

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, APRIL 10, 2018**

Call to Order

Vice President Eckelberry called the meeting to order at 7:30pm.

Roll Call

Vice President Eckelberry called for the roll. Commissioners answering present were: Nicholas A. Mostardo, Lori A. Palmer, and Diana Gunsteen. Commissioner Susan M. Stocks, Theodore J. Lewis, and James A. Mansfield were absent.

Staff members present were Executive Director Rita Fletcher, Superintendent of Recreation Kimberly Dasbach, Superintendent of Villa Olivia Peter Pope, Superintendent of Parks and Planning Kelly O'Brien, Superintendent of Business Services Kevin Romejko and Superintendent of Special Facilities Lynsey Heathcote.

Recording Secretary Kim Monforti took the minutes.

Pledge of Allegiance

Vice President Eckelberry led the Pledge of Allegiance.

Finance Committee, Mr. Mostardo Chairperson

Resolution 18-01, Appropriated Transfer of Funds

Mr. Mostardo indicated that Resolution 18-01 Appropriated Transfer of Funds was included in the Board packet. These transfers were budgeted and appropriated within the FY2017-18 Budget and Appropriation Ordinance. Mr. Mostardo moved to approve Resolution 18-01, seconded by Ms. Gunsteen. **Motion carried**

Ordinance 18-01, Annual Budget and Appropriation Ordinance (Tentative)

Mr. Mostardo referred to Ordinance 18-01, the Annual Budget and Appropriation Ordinance (Tentative), and invited Mr. Kevin Romejko to discuss the overview of the FY2018-19 Proposed Annual Budget. Mr. Romejko presented the Prepared Annual Budget for FY2018-19 with a powerpoint presentation.

Mr. Romejko presented the proposed Fiscal Year 2018-19 Budget overview agenda which included the FY2017-18 projections, budget considerations, high level summary, major funds, small funds and capital projects.

Mr. Romejko stated FY2017-18 revenue is projecting less than budgeted by \$338,592, but if you look at expenditures were just shy of \$1.3 million less than budgeted. He stated Capital Projects Fund expenses were less than budgeted by \$735,630, Villa Olivia Fund \$198,377 and Recreation Fund at \$201,211. FY2017-18 budget had a net planned deficit of \$325,766, however the district is projecting a surplus of \$615,961 because some project expenditures were not completed in FY2018-19.

Mr. Romejko provided a 10 year history of the Consumer Price Index (CPI). CPI for levy year 2017 is 2.1%. CPI for levy year 2016 was 7%. Mr. Romejko provided history of Equalized Assessed Value (EAV).

Total operating revenue in the proposed FY2018-19 budget is \$15,478,322. This is a 9% increase from last year. However, included in FY2018-19 revenue is the PARC grant in the amount of \$975,000. Without the PARC Grant it would have been a 2% increase. Total FY2018-19 operating expenses are \$10,195,265; a 2% increase from last year. Total operating net is \$5,283,057. Adding in debt payments of \$2,809,401 and capital outlay of \$2,806,725, brings the total of \$5,616,126 leaves a total district net to a planned deficit of \$333,069.

Next the summary of FY2018-19 revenue was presented. The majority comes from property taxes at 47.05%, down from last year which was 49.28%. Fees and admissions comprise 13% of revenue, same as last year. Program income comprises 12%, down 1% from last year. Food and Beverage is at 9%, the same as last year. FY2018-19 expenditures were reviewed, the largest being personnel services at 38% of the budget, down 2% from last year. Capital outlay is at 16%, up 7% from last year.

Debt payments for FY2018-19 were presented. Mr. Romejko stated that we have 4 debt series we will be making payments on. All from the debt Service Fund except \$36,292 from Corporate Fund for Series 2006A. FY2018-19 budgeted transfers to the Capital Projects Fund and Recreation Fund were reviewed.

The Corporate Fund summary was presented. Total budgeted operating revenue is \$3,491,934, of that total 88% is property tax revenue. Total operating expenses is \$2,214,484, of that 72% is associated with personnel services. The Corporate Fund has a total fund net planned deficit of \$245,089, bringing the Corporate Fund balance to 25.61%.

Villa Oliva Fund total operating revenue is \$2,441,954, of that food & beverage sales is \$1,319,318 (54%) and fees and admissions is \$717,046 (29%). The Villa Oliva total fund net \$27,653.

The Recreation Fund summary was presented. Total budgeted operating revenue is \$4,423,582. Program income represented \$2,004,497 (45%), fees and admission \$1,406,738, and property tax income is \$698,852 (16%). Total Fund Net after capital outlay and transfers in is \$253,567. Mr. Mostardo asked "if we are normally over performing in this fund either in revenue or less in expenses?" Mr. Romejko, stated "yes, normally less in expenses. Ms. Fletcher stated the revenue has had a decline the past 2 years".

Mr. Romejko reviewed the FY2018-19 net surplus/deficit and projected April 30, 2019 fund balance percentage of the Special Recreation Fund, IMRF Fund, Social Security and Medicare Fund, Audit Fund, Liability Insurance Fund, and Paving and Lighting Fund. Any deficit are planned in accordance with Fund Balance Policy.

Mr. Romejko provided a detailed listing of FY2018-19 capital projects broken into categories: Schrade Gymnasium renovation, districtwide parks, Parks Department, Bartlett Aquatic Center, Bartlett Community Center, LIFECENTER, Splash Central, technology, and Villa Olivia.

Mr. Romejko finished his budget presentation by stating the Park District is optimistic for growth, while being cognizant of historical data. Non tax resources in the proposed FY2018-19 budget are at 52.95%. The district continues to make a commitment to the future by transferring \$978,647 into the Capital Projects Fund. Mr. Romejko thanked the Board for their time and asked for any questions. Mr. Mostardo moved to approve Ordinance 18-01, seconded by Mr. Eckelberry. ***Motion carried***

Planning Committee, Mr. Eckelberry Chairperson

Mr. Eckelberry reported goals and objectives were in the budget report that was included with the board packet. If you have any changes please let Ms. Fletcher know by the end of the week.

Building and Grounds Committee, Ms. Palmer Chairperson

Park A Memory

Ms. Palmer mentioned that included in the building and grounds report was information about our Park A Memory program.

Recreation Committee, Ms. Gunsteen Chairperson

Gym & Swim

Ms. Gunsteen stated that Gym & Swim is a co-op effort between the Recreation Department and Special Facilities Department. This program fulfills homeschool fitness requirements. The first hour is spent in the gym. The second hour is spent swimming. Program starts April 15, 2018, from the hours of 12:00 pm until 2:00 pm.

Special Facilities Committee, Mr. Mansfield Chairperson

Global Arts Festival Requests

Mr. Eckelberry stated the Arts in Bartlett is requesting to use Bartlett Park, Gazebo and the Log Cabin Friday, June 22, 2018 from noon to 9:00 pm, Saturday, June 23, 2018 from 9:00 am – 9:00 pm and Sunday, June 24 from 9:00 am – 9:00 pm, for the Global Arts Festival. Permit fees will be waived, so Bartlett Park District can be listed as a sponsor. Mr. Mostardo moved to approve, seconded by Ms. Palmer. ***Motion carried.***

Bartlett Aquatics Center Speaker System

Mr. Eckelberry reported that BAC currently has a speaker system consisting of 13 mounted speakers throughout the facility, with the amplifier housed in the Managers Office. The existing speaker system is functioning and operational but does not meet the needs of the facility since the expansion in 2013. Staff has met with three different sound companies about different options. Staff is recommending the hiring of OSA Integrated for \$24,111.50 to expand to 25 speakers. Mr. Mostardo moved to approve, seconded by Ms. Palmer. ***Motion Carried.***

Villa Olivia Committee, Mr. Lewis Chairperson

Wedding Open House

Mr. Pope stated our 3rd Wedding Open House is Saturday, April 14th from 11:00 am – 3:00 pm. This event gives Bride, Grooms and family members the opportunity to come in and tour the facility, meet with DJ's, photographers, florists, hotels, and wedding cake vendors. Complimentary hors d' oeuvres and champagne are provided.

Bourbon Tasting Event

Mr. Pope stated that on Thursday, April 26th, from 6:00 – 8:00pm, Villa Oliva will be holding a Bourbon Tasting event. A local Bourbon distiller will present an interesting and informative history on the origins of Bourbon. Guests will be learning the basics and tasting several outstanding bourbons, as well as bourbon-inspired hors d'oeuvres.

Personnel Committee, Mr. Lewis Chairperson

No report.

Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson

Chamber Breakfast Meeting

Ms. Fletcher stated The Bartlett Area Chamber of Commerce will be hosting their annual breakfast on May 16th at 7:15am. If any Board members are interested in attending please let Ms. Fletcher know by May 2nd.

Old Business

None.

New Business

None.

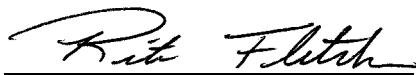
Resident Comments

None.

Adjournment

There being no further business, Vice President Eckelberry moved to adjourn the meeting, motion moved by Mr. Mostardo, seconded by Ms. Gunsteen. ***Motion carried at 8:16pm.***

Minutes Approved by the Board on April 24, 2018.

By: 
Rita Fletcher, Board Secretary