

Lombard Park District
Board of Park Commissioners
Regular Board Meeting and 2024 Budget
Sunset Knoll Recreation Center
Tuesday, November 28, 2023 – 5:00 p.m.

The meeting was called to order by President Fugiel at 5:00 p.m.

Upon roll call being taken, the following commissioners were present:

Commissioners: Margie Fugiel, President
 Greg Ludwig, Vice President
 Mike Kuderna, Commissioner
 Peter Nolan, Commissioner
 Jim Scalzo, Commissioner
 Steven Wolsztyniak, Commissioner
 Steve Zook, Commissioner

Staff: Paul W. Friedrichs, Executive Director
 Joe McCann, Director of Recreation
 Dave Lemar, Superintendent of Parks
 Angus Shields, Director of Recreation
 Leah Touzios, Recording Secretary
 Nicole Kondraschow, Marketing & Communication Manager
 Katie Manheim, Program Manager
 Katy McKinnon, Facility Manager
 Jake Pawlak, Program Manager
 Patti Plomb, Program Manager
 Robert Perez, Facility & Manager
 Karen Stanley, Pre-School Coordinator

Absent: Andrea Chiappetta, Director of Finance & Personnel
 Kevin Ingram, Superintendent of Golf Operations
 Martha Houston, Program Manager

The meeting began with the Pledge of Allegiance.

Commissioner Scalzo arrived at 5:02 p.m.

President Fugiel requested approval of the November 28, 2023 Agenda.

Commissioner Ludwig made a motion to approve the November 28, 2023 Regular Board Meeting Agenda. Commissioner Nolan seconded the motion. On a call for the vote, seven ayes (Fugiel, Ludwig, Kuderna, Nolan, Scalzo, Wolsztyniak, Zook). Motion carried.

President Fugiel requested approval of the minutes of the Public Hearing of October 24, 2023.

Commissioner Ludwig made a motion to approve the minutes of the Public Hearing of October 24, 2023. Commissioner Kuderna seconded the motion. On a call for the vote, seven ayes (Fugiel, Ludwig, Kuderna, Nolan, Scalzo, Wolsztyniak, Zook). Motion carried.

President Fugiel requested approval of the minutes of the Regular Board Meeting of October 24, 2023.

Commissioner Kuderna made a motion to approve the minutes of the Regular Board Meeting of October 24, 2023. Commissioner Ludwig seconded the motion. On a call for the vote, seven ayes (Fugiel, Ludwig, Kuderna, Nolan, Scalzo, Wolsztyniak, Zook). Motion carried.

President Fugiel requested approval of the minutes of the Special Board Meeting of October 30, 2023.

Commissioner Ludwig made a motion to approve the minutes of the Special Board Meeting of October 30, 2023. Commissioner Wolsztyniak seconded the motion. On a call for the vote, seven ayes (Fugiel, Ludwig, Kuderna, Nolan, Scalzo, Wolsztyniak, Zook). Motion carried.

President Fugiel requested approval of the minutes of the Special Board Meeting of November 8, 2023.

Commissioner Ludwig made a motion to approve and release the minutes of the Special Board Meeting of November 8, 2023. Commissioner Zook seconded the motion. On a call for the vote, seven ayes (Fugiel, Ludwig, Kuderna, Nolan, Scalzo, Wolsztyniak, Zook). Motion carried.

Correspondence

None.

Citizens Wishing to Address the Board

None.

Consent Agenda

None.

Presentations

None.

Financial Reports

Commissioners reviewed the October 2023 Payroll and Bills/Check Register and the October 2023 Revenue and Expense Reports.

Commissioner Ludwig moved to approve payment of the October 2023 accounts payable and payroll in the amount of \$1,647,555.32. Accounts payable checks #108244-#108346 in the amount of \$1,237,200.50; payroll checks #78076-#78083 and #78085-#78093 in the amount of \$3,276.56; direct deposit checks #78084 and #78094 in the amount of \$245,187.23; deduction checks #123093D-#123098D, #123284D-#123295D, and #78095 in the amount of \$161,891.03. Commissioner Kuderna seconded the motion. On a roll call, seven ayes (Fugiel, Ludwig, Kuderna, Nolan, Scalzo, Wolsztyniak, Zook). Motion carried.

Staff Reports

Commissioners briefly reviewed the Director of Finance's Monthly Report. On behalf of Director Chiappetta, Executive Director Friedrichs was there to answer any questions.

Commissioners briefly reviewed the Superintendent of Parks' Monthly Report. Superintendent Lemar was available to answer questions on the vandalism report.

Commissioners briefly reviewed the Director of Recreation's Monthly Report. Director McCann introduced Angus Shields, the new Director of Recreation. Director McCann discussed the lighting ceremony for Jingle Bell Jubilee.

Commissioners briefly reviewed the Superintendent of Golf Operation's Monthly Report. On behalf of Superintendent Ingram, Director McCann discussed the successful golfing season, with 30,073 rounds played at the course.

Commissioners briefly reviewed the Executive Director's Monthly Report. Executive Director Friedrichs presented the Park Board with his handout, monthly report. Executive Director Friedrichs gave kudos to staff, on a great year.

Unfinished Business

None.

New Business

President Fugiel briefly explained the recommended 2024 Holiday Schedule.

Commissioner Ludwig moved to approve the recommended 2024 Holiday Schedule, as presented. Commissioner Zook seconded the motion. On a call for the vote, seven ayes (Fugiel, Ludwig, Kuderna, Nolan, Scalzo, Wolsztyniak, Zook). Motion carried.

President Fugiel briefly explained the recommended 2024 Board Meeting Schedule.

Commissioner Ludwig moved to approve the recommended 2024 Board Meeting Schedule, as presented. Commissioner Scalzo seconded the motion. On a call for the vote, seven ayes (Fugiel, Ludwig, Kuderna, Nolan, Scalzo, Wolsztyniak, Zook). Motion carried.

The District has concluded the implementation of the 2013 Comprehensive Master Plan. Director McCann explained to the Park Board of Park Commissioners, the District issued a RFP for the

professional services for an updated Comprehensive Master Plan and Strategic Plan. After presentations and interview of three consultants, the District intends to move forward with BerryDunn for the professional services of the Comprehensive Master Plan and Strategic Plan. BerryDunn has partnered with Hitchcock Design Group, FGMA, and aQity Research to help provide these services.

Commissioner Ludwig moved to approve the authorization of the Executive Director to execute a contract with BerryDunn for \$174,651 for the completion of a District Comprehensive Master Plan and Strategic Plan, pending final attorney review of the contract. Commissioner Nolan seconded the motion. On a roll call, seven ayes (Fugiel, Ludwig, Kuderna, Nolan, Scalzo, Wolsztyniak, Zook). Motion carried.

Executive Director Friedrichs thanked staff who participated in preparing budget. He explained the process begins in July and will end in January with the approval of the 2024 Annual Operating Budget.

Executive Director Friedrichs presented the proposed budget has revenues totaling \$15,998,505 and expenditures totaling \$17,227,554. This year, staff has budgeted \$3,069,227 in capital expenditures, and there is an estimated fund balance of \$9,132,278.

Executive Director Friedrichs discussed the minimum wage increase for 2024.

Goals and objectives for 2024 were reviewed.

Superintendent Lemar provided an overview of the Corporate Fund, such as facilities, grounds, and horticulture.

Director of Recreation McCann and Program Managers provided an overview of the Recreation Fund by section. Director McCann discussed increasing the Recreation staff, by one more full-time employee, within the golf course.

Manager Kondraschow reviewed the Marketing Plan with a goal to further develop the agency's website and social media. A major goal for 2024 is to secure \$50,000 in sponsorships. The Marketing and Communications staff will be creating a new page within the Lilac Time website, a frequently asked questions page.

Manager Pawlak highlighted athletic programs such as Soccer and Gymnastics, and on behalf of Manager Houston review of popular athletics programs which included Softball and Basketball.

Manager Manheim provided a summary of General Interest, Camps, Club Rec, Special Events, Teens, and Fine Arts. Manager Plomb highlighted Early Childhood and Visual & Performing Arts; this included Kiddie Campus, Li'l Rascals camp and music classes.

Manager Perez discussed the Paradise Bay Water Park budget and the successes of the 2023 season. Recruitment was successful for the pool; Manager Perez will continue with similar methods of staffing. Changes in 2024 include; raising fees, reintroducing the dive team, and providing thirteen special events.

Manager McKinnon gave an overview of the Madison Meadow Athletic Center and fitness area. Daily visits and annual memberships are gradually increasing. Pickleball clinics were introduced in 2023, and have been a success. Changes for 2024 include increasing group fitness program fees.

On behalf of Superintendent Ingram, Director McCann provided an overview of the Lombard Golf Course budget and discussed the total of 30,073 rounds.

On behalf of Director Chiappetta, Executive Director Friedrichs continued with an overview of the Special Recreation, Tax Levy, Liability, Debt Service, FICA, IMRF, and Audit funds.

Executive Director Friedrichs discussed the Personnel and Benefits Administration booklet. The Board of Park Commissioners were then given an explanation by Executive Director Friedrichs regarding benefits, insurance, the CPI, and staff salaries. Executive Director Friedrichs gave a summary of highlights from each department.

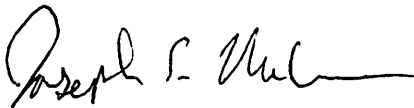
Commissioner Comments

Commissioner Wolsztyniak announced good job Paul and Joe, your leadership shows through your staff.

Commissioner Scalzo seconded Commissioner Wolsztyniak's comment, and said it is great to see staff present their budgets.

There being no further business, at 8:12 p.m., Commissioner Nolan made a motion to adjourn the Regular Board Meeting of November 28, 2023. Commissioner Kuderna seconded the motion. On a call for the vote, seven ayes (Fugiel, Ludwig, Kuderna, Nolan, Scalzo, Wolsztyniak, Zook). Motion carried.

Respectfully Submitted,



Joseph S. McCann
Secretary

JSM/lmt