

1. **Call the Meeting to Order** – The meeting was called to order at 6:01 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
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:

Cheryl Mosqueda, Financial Consultant
Yordana Wysocki, Corporate Counsel – *left at 6:37pm*
Jean Ott, Medinah Park District Board President – *arrived at 7:04pm*

3. **Pledge of Allegiance**

4. **Changes to Agenda** – Agenda Item 7A was moved to the next meeting in February.

5. **Approval of Consent Agenda Items**

A. Approval of the Regular Board Meeting Minutes of December 12, 2023

B. Approval of:

- Monthly disbursements, total accounts payable \$1,219,833.35
- Payroll of December 8, 2023, \$83,707.36
- Payroll of December 22, 2023, \$90,791.43
- Payroll of January 5, 2023, \$82,890.14

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, January 23, 2024. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

6. **Written & Public Communication**

There was no written or public communication.

7. New Business

A. Introduction of New Employee Brian Dober 390 Experience Manager

This agenda item was moved to the next Board Meeting.

B. Approval of Resolution (R-24-09), a Resolution to Maintain Confidentiality and/or Release of Board Closed Session Minutes

Executive Director Jon Marquardt explained there are two resolutions for closed session minutes. One Resolution is to maintain or release closed session minutes, and the other is to authorize the destruction of the recordings of those minutes. He stated that Commissioner Schroeder looked over and reviewed the minutes and made some recommendations to our council Yordana Wysocki. Yordana made some recommendations that Marquardt provided on the Resolutions. Closed minutes for confidential personnel matters will be kept closed.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve Resolution R-24-09, a Resolution to maintain confidentiality and/or release of Park Board closed session minutes. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

C. Approval of Resolution (R-24-10), a Resolution providing for the Destruction of Verbatim Recordings of Approved Closed Session Meeting Minutes

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to approve Resolution R-24-10, a Resolution providing for the destruction of verbatim recordings of approved closed session minutes. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

D. Approval of Resolution (R-24-11), a Resolution authorizing the executive director to sign petitions for annexation, resubdivision, and zoning relief with the City of Wood Dale

Executive Director Jon Marquardt stated that Resolution R-24-11 is a Resolution authorizing the Park District to move forward with annexation of the Recreation Park property to the City, as well as allowing Marquardt to sign the annexation paperwork.

Legal Counsel Yordana Wysocki explained the process begins with submitting a petition, a letter of authorization, all the plans, and so forth. The approval of the annexation agreement will come once they know what zoning is needed, and the timelines for the permitting of water, sewer, etc. The City's engineers will review everything and then determine how we need to proceed. Attorneys will be involved in drafting that agreement to make sure the plans are all approved and in a specific order. Finally, once the annexation is approved, and the agreements approved, both the Park District and the City will have a hearing.

Yordana said that this Resolution just authorizes Executive Director Marquardt to sign the initial application. The agreement will come to the Board in February for consideration and approval.

It was moved by Commissioner Sbertoli, seconded by Commissioner Wesley, to approve Resolution R-24-

11, a Resolution authorizing the Executive Director to sign petitions for Annexation, Resubdivision and Zoning Relief with the City of Wood Dale. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

E. Approval of the renewal of the License and Operating agreement with Crazy Pour Inc (Parlay Golf sports Bar) for a 5-year term

Executive Director Jon Marquardt said Crazy Pour (Parlay Golf Sport Bar) wants to do a five-year extension on their current contract, keeping everything the same, with the potential for an extra five-year renewal. The former contract was for three years. After five years the Park District can review the contract and negotiate any fees. The contract expiration would be March 1, 2029. Marquardt reminded the Board that Crazy Pour have been very good partners at the 390 Experience.

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to approve the renewal of the License and Operating agreement with Crazy Pour Inc. for another 5-year term, following the terms outlined in the proposed addendum. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

F. Approval of a License Agreement for Use of Wood Dale Park District Community Park for Prairie Fest June 27-30, 2024

Executive Director Jon Marquardt presented the license agreement to allow the use of Community Park by the City of Wood Dale for its annual Prairie Fest. The Board noted that the dates for the fest are a month earlier than usual. The City is requesting to use the park for a few days in advance for set up and then after the event for tear down.

It was moved by Commissioner Schroeder, seconded by Commissioner Wesley, to approve the License Agreement permitting the City of Wood Dale the use of Community Park for Prairie Fest 2024. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

Legal Counsel Yordana Wysocki departed at 6:37pm.

G. Ratification approval for Environmental Services at Central Park

Executive Director Jon Marquardt explained this was the \$5,000 Environmental Service Review provided by A3 consultants. There will be two reports needed to meet the requirements of the environmental reviewer from the county for the HUD grant. One is an environmental report and the other is a Napa 58.5 report.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to approve the Board's ratification of the consensus approval for Environmental Testing from A3 Environmental for a total Cost of \$5,000. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

H. Ratification approval for Adjustable Basketball Rims at the Recreation Center

Director of Recreation Services Brittany Lynam explained this is to ratify the Board's consensus approval to install Draper Power-Stick Height Adjusters at the Recreation Complex gym to accommodate more youth basketball programming in the gym and help maximize usage.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to approve the formal ratification of the Board's consensus approval of a Purchase Order for \$10,144.81 with H2I Group to install four Draper Power-Stick Height Adjusters at the Recreation Complex and authorize Brittany Lynam, Director of Recreation Services, to execute said contract. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

I. Ratification approval for Comcast Internet Services

Internet connection at the Recreation Complex could not sustain staff workload capacity and affected efficiency. It was recommended by L6 Technology to upgrade the District's plan.

It was moved by Commissioner Wesley, seconded by Commissioner Stimpson, to a 2-year contract with Comcast for 500mg downloads/30mb uploads for the Recreation Complex. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

J. Approval of Cintas Custodial Services Agreement for 390 Golf Experience

Director of Golf Operations Peter Pope explained that the District has a 2-year contract with CINTAS to supply bathroom and custodial equipment, supplies and chemicals. The current agreement ends July 13, 2024, but CINTAS purchasing cooperative has expired, so all contracts need to be renewed now. The renewed agreement will save the District approximately 20% over the nondiscounted pricing.

It was moved by Commissioner Stimpson, seconded by Commissioner Schroeder, to approve an agreement with CINTAS for custodial services for 390 Golf Experience, and authorize Peter Pope, Director of Golf Operations, to execute said agreement. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED.

K. Ordinance O-24-06 Authorization of conveyance of Personal Property - Recreation

Director of Parks and Facilities Ben Appler reminded the Board that Park District Code requires that the Park District declare all unwanted property as surplus prior to disposal. The equipment is from the Recreation Complex such as copy machines which were replaced and will be put out for auction.

It was moved by Commissioner Sbertoli, seconded by Commissioner Stimpson, to adopt Ordinance O-24-06, Authorizing the items on Exhibit A as surplus property. VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.

L. Ordinance O-24-07 Authorization of conveyance of Personal Property - Golf

It was moved by Commissioner Stimpson, seconded by Commissioner Sbertoli, to adopt Ordinance O-24-07, Authorizing the items on Exhibit A as surplus property. VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.

M. Capital Project Discussion

The discussion of Capital Projects was moved to follow the staff reports. A break was taken from 7:07pm to 7:15pm after staff reports and before this Capital Projects Discussion. The discussion took place from 7:15pm until adjournment at 8:23pm. Much conversation took place about specific items. A brief summary is as follows:

Executive Director Jon Marquardt again commended staff on how hard they worked to get these numbers to the Board. Led by Victoria Montejo, Director of Finance and Administration, and under the guidance and advisement of Cheryl Mosqueda, Financial Consultant and Executive Director Jon Marquardt, in addition to staff, this report was presented to the Board. A tour is planned for the Board to visually see many of the capital project line items so that there is a better understanding of the integrity of the needs.

Listed are some of the capital replacement/improvement items discussed:

- 390 Golf – Front entry sliding door, bay sliding doors
- 390 Golf – Sign on front of building
- 390 Golf – Storm shutters
- 390 Golf – Future of mini golf area (this was deemed very low priority)
- 390 Golf/Salt Creek – Monument sign (digital board) at entrance
- Salt Creek – Replace maintenance shop (push out to 2025/2026 discussion)
- Salt Creek – Pro Shop and Front Office flooring replacement (remove carpeting, go with flooring)
- Salt Creek – Pond dredging second stage
- White Oaks Park – Removal of dog park
- White Oaks Park – Maintenance of Path – stabilized blue granite
- White Oaks Park – Phase 3 renovations based on staff recommendations

Other areas of the Capital Improvement Plan report included but not discussed at length include:

- Funding Source
 - Bond Proceeds
 - 390 Operations
 - Salt Creek Golf Course Operations
 - Liability & ADA
 - Federal Grant, OSLAD 600K, Land Sale Proceed
 - Operations
 - Paving & Lighting
 - Vehicles & Equipment

It was moved by Commissioner Schroeder, seconded by Commissioner Sbertoli, to approve the Park District's Multi-Year Capital Improvement Plan. ROLL CALL VOTE 5-0, ALL IN FAVOR, MOTION CARRIED

8. Unfinished Business – No unfinished business.

9. Executive Director's Report – Jon Marquardt

- Executive Director Jon Marquardt highly praised staff for the outstanding job done to set the groundwork for the capital projects presentation, especially Director of Finance and Administration Victoria Montejo.
- Additional discussion was provided for the Central Park Phase 2 environmental review. The project is still scheduled to start in the summer.
- Recreation Park is moving along and it is expected to go to bid in March and start the project in summer.
- Staff is working with the school district on a monetary split for some security lighting over the bus in the pool parking lot. A few quotes were provided. The school district wants five extra feet on the poles. Total costs could be \$20,000, of which the Park District would pay half, \$10,000, which would come out of the lighting fund.

10. Human Resources – Sandy Hlousek

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

11. Marketing Department Report – Amanda Woods

- Marketing is working on the template for the summer brochure and were able to tighten up the process and move the publishing timeline forward an extra two weeks. This means the brochure will be in the hands of customers two or three weeks before the registration date of April 8.
- Sponsorship packages are being revamped for recreation. New packages are being developed for Salt Creek and 390, both of whom have not had sponsorship packages before. Staff is looking forward to more advertising and sponsorship opportunities with local companies. Content is in draft format at the time of this meeting. The Board has requested the opportunity to review the sponsorship packages to see what offerings are being presented to sponsors.
- The Wolves Hockey banner is up at 390 and will remain up for six months. The 390 Experience should be on the Wolves dashboard during the games. A group of 19 people will be attending the next game from the Park District.

12. Finance & Administration Report – Victoria Montejo

- Staff is working on budget and doing an amazing job getting their numbers in.
- Finance is working to send out W2s and 1099s to contractors.
- Finance and staff worked diligently on the capital plan (being presented this evening).
- The IT server battery backup has been installed, along with new printer.
- Key dates: Treasurer's review of the budget is in February along with a tour for the Board to help explain some of the capital projects.

13. Recreation Department Report – *Brittany Lynam*

- Summer hiring is in progress. Staff attended the Fenton High School job fair and about 40 students who were at the fair stated what they were interested in camp or pool positions. Staff will contact them to start the application process. The Park District is having another open hiring event in March aligned with spring breaks.
- Tween night glow party drew 15 teens who had access to the gym. Activities included glow-in-the-dark basketball and volleyball.
- Dance – two of the recital classes are running and staff hopes to grow the classes.
- Fitness promotions going on include a \$10 students' special and an annual membership promotion.
- The Beach water park reports will be presented at next Board meeting for future planning discussion.

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

- Salt Creek Golf Course clubhouse kitchen floor was removed. Repairs were made to the concrete, using heavy duty grinders to level and prepare the surface for the epoxy floor.
- Staff is working on cleaning the carpets in the banquet rooms at the golf course clubhouse.
- Staff is investigating a projection system at The Woodlands. It was included in the future plans for the building. A representative from ABT Electronics was out to the Woodlands to measure and give quotes for a high wall mount with an automatic screen, but using the infrastructure already in place.

15. Golf Operations Report - *Peter Pope*

- The pond dredging project did kick off on Monday, January 22. Due to extreme wetness from weather to include rain and snow, more pumping needed to be done which has caused a small delay. However, the project is moving along.
- Staff have been communicating about the netting to be replaced at 390. There have been delays with the City and with permitting, and the netting company had some software issues. Installation is set for January 29, first with the poles then the nets. The project may take up to six weeks to complete.
- Wedding bookings are doing great with 22 executed for 2024.
- Grill and Chill dates have been set. Dates set so as to not interfere with City events.
- We have 26 teams for a new winter golf league set to begin January 25.

16. Commissioner Comments & Future Agenda Items for Consideration

None

17. Adjournment

It was moved by Commissioner Wesley, seconded by Commissioner Stimpson, to adjourn the regular meeting of the Wood Dale Park District at 8:23pm. 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."