

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, JANUARY 10, 2017**

Call to Order

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

Roll Call

President Lewis called for the roll. Commissioners answering present were: Theodore J. Lewis, Kenneth N. Woods, Susan M. Stocks, Stephen M. Eckelberry, Lori A. Palmer, and Nicholas A. Mostardo. Commissioner James A. Mansfield was absent.

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

Recording Secretary Stephanie Baxter took the minutes.

Pledge of Allegiance

President Lewis led the Pledge of Allegiance.

Presentation

Chirag Patel, on behalf of the BAPS Charities presented the Bartlett Parks Foundation with a donation of \$10,000 for the Inclusive Playground. Ms. Donna Weir, Mr. Thomas Skelton and Ms. Marianne Cordell were in attendance on behalf of the Bartlett Parks Foundation. Mr. Patel commented that on behalf of the BAPS Charities, he was thankful for the opportunity to partner with the Bartlett Parks Foundation. He added that the BAPS Charities participates each year in a walk that is done nationwide. A short video clip was shown from the 2016 walkathon.

President Lewis thanked the BAPS Charities for their great support and said it has been very nice working with everyone.

BAPS Charities mentioned that from the beginning when he was first introduced to the Bartlett Parks Foundation by Mayor Kevin Wallace, it has been a phenomenal journey and they are very thankful for the connection with the Bartlett Park District.

Finance Committee, Mr. Woods Chairperson

Investment Planning and Cash Flow Projection

Mr. Woods announced that staff has been working toward developing and updating a three year pro-forma cash flow forecast that incorporates selected strategic issues and goals. He said the goal is to enable the park district to do different types of investments. Courtney Soesbe, Vice-President and Senior Relationship Officer with PMA Financial Network was present to discuss investment planning options. Ms. Soesbe started off with distributing some information to the Commissioners, and noting that PMA has been in the business of serving the public sector for over 30 years. The company has over 1,450 clients in the Midwest and approximately \$19.81 billion assets under administration as of 1/06/17. PMA works exclusively with public funds and has done work with about 19 park districts and 2 forest preserves.

PMA takes a conservative approach to investing by adhering to safety, liquidity, and yield and only doing what the client investment policy allows. The company provides monthly collateral monitoring along with quarterly bank credit reviews. PMA offers convenience to investing by handling bid processes and all investment paperwork. They are compensated on a per transaction basis and their fees include all of the services they provide including wire transfers, cash flow analysis plans and investment policy reviews. The cash flow analysis planning process involves looking at three years of the organization's history and revenues and optimizing the investment earnings. Averages would be used to project going forward and applying the park district budget to project expenditures and revenues over the next few years. The goal is to have low level liquidity with the remaining funds being invested in both short and long term investments. PMA would update the park district's plan annually and on an "as-needed" basis, keeping in contact at least monthly. Mr. Woods said the staff is looking to work further with PMA on a 3-year plan and to optimize the money we receive from reserves. He noted that the park district has worked with PMA in the past when the Build America bonds were done in 2010. Ms. Soesbe added that there was also another time that PMA worked with Bartlett Park District.

Mr. Mostardo asked if any changes would need to be made to our Investment Policy, and Mr. Romejko said he did not believe that would be necessary, although Ms. Soesbe could take a look at that to confirm. Mr. Mostardo said he feels this is a good idea to move ahead with. He said his only question would be what if the park district needed access to emergency cash. Ms. Soesbe replied that the goal of the cash flow is to have enough money coming in every month while leaving enough in the accounts to cover anything unexpected. She said the only thing she would ask would be that we update our Board Resolution to work with PMA. Mr. Woods said that we are essentially the ones who set the policy of what we want to invest. Mr. Woods said the staff is looking to develop a 3-year forecast so they can present that to PMA and a plan can be developed. Ms. Fletcher added that staff is only looking for feedback from the Board at this time because this is something new for us.

The board thanked Ms. Soesbe for her time.

Planning Committee, Ms. Stocks Chairperson

No business.

Building and Grounds Committee, Mr. Mansfield Chairperson

Humbracht Park Playground

Ms. Stocks reported that the playground at Humbracht Park is scheduled to be replaced this spring, as part of the capital replacement plan. Staff has hired Upland Design, Ltd. who will prepare preliminary concepts for the park including playground layout, equipment options, pathways and landscaping. The playground site plan and play equipment boards will be presented at the January Board meeting where Upland Design, Ltd. will be present to discuss the merits of the equipment designs and answer any questions. The community will also be invited to observe and participate in the design.

Recreation Committee, Mr. Mostardo Chairperson***Pickleball Open Gym***

Mr. Mostardo announced that pickleball will be offered beginning January 16th. Pickleball is a racquet sport that combines the elements of badminton, tennis and table tennis. The new sport will be offered Mondays and Wednesdays through March 29th from 9:00–10:30am at the Bartlett Community Center gymnasium. The drop in fee is \$5.00 per person.

President Lewis congratulated Mr. Mostardo on his recent engagement.

Special Facilities Committee, Mr. Eckelberry Chairperson***BAPS Charities Park Request***

Mr. Eckelberry noted that BAPS Charities has requested the use of Bartlett Park on Sunday, June 11, 2017 for their annual walkathon. They have requested to use the park from 6:00am – 1:00pm and estimate approximately 1,000 participants. The request would be contingent upon BAPS Charities receiving approval from the Village of Bartlett for parking and sound permits, along with providing a certificate of insurance, permit fees, electricity and portable toilets. Ms. Stocks moved to approve the BAPS Charities request to use Bartlett Park. Mr. Mostardo seconded the motion. **Motion carried.**

Villa Olivia Committee, Ms. Palmer Chairperson***Ski Season Update***

Ms. Palmer said that an update for the 2016/2017 Villa Olivia ski season was provided to the Board. A comparison to the previous three years was outlined and it was noted that participation this season has significantly increased. Mr. Pope added that the base is in good shape and now that we are past the holiday season, the facilities will be closed on Mondays and Tuesdays. Mr. Mostardo added that he would be interested to see a revenue update in the next few days. Mr. Pope said that tubing has really exceeded this year, adding that the purchase of the tube shaper helped, and customers are getting more rides in during their allotted 2-hour time.

Personnel Committee, Ms. Palmer Chairperson***Resolution 17-01 Regulating Travel, Meal and Lodging Expenses in Accordance with the Local Government Travel Expense Act***

Ms. Palmer discussed that Resolution 17-01 was presented to the Board which outlines how we handle travel expenses. She noted that the park district already has policies and procedures in place so we don't see this having much of an impact on the way we currently operate. Mr. Eckelberry moved to approve Resolution 17-01, seconded by Mr. Mostardo. **Motion carried.**

Community Relations and Legislative Issues Committee, Mr. Lewis Chairperson

President Lewis wished Ms. Palmer a happy birthday on behalf of the Board.

Mr. Lewis also added that we had a very nice community relations event take place tonight, and the Foundation continues to look for opportunities to raise money and awareness for the Inclusive Playground.

Old Business

None.

New Business

None.

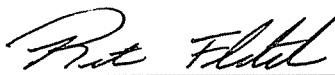
Resident Comments

None.

Adjournment

There being no further business, Commissioner Stocks moved to adjourn the meeting, seconded by Mr. Eckelberry. **Motion carried at 8:05pm.**

Minutes Approved by the Board on January 24, 2017.

By: 

Rita Fletcher, Board Secretary