

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
Denice Sbertoli, Commissioner
Greg Stimpson, Commissioner
Eugene Wesley, Commissioner

Georgia Schroeder, Vice President
Not present

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:

Joseph Julius, Auditor, Joseph R. Julius LTD
Christine Julius, Auditor, Joseph R. Julius LTD
Kim McCarthy, Staff
Cheryl Mosqueda, Financial Consultant – *left at 7:07pm*
Nancy Souchet, Resident

3. **Pledge of Allegiance**

4. **Changes to Agenda** – None

5. **Approval of Consent Agenda Items**

- A. Approval of Special Meeting Minutes of October 24, 2023
- B. Approval of the Regular Board Meeting Minutes of October 24, 2023
- B. Approval of the Executive Session Minutes of October 24, 2023
- C. Approval of:
 - Monthly disbursements, totaling accounts payable \$449,038.71
 - Payroll of October 27, 2023, \$100,894.51
 - Payroll of November 10, 2023, \$96,793.86
 - Payroll of November 24, 2023, \$99,110.48

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, December 12, 2023. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.

6. Written & Public Communication

There was no written or public communication.

7. New Business

A. Presentation and Approval of the Audited Financial Report for the Fiscal Year Ended April 30, 2023 – Joseph R. Julius, LTD.

Joseph and Christine Julius, Auditors of Joseph R. Julius, LTD, were present to report on the Audited Financial Report for the Fiscal Year Ended April 30, 2023. As stated in the Board Packet, the annual audit must contain statements that conform to the Generally Accepted Accounting Principles (GAAP) that set forth the financial position and results of financial operations for each fund of the Park District. The report includes financial information as well as findings and conclusions that are adequately supported by evidence in the auditor's work papers. The report also contains the professional opinion of the accountant with respect to the financial statements. The Board was provided with a hard copy of the audited financial report and the management letter prior to the Board Meeting for review.

Christine Julius presented the financial analysis, which is a three-year historical statement of revenue and expenses. This included government funds such as property taxes, grant funding and land sales, and it included the golf operations – Salt Creek Golf Club/Course and the 390 Experience.

Joe Julius presented the independent auditors report, which is their auditor's opinion. His firm did not find anything significant to affect the financial statements and the report is reasonably accurate. He moved through the audit and spoke about the comparison of funds and fund balances. The revenue or expense (or profit and loss) statements are doing well. The District has six months of reserves. The recreation fund is higher with eight to nine months of reserves. Joe reviewed capital improvement funds that included some land sales, bonds and earmarked government funds. He reviewed capital assets, improvements and depreciation. He reviewed the IMRF pension fund and said there are no issues. He reviewed cash balances, the real estate tax levy and DuPage county assessments.

Joe and Christine Julius answered general questions by the Board throughout the presentation.

It was moved by Commissioner Wesley, seconded by Commissioner Stimpson, to accept the Audited Financial Report as presented by Joseph R. Julius Ltd. For the fiscal year ended April 20, 2023. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.

B. Approval of Annual Treasurer's Report for the Fiscal Year Ended April 30, 2023

Director of Finance and Administration Victoria Montejo explained that the Park District Code requires the filing of the annual Treasurer's Report – schedule of receipts, disbursements and summary statement of all funds – within six months of the conclusion of the fiscal year. The park district received approval for an extension to file until after the annual audit report for fiscal year ending April 30, 2023 was presented and approved at the December board meeting.

It was moved by Commissioner Sbertoli, seconded by Commissioner Wesley, to approve the Wood Dale Park District Treasurer's Report for the fiscal year ended April 30, 2023. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.

C. Approval of Ordinance #O-24-03 Levying Taxes for the Tax Year 2023, commencing May 1, 2024 and ending April 30, 2025

Director of Finance and Administration Victoria Montejo presented the Property Tax Extension Limitation Law limits and the Consumer Price Index (CPI).

It was moved by Commissioner Wesley, seconded by Commissioner Sbertoli, to adopt and pass Ordinance O-24-03, "An Ordinance Levying Taxes for Corporate Purposes for the Tax Year 2023, commencing on the 1st day of May 2024 and ending on the 30th day of April 2025 in the amount of \$3,278,658. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.

D. Approval to Execute a 60-month year lease and service agreement with Konica Minolta

Director of Finance and Administration Victoria Montejo explained the contract with Konica Minolta. The commercial printers were purchased in 2015. Konica Minolta is presenting a "one-rate" for service and leasing which includes unlimited printing, which will help the district conduct in-house printing projects.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve a 60-month lease and service agreement with Konica Minolta for a total of four printers – two for the recreation center, one for Salt Creek Golf Course, and one for 390 Golf Experience, and to authorize Victoria Montejo, Director of Finance and Administration, to execute the agreement. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.

E. Approval of Auditing Services

Director of Finance and Administration Victoria Montejo presented the agreement with Wood Dale Park District's financial auditor, Joseph Julius CPA. The agreement expires after the fiscal year audit. Joseph Julius submitted an updated proposal for a three-year engagement.

It was moved by Commissioner Wesley, seconded by Commissioner Sbertoli, to approve the Board entering into a new agreement for auditing services with Joseph R. Julius, Ltd. for a three-year term extension for fiscal years 2024, 2025 and 2026. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.

F. Ratification of Board Consensus Approval for Salt Creek Dredging Project

Director of Golf Operations Peter Pope presented six bids for the pond dredging at Salt Creek Golf Club. The dredging will be done in January 2024 so that more of the turf is frozen to minimize damage. Basic grading will be done and then in April or May, depending on rain or dryness, final grading will be done. The accepted bidder, Midwest Excavators, has excellent references from McHenry County and Naperville Park District.

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the Ratification of the Board Consensus to award the bid to Midwest Excavators LLC in the amount of \$68,333 for the pond dredging project at Salt Creek Golf Club. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.

G. Ratification of Board Consensus Approval for Salt Creek Kitchen Flooring

Presented at the last Board meeting, very minimal discussion took place.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve the ratification of the Board's consensus approval of a purchase order for \$12,426 with Rockhard Concrete Flooring for the removal of the existing tile, floor grinding and preparation, and the installation of an epoxy floor system in the Clubhouse kitchen, and authorize Ben Appler, Director of Parks and Facilities, to execute said contract. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.

H. Approval of Ordinance #O-24-05 Authorization of Conveyance of Personal Property

Director of Parks and Facilities Ben Appler spoke of a printer that is no longer usable and will be auctioned as surplus property.

It was moved by Commissioner Wesley, seconded by Commissioner Sbertoli, to adopt Ordinance O-24-05 authorizing the items on Exhibit A as surplus property. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.

I. Approval of Splash Pad Pump Replacement

Director of Parks and Facilities Ben Appler explained the splash pump is the original and is 33 years old. It needs to be replaced before the season starts. Thomas Pump Company replaced the water slide pump and will be replacing the splash pad pump and motor.

It was moved by Commissioner Wesley, seconded by Commissioner Sbertoli, to approve the proposal from Thomas Pump Company to replace the Splash Pad motor/pump, butterfly valve, gauges and PVC piping for a cost not to exceed \$15,000, and to authorize Ben Appler, Director of Parks and Facilities, to execute said contract. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.

J. Summer Camp Report

Recreation staff Kim McCarthy joined Brittany Lynam to present the 2023 Summer Camp Report. The Board had a copy of the report with detail. Brittany provided a brief overview with the focus on season highlights. She attributed much camp success to Kim.

Kim McCarthy reminded the Board of the camp offerings and places they visited. Registration began on April 10, earlier than the previous year, and they plan to offer early April registration in 2024. A parent information night and weekly newsletter with daily calendars and photos kept parents updated with what was happening daily.

Some of the season highlights included:

- Earlier registration
- Payment plans
- Parents info night
- Flexible single day option
- Second classroom for Funshine Camp
- A Powerplay Grant helped to offset cost of supplies
- Special guests

For some future recommendations, staff is thinking of extending the day for Funshine Camp to add an extended day option in alignment with the older kids, in case parents have kids in both camps. They are also looking to add more activities and guests for all camps, and to offer camp swim lessons if staffing and bus availability allows.

K. Approval of Chicago Wolves Marketing Campaign

Amanda Woods, Marketing and Communications Manager, discussed an advertising opportunity with the Chicago Wolves. Eager to build on the success of the ESPN promotional marketing for the 390 Experience, she wants to keep the momentum going with the Wolves. She is asking the Board for a reallocation of already existing marketing funds in order to take advantage of the opportunity.

She highlighted promotions in the arena, such as a “dasherboard” in front of 18,500 people for three hours every night for the entire second half of the season; three Saturday night game table nights; TV broadcasts of 30 second commercials; digital banners, social media posts, and more, all valued at \$10,000. Additionally, the District would receive 200 tickets to use throughout the season. Total reach through the Wolves goes north past Grayslake and into Indiana for multigame ticket purchasers. This reach gives the 390 Experience more regional visibility.

Amanda said the banner trade is \$3,500, with total payments in the amount of \$9,000, for the second half of the season starting in January 2024.

It was moved by Commissioner Wesley, seconded by Commissioner Stimpson, to authorize the approval of the Chicago Wolves proposal with plan for two-year agreement at a total cost of \$9,000 per year with the option to opt out after the first year without penalties. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.

L. Discussion of Dog Parks at White Oaks

The dog park at White Oaks Park was a topic that was raised during the recent Shape of Wood Dale.

The purpose of this discussion is to seek Board confirmation on commitment to removing both dog parks, one dog park, or maintaining the current status quo at White Oaks Park. The Board does not think enough people are served by the dog park. Director of Parks and Facilities Ben Appler spoke about the maintenance costs.

Regardless of the decision about the dog parks, the staff proposes moving forward with a policy that allows dogs in parks, provided they are on leashes.

The Board and staff recommend we have a plan before any decisions are made.

M. Approval of Ordinance O-24-04 Dogs in Parks

Executive Director Marquardt presented an Ordinance which establishes rules and regulations for allowing dogs in Wood Dale Park District parks.

It was moved by Commissioner Sbertoli, seconded by Commissioner Wesley, to approve Ordinance No. O-24-04 as it aligns with our mission to provide exceptional recreational opportunities while safeguarding the interests of all park users. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.

N. Approval of Resolution R-24-08, 2024 Board Calendar

The Open Meetings Act requires public notice of all Park Board meetings. Notice of the schedule must be given at the beginning of each calendar or fiscal year. The calendar proposed reflects the Park Board meeting monthly on the fourth Tuesday of each month at a new proposed time of 6:00 pm.

It was moved by Commissioner Sbertoli, seconded by Commissioner Wesley, to approve Resolution R-24-08, setting forth the Board Meeting Calendar for calendar year 2024. VOICE VOTE TAKEN, ALL IN FAVOR, MOTION CARRIED.

O. Annexation Discussion

Recreation Park annexation was discussed along with costs and procedures. Without annexation, the District will need to rely on the County for water, storm and sewage services. Board and staff preference is to annex into the City of Wood Dale and work with them. President Lange stressed starting with a letter to the City Board.

P. Cost Summary and Final Design Update Recreation Park

Executive Director Jon Marquardt talked about the playground to be constructed at Recreation Park. Alterations in the playground design are meant to make the playground all-inclusive and include ADA-inclusive equipment. He discussed costs.

8. Unfinished Business – *No unfinished business.*

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

- The director of the library plans to partner with the Park District to buy plots for the community garden.
- Central Park update – 30 questions were received from the environmental review person. PRI has been requested to assist in answering.

- Parlay at 390 is requesting a longer contract of five years with the option to renew for five years. Both parties – Parlay and the District – agree it's a great partnership.

10. Human Resources – *Sandy Hlousek*

- Written report submitted to the Board. There were no questions.

11. Marketing Department Report – *Amanda Woods*

- Winter bash promotions are in full swing - on the City clock tower; many have responded interest to the Facebook event. Staff is hoping for snow for the Free Spirit Siberian Rescue on January 14.
- Marketing and golf teams have been monitoring the ESPN code usage between November 10 and December 4. The code has been used 24 times. Ten transactions were identified as groups of two or more. There were a total of 57 guests within the 24 transactions completed with the code. Out of the 24, 16 were marked as new to 390. None of these numbers include the number of walk-ins. Amanda said, "You cannot put a price on returning customers."

12. Finance & Administration Report – *Victoria Montejo*

- Budget timeline is presented in the Board packet. New this year are tours for Board members throughout the facility so what is being proposed in the budget is better understood.
- The District needs to update the agreement with Comcast. The current modem is outdated and last agreement was executed in 2017.
- IT needs to make internet upgrades at the golf course.

13. Recreation Department Report – *Brittany Lynam*

- The Fitness Studio will be closed one day for annual cleaning. Itasca Park District agreed to take our members for that day.
- Two fitness promotions are set for December – annual membership sale and student membership sale.
- NEDSRA reached out to member partners for assistance, and Wood Dale Park District recreation staff will be volunteering to work some of their games in January.
- Briefly discussed: Winter Camp, Holiday Trolley and Family Gingerbread House Decorating.

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

- Recreation Center wallpaper in the front stairwell has been removed and the wall washed, patched, primed and painted by Craftsman Painting and Decorating.
- The dump truck will be ready at the end of the month.
- The bus ordered should be ready at the end of April or early May.

- Staff will be refinishing the gym floor, cleaning carpets and walls in the fitness center. When done, staff will go over to Salt Creek to assist in the removal of appliances and items from the kitchen for the flooring project.

15. Golf Operations Report - Peter Pope

- Interviews are being conducted for the 390 Golf Manager position.
- Backnetting and the pole project is scheduled for January.
- Drafting new agreement with Parlay.
- Discussed closing 390 on Mondays during the winter season, to reopen in March/April.

16. Commissioner Comments & Future Agenda Items for Consideration

None

17. Adjournment

It was moved by Commissioner Sbertoli, seconded by Commissioner Wesley, to adjourn the regular meeting of the Wood Dale Park District at 9:03pm. VOICE VOTE TAKEN, ALL IN FAVOR, MOTION CARRIED.

Board Member Signatures:



President



Secretary

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