

1. **Call the Meeting to Order** – The meeting was called to order at 6:00 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  
Absent*

**Staff:**

Jon Marquardt, Executive Director  
Ben Appler, Director of Parks & Facilities  
Sandy Hlousek, Human Resources Manager  
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:**

Aaron Gold, Speer Financial, Financial Advisor – *departed at 6:44pm*  
Brian Dober, Golf Facilities Manager for 390 – new staff introduction

3. **Pledge of Allegiance**

4. **Changes to Agenda – None**

5. **Approval of Consent Agenda Items**

A. Approval of the Regular Board Meeting Minutes of January 23, 2024

B. Approval of:

- Monthly disbursements, total accounts payable \$704,535.25
- Payroll of January 19, 2024, \$79,528.86
- Payroll of February 2, 2024, \$86,897.98
- Payroll of February 16, 2024, \$87,217.65

*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, February 27, 2024. 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. Introduction of new full-time employee at 390 Golf Experience, Brian Dober**

Director of Golf Operations Peter Pope introduced Brian Dober, new physical facilities manager at 390. Brian graduated from North Central College with a degree in business administration and management. He has 20 years of experience in the golf industry, working for companies such as Billy Casper Golf where he managed 11 forest preserve golf facilities; and most recently he was manager of Waters Edge Golf Club in Worth, IL. Brian has much excitement, enthusiasm, and knowledge, and is already making progress with some changes and improvements at 390. We are really excited to welcome him. The Board welcomed Brian.

### **B. Presentation of Bond Financing Model for Future Capital Expenditures**

Executive Director Jon Marquardt introduced Aaron Gold of Speer Financial. Aaron was at the Board Meeting to present a bond financing model for future capital expenditures and to guide the Board through bonding transactions. He explained the District's current and recommended financing model and timeline for implementation. Overall, Aaron's handout to the Board focused on GO Park Bonds, alternative revenue sources, Board Financing Plans and Structure Options.

Aaron explained it is the Board's responsibility that when bonds are issued to abate that property tax levy each year and instruct the County Clerk to not extend and collect these taxes. Further, revenues are being used that the District already has the resources for to make the bond payments. The reason why the bonds are issued as alternative revenue source bonds with that extra security is to have them more well received in the market and to get better interest rates.

Outlining the presentation, the following financing alternatives were explained to the Board:

- Property Tax Supported

- General Obligation Park Bonds

- Nonreferendum General Obligation Park Bonds

- Nonproperty Tax Supported

- General Obligation (Alternate Revenue Source) Park Bonds

- Debt Certificates

Aaron went on to define the District's total debt capacity, applicable debt and legal debt margin. In addition, the Debt Service Extension Base was illustrated with park bonds series starting in year 2008, what has been paid by 2018, and what has levying capacity referring to years 2019 and 2023.

The next presentation topic was GO Park Bonds (ARS), Series 2024. Aaron explained the chart of Rollover Bond Financing Model (20YR/\$2.0M Capital Target), concluding with net proceeds and debt service are estimated assuming a public offering at a true interest cost of 4.02%. For 15YR/\$2.0M Capital Target, net proceeds and debt service are estimated assuming a public offering at a true interest cost of 3.72%. For 10YR/\$2.0M Capital Target, net proceeds and debt service are estimated assuming a public offering at a true interest cost of 3.52%. Aaron explained the same rollover bond financing model using capital targets for \$1.5M as follows: 20YR net proceeds and debt service to be estimated at 4.02%, 15YR at 3.72% and 10YR at 3.52%.

Much of the presentation focused on the structure of debt, and Aaron explained the models and answered Board questions. In an answer to a question, he explained that the District can issue the alternate bonds at any time. They are based on how they are structured and if they fit within the

District's budgetary constraints. He moved on and presented a timeline to include notices in newspapers and Board action on legal matters. Aaron said there are three separate Board actions that need to be taken – the first being the adoption of the authorizing ordinance, the second being the notice of authorizing ordinance public hearing – both being legal proceedings that allow the Board to proceed with the issuance of the bonds. The third is the publication of BINA Notice (Bond Issuance Notification Act).

Aaron continued to respond to the Board's questions with detailed explanations and examples for clarity.

*Aaron departed the meeting at 6:44 pm.*

**C. Approval of Resolution (R-24-12), a Resolution appointing NIMEC as Wood Dale Park District's broker to purchase electricity and delegation of signing authority to the Executive Director and/or Director of Finance and Administration or their designee to enter into a contract with a NIMEC-selected energy provider for a period of up to 36 months.**

Director of Finance & Administration Victoria Montejo explained NIMEC is the electrical service the District has been using and she just needs the Board to approve either the Executive Director or Director of Finance and Administration to be the designated signers of the next contract.

*It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve Resolution R-24-12, authorizing the participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) and authorizing the Executive Director and/or Director of Finance and Administration or their designee to approve a contract with the lowest cost electricity provider for a period of up to 36 months. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.*

**D. Approval of Ordinance O-24-08 Authorization of Conveyance of Personal Property**

Director of Parks & Facilities Ben Appler requested authorization to dispose of surplus property.

*It was moved by Commissioner Wesley, seconded by Commissioner Stimpson, to adopt Ordinance O-24-08, authorizing the items on Exhibit A as surplus property. VOICE VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.*

**E. Approval of Recreation Complex Gym Lights Upgrade**

Director of Parks & Facilities Ben Appler reminded the Board the lights in the gym were replaced six years ago with plug-and-play LED lights, of which the bulbs were replaced, not the fixtures. He is requesting to upgrade the fixtures to improve efficiency and have brighter lights. The lights will be motion-activated.

*It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the ratification of the Board's consensus for a purchase order for \$6,102 with Electrical Solutions Network to replace 30 fluorescent fixtures with high bay LED fixtures and authorize Ben Appler, Director of Parks & Facilities to execute said contract. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.*

**F. Approval of the ratification of the Board's consensus for a purchase order for \$21,278, half to be reimbursed from School District #7, with Amber Electric to install three light poles with LED fixtures**

Director of Parks & Facilities Ben Appler reminded the Board of recent talks about the installation of three light poles in the parking lot to increase lighting and security. The costs are split between the Park District and School District #7. Director Appler is requesting to execute the contract.

*It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve the ratification of the Board's consensus for a purchase order for \$21,278, half to be reimbursed by School District #7, with Amber Electric to install three light poles with LED fixtures and authorize Ben Appler, Director of Parks & Facilities to execute said contract. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.*

**G. Approval of the Intergovernmental Agreement between Addison Park District and Wood Dale Park District for the Wood Dale and Addison Swim Team**

Director of Recreation Services Brittany Lyman requested approval of the intergovernmental agreement between the Addison Park District and the Wood Dale Park District for the Sharks swim team. She noted that nothing has changed in the agreement compared to last year. Essentially, it states that Wood Dale will continue to handle all administrative duties, and Addison will help support the team by promoting the swim team in their brochure and on their website.

*It was moved by Commissioner Wesley, seconded by Commissioner Sbertoli, authorize the approval of the intergovernmental agreement between the Addison Park District and the Wood Dale Park District for the Wood Dale and Addison Swim Team. VOICE VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.*

**H. Approval of the ratification of Board's consensus for Storm Shutters for 390 Golf Experience for \$28,976.**

Executive Director Jon Marquardt requested approval of the ratification for storm shutters for 390 Golf Experience. He informed the Board that staff is requesting original floor plans from Top Golf, and if he cannot obtain them, he is going to the City of Wood Dale with the request.

*It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the Board's ratification of the consensus approval for the purchase and installation of storm shutters from All Secured Shutters at a total cost of \$28,976. ROLL CALL VOTE 4-0, ALL IN FAVOR, MOTION CARRIED.*

**I. Presentation of the 2023 Aquatics Report**

Director of Recreation Services Brittany Lynam presented the 2023 Aquatics Report, focusing on some season highlights and then talked through some recommendations for the 2024 season. She followed with a brief financial overview, and then she talked through some recommendations for the 2024 season. She said the 2023 season was a very important season, as it did mark a time of growth towards finally a fully operating facility.

#### Highlights:

- The facility was fully staffed and all amenities were open, including the adult spa and the concession stand.
- Complimentary fitness memberships and pool passes were promoted for seasonal staff and were really appreciated.
- Pool passes were available for purchase online for ease and convenience.
- The District was a recipient of the Jeff Ellis silver international aquatic Safety Award. Director Lynam said she is very proud of the young pool staff.
- The pool had a total of 17 rentals in 2023, which is seven more than what was had the season before.
- The adult spa and deck were reopened as it was highly requested by the public, and it is a unique amenity.
- The Beach hosted the DSDC, a conference meet which was a big undertaking for staff but a great success.
- The concession stand reopened in a limited capacity. In 2024 staff is investigating an agreement with a pizza vendor.

Director Lynam briefly explained the financial summary and said adjustments were made to the Fiscal Year 2025 budget to reflect variations in the 2023-24 Fiscal Year actuals. Recommendations for 2024 included extending the season and hours, increasing daily rates on weekends, adding special events to secure sponsorships, and offering swim lessons for youth in summer camps. As far as staffing, 14 of previous staff have asked to come back.

#### J. Presentation of the 2023 Year in Review

Marketing & Communications Manager Amanda Woods presented a printed report of annual highlights, which she distributed to the Board, and a digital report. She began to showcase highlights of 2023 based on five principles of the District:

1. Stay focused on the brand.
2. Maintain a healthy work culture to serve as a strong foundation for service.
3. Remain relevant and visible to the community and customers.
4. Continue to be creative and innovative.
5. Learn from the past, prepare for the future, perform in the moment.

Amanda began to discuss some highlights.

*Tornado warnings at approximately 7:21 pm temporarily stopped the meeting. The meeting attendees took a quick break, and the meeting continued in the hallway of the Recreation Complex at approximately 7:26 pm.*

Amanda continued. Highlights included:

- Teachers' appreciation week which engaged the students and parents to recognize the teachers with notes on a board and fun gifts throughout the week.
- The movie series were popular at various locations such as The Beach water park, White Oaks Park and Wood Dale Commercial Street.
- The parks staff did a wonderful job creating and building props and setting up the scenes for the Scarewalk, which promoted online presales.
- A new fitness membership was offered for students that was \$10 for one month that was highlighted over winter break time.
- The District was awarded an OSLAD grant for the amount of \$600,000 to help fund the development of a new park adjacent to the Recreation Complex.

The annual highlights will be available on the website, via social media platforms, and then distributed via email. Print copies will be available at the front desk.

**8. Unfinished Business – *No unfinished business.***

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

- Reminded Board of Legislative Breakfast on March 1. Commissioners Lange and Schroeder agreed to attend, along with Executive Director Jon Marquardt.
- Central Park environmental report was submitted. Once approved, the District can start entering vouchers for reimbursement.
- A meeting was held between Marquardt, Appler, Hitchcock Design and the City about Recreation Park and annexation.

**10. Human Resources – *Sandy Hlousek***

- Job descriptions are being updated.
- Commissioner Lange asked about the executive director's evaluation and goals. It needs to be returned before the March meeting.

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

- Summer brochure goes to the printer on Friday, March 1.
- Sponsorship packets are in the last draft phase. There are three – one for Recreation, one for 390 and one for Salt Creek. Mock copies were shown.
- An opportunity has been presented to feature 390 in Meet Northwest Chicago "home for golf" campaign. It is in combination with Eaglewood Resort and Spa and Fox Run golf courses. They promote Eaglewood for one night and then come to 390 for food and fun games, and then go to Fox Run the next day. This is at no cost. Meet Chicago Northwest covers the cost of ads, which are about 3-4 minute segments. They also offered two 30-second commercial spots, one for 390 and one for Salt Creek at half the cost of about \$1,700; and those would be the District's to keep.



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

- Victoria thanked the Board for taking a parks tour to help in the budget process.
- Staff has worked extremely hard on their budgets and are very enthusiastic to present them to the Board.
- There's been a huge increase in cyber attacks, so the Board will be receiving new Chromebooks due the security measures and to be in compliance with PDRMA. They should be ready for distribution at the March 19 Board meeting.
- Financials are up to date as of January 31.

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

- Discussion of proposed change to track fee structure of \$5 annually, versus a one-time fee of \$5. Prior to the pandemic it was free. There are 614 passholders, so revenue of approximately \$3,000 is anticipated annually to help with the upkeep of maintenance. The Board disagreed with charging \$5 annually. Staff will reexamine options.
- Easter events are coming and Target is donating filled eggs again for the Flashlight Egg Hunt and have offered their staff as volunteers.
- Currently there are 24 players for Tee-Ball, which is two teams. Baseball and Softball numbers are not where we hoped.
- Extended building hours begin April 1 at the Recreation Center.
- Dance – two classes are running currently. One has an innovation arts connection and are working on costumes now for recital.

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

- Parks took delivery on dump truck ordered in December of 2022. Logo is on the doors and plow has been installed.
- Update for dog park – Memberships will renew May 1. Right now there are 48 members and 25 are residents of Wood Dale.
- Auction for kitchen equipment at Salt Creek brought in just under \$4,000.
- The community garden plots are installed and soil is coming soon. There are 13 boxes. Looking at containers for water. Ben talked about a resident with bee hives that she's willing to donate to the community gardens. He will investigate.

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

- Replacement of back netting – Peter has been in touch with Midwest Netting every week. They keep floating the job further out. As of this meeting, delivery of the poles is anticipated next week and then they can start the installation.
- The fish fry and craft beer flights night is scheduled for March 22. Salt Creek is working with Church Street Brewery, Mikerphone Brewery and Maplewood Brewery. Reservations are being taken. Patrons have the option of cod or perch.

- The tabling events at the Chicago Wolves are coming up and staff have 390 swag to pass out.
- Weather has been great for the month of February and Salt Creek has seen 891 rounds of golf compared to 272 last year.

**16. Commissioner Comments & Future Agenda Items for Consideration – None**

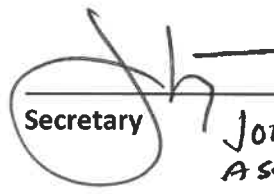
**17. Executive Session – None**

**18. Adjournment**

*It was moved by Commissioner Wesley, seconded by Commissioner Sbertoli, to adjourn the regular meeting of the Wood Dale Park District at 8:10pm. VOICE VOTE TAKEN, ALL IN FAVOR, MOTION CARRIED.*

**Board Member Signatures:**

  
President

  
Secretary  
JON MARQUARDT  
ASSISTANT SECRETARY

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