District event and event supervisor airtime on the show for tickets to their listeners.
- Promotions through ESPN and The Drive are still being investigated for 390. ESPN is a front runner for live broadcasting targeted to boost up slow time in November. Marketing is waiting for updated proposal. Promotion opportunities with The Drive are pending and could be considered for 2024 budget.
- Thursday night golf leagues begin soon at 390.
- Social media reporting is being reviewed to see what is useful in setting future goals.

12. Finance & Administration Report – Victoria Montejo

- Auditors are out this week. The goal is to have a final presentation by October 24.
- Budget kick-off for staff is this week.
- Working on tax levy during the month of October.
- Renewal for antivirus - L6 Technologies is going to see if we can get a discount on our cybersecurity because PDRMA has different requirements that need to be followed.

- The Board requested a profit and loss statement for events at Salt Creek. A few events were handpicked for examples. Weddings are the most profitable, and total events for the month of August came in at \$75K for banquets.
- Financial updates – 390: Revenues are down 4 percent than budgeted, but expenses are 18 percent better than budgeted. Overall, the district revenue and expense are both 10 percent, better than budgeted.
- Spotlight- Recreation budget is performing at 1 percent worse in expenses but overall revenue is 21 percent over budget.

13. Recreation Department Report – *Brittany Lynam*

- Update on basketball height adjusters were addressed. Reason for this is some of the age groups cannot reach higher hoops. Visited with H2I group who is recommending two hoop adjusters for main court.
- Scarewalk – Presale tickets are being sold. Pricing was brought down to compete with a neighboring park district. Logistics for presale “line” are being discussed. Staff is working to get volunteers from Fenton High School. A new food truck was secured. City of Wood Dale is letting the park district borrow their portable light tower.

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

- The kitchen floor at Salt Creek Clubhouse is 30 years old. A facilities’ report that came out before the current master plan suggested replacing the floor with an epoxy nonslip floor. Director Appler says there are appliances in the kitchen that have been there for just as many years that would require removal. Removal of stoves, dishwasher, sinks also require plumbing, electrical and gas shutoff. It would be a very large project for his team, but he is confident they can do it. Then the flooring company would come in, remove the vinyl tile on the floor, sand the floor and apply the coats of epoxy. Director Appler says the District is planning to proceed with this project.
- The guard rail is damaged at Community Park and requires replacement. The Board agreed it is a safety issue and needs repair. Investigation with the City and County place the guard rail under the Park District’s responsibility. A claim was made with PDRMA, and Director Appler is waiting for quotes.

15. Golf Operations Report - *Peter Pope*

- Working with planning, engineering and the bid process for the replacement of the back netting at 390 Golf, to take it from 50 feet to 100 feet so golf balls do not go into the field. Director Pope anticipates getting the bid out and published next week. The project is budgeted at \$250,000.
- Followed up with PDRMA on claims for netting and pergola at 390 from July storm. Estimates were submitted but no response has been received yet.
- Number 9 Blue had poor drainage by the pond. Grounds crew removed the weed patch and replaced with pallets of sod. Two extra drain basins were installed to improve soil conditions.
- Fall aerification of the greens is scheduled for October 3 and 4.
- Golf numbers are good and included in July report. The course is doing well in all categories.

- Fall season is the time of high school golf, and six teams come out on a regular basis for games and practice.
- Salt Creek hosted the Illinois Junior Golf Association Parent-Junior Tournament on August 4.
- Bar and restaurant numbers are better than last year. A steady increase is being seen. September was busy with weddings and events, with two large weddings in the 190-guest count with dinner service.
- We hope to bring in a more regional audience at 390 with the promotion from ESPN.
- An order was just placed for 30,000 standard range balls.

16. Commissioner Comments & Future Agenda Items for Consideration

Commissioner Stimpson reminded staff and Board that he was volunteered to represent the District at the Shape of Wood Dale on November 1. He requested information from staff such as the tax rate for the last five years, the amount in grants received, number of programs and participants, number of rentals, rounds of golf, etc.

17. Executive Session

The Board made a motion to go into Executive Session at 8:36 pm. Staff were dismissed.

It was moved by Commissioner Wesley, 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 8:36 pm. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

Regular meeting resumed at 8:50 pm.

18. Adjournment

It was moved by Commissioner Wesley, seconded by Commissioner Stimpson, to adjourn the regular meeting of the Wood Dale Park District at 8:50 pm. VOICE VOTE TAKEN, ALL IN FAVOR, MOTION CARRIED.

Board Member Signatures:


President


Secretary, Denise Sbertoli

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