

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, APRIL 11, 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 Recreation Kimberly Dasbach, Superintendent of Villa Olivia Peter Pope, Superintendent of Parks and Planning Kelly O'Brien, Superintendent of Business Services Kevin R. Romejko and Superintendent of Special Facilities Lynsey Heathcote.

Recording Secretary Stephanie Baxter took the minutes.

Pledge of Allegiance

President Lewis led the Pledge of Allegiance.

President Lewis asked that the Board hold a moment of silence in honor of T L Arends who passed away earlier in the day.

Finance Committee, Mr. Woods Chairperson

Resolution 17-02 – Appropriated Transfer of Funds

Mr. Woods indicated that Resolution 17-02 Appropriated Transfer of Funds was included in the Board packet. These transfers were budgeted and appropriated within the FY2016-17 Budget and Appropriation Ordinance. Mr. Eckelberry moved to approve Resolution 17-02, seconded by Ms. Stocks. **Motion carried.**

Resolution 17-03 – Abolishing Working Cash Fund

Mr. Woods said that Resolution 17-03 Abolishing Work Cash Fund was presented to the Board. He noted that these funds have not been used for the last 3-4 years, and staff has requested that the monies be moved to the Corporate Fund. Ms. Stocks motioned to approve Resolution 17-03 Abolishing Working Cash Fund, seconded by Ms. Palmer. **Motion carried.**

Resolution 17-04 Approving and Directing Fund Transfer from Recreation Fund and Corporate Fund to Capital Projects Fund

Mr. Woods announced that Resolution 17-04 was presented to the Board, and staff has requested approval from the Finance Committee. At the end of the fiscal year, the District is able to transfer any funds on hand to the capital improvement fund if the funds proposed for transfer are not pledged for or allocated to a particular purpose. It has been determined the sum of \$100,000 in the Recreation Fund and \$54,702.99 in the Corporate Fund are eligible for transfer to the Capital Projects Fund. The Recreation Fund and Corporate Fund will maintain Fund Balance Policy targets. Ms. Stocks made a motion to approve Resolution 17-04 Approving and Directing

Fund Transfer from Recreation Fund and Corporate Fund to Capital Projects Fund. Mr. Eckelberry seconded the motion. **Motion carried.**

Ordinance 17-03 Annual Budget and Appropriation Ordinance (Tentative)

Mr. Woods referred to Ordinance 17-03, the Annual Budget and Appropriation Ordinance (Tentative), and invited Mr. Kevin Romejko to discuss the overview of the 2017-18 Proposed Budget. Mr. Romejko presented the Tentative Annual Budget for 2017-18 with a powerpoint presentation. Mr. Romejko noted that several areas of expenditures were less than budget for the 2016-17 fiscal year, these figures being prepared while there was still 1-2 months left in the current year. The projected revenues for 2016-17 are short of budget by \$260,000. He also noted that the expenditures are projected to be \$530,000 less than budget. This brings the overall net projection to a surplus of \$461,742, which is \$270,604 greater than budget. He pointed out that the Villa Olivia fund is \$277,000 less than budgeted expenses; the Capital Projects fund being \$110,000 less; and the Recreation Fund being \$34,000 less. Mr. Mostardo asked if any capital projects were deferred to reach that figure, and Mr. Romejko remarked that the Villa Olivia maintenance project was postponed as all bids were rejected after they came in over budget. Mr. Romejko explained that budget considerations include Strategic and Department Goals, Priorities for the Fiscal Year, the Consumer Price Index, the Equalized Assessed Value, Fund Balance Targets and the Capital Replacement and Improvement Plan. Mr. Romejko reviewed a 10-year comparison of the Consumer Price Index, or CPI. In 2013 the decline began and has since continued, and currently we are at .7 for the current year. The Equalized Assessed Value (EAV) was declining from 2010 to 2014, and then there was a slight increase in 2015 and 2016. The increase from 2015 to 2016 being \$26,028.

Mr. Romejko said the total operational revenue is budgeted to be \$14,213,386 and the total operational expenses are projected to be \$9,993,678. This brings the operational net for the FY2017-18 to a surplus of \$4,219,708. Debt payments will cost \$3,119,943 and capital outlay is projected to be \$1,425,531. Those two things combined come to \$4,545,474, which brings the total planned deficit for the 2017-18 fiscal year to \$325,766. Schrade Gym is the largest project for the 2017-18 budget, which the Park District will receive 75% reimbursement on; however, the reimbursement will not be received until the 2018-19 fiscal year.

Next the summary of revenue for the Park District was discussed. The majority which comes from property taxes, representing just under 50% of total revenue. Other revenues come from program income, fees and admissions, food and beverage income and transfers in. The expenditures for the Park District were reviewed, the highest cost being personnel services at 40% of the budget. Debt payments represent 20% of the expenses; capital outlay is at 9% of overall expenditures; and transfers out are 9%.

Debt payments for 2017-18 were reviewed, and Mr. Romejko remarked that three issues will have their final payments due in 2017 and 2018, which will provide the Park District the opportunity to reevaluate its debt structure. Budgeted transfers, Corporate Fund, Villa Olivia Fund, Recreation Fund, and Small Funds were reviewed, highlighting their proposed revenue, expense and net surplus/deficit.

Mr. Mostardo asked Mr. Romejko what expenses are paid from the Liability Fund. Mr. Romejko reported that the fire alarm panel for Bartlett Community Center and Administration Building will come from that fund as well as the security and burglar alarm replacements at several

District facilities. Mr. Mostardo also asked about the advantage to having a Paving and Lighting Fund. Ms. Fletcher replied it is to ensure that the Park District is able to get some paving projects completed throughout the year.

Mr. Romejko discussed the Capital Projects for 2017-18 that are targeted to be \$1,425,531; the biggest cost being the Schrade Gym renovation which will be a 2-year project. Mr. Mostardo asked if bike paths had been identified yet for renovation. Ms. O'Brien replied that she is still waiting to hear back from the Village.

Mr. Romejko finalized his budget presentation by noting that the Park District is optimistic for growth with projects such as the Schrade Gym renovation, while being cognizant of historical data. He noted that non-tax resources equal 50.72% of overall revenue, noting that the Park District would never be able to offer programs or services with tax support alone. A commitment to the future includes \$1,377,592 being transferred into the Capital Projects Fund to further fund the capital replacement and improvement plan. Mr. Romejko thanked the Board for their time and questions during his presentation.

Mr. Woods remarked that Ordinance 17-03 Annual Budget and Appropriation Ordinance includes an additional appropriation column that is new to the Park District. He also noted that there have been some recent discussions amongst the Commissioners about this. Mr. Eckelberry moved to approve Ordinance 17-03 Annual Budget and Appropriation Ordinance, seconded by Ms. Palmer. Mr. Woods discussed the Appropriation part of Ordinance 17-03, and Ms. Fletcher clarified that if there were a need to go outside the budget, it would be brought before the Board, although the goal is not have to do that. Mr. Woods asked if we need to have a policy for this change, and Ms. Fletcher suggested we give it a year and revisit it at a later date. **Motion carried.**

Planning Committee, Ms. Stocks Chairperson

2017-18 Goals & Objectives

Ms. Stocks pointed out that the 2017-18 Goals & Objectives that staff put together were included in the board packet. Mr. Mostardo asked if the upcoming goals and objectives were pulled from last year's Strategic Plan and Goals, and Ms. Fletcher replied that they are. Mr. Woods mentioned that a few years back, one of the goals was to cut down on utility costs. Ms. Fletcher remarked that a lot of that has already been done and that, even though that goal is not spelled out specifically in the 2017-18 Goals & Objectives, plans have already been implemented to decrease utility costs.

Building and Grounds Committee, Mr. Mansfield Chairperson

O'Brien Woods Mulching Project

Mr. Eckelberry announced that Dan Mitchell, Environmental Education Manager, worked with 66 Eagle Scout volunteers on April 1st and 2nd mulching the half mile-trail around O'Brien Woods. The volunteers worked 374 hours and spread 240 cubic yards of mulch. Some of the tools purchased such as wheel barrows, rakes and shovels to complete this project were then donated to the parks department. Mr. Eckelberry and the Board gave a big "thank you" to the Eagle Scout volunteers.

Recreation Committee, Mr. Mostardo Chairperson

Suburban Umpires Association

Mr. Mostardo said that staff has requested approval of a purchase order not to exceed \$10,290 to the Suburban Umpires Association for payment of umpiring the adult Men's and Co-ed softball league games. It was noted that these games will take place from May through August 2017. Mr. Mostardo moved to approve this purchase order, seconded by Mr. Eckelberry. **Motion carried.**

Ms. Dasbach gave the Board an update on the preschool snack that began March 6, 2017. Ms. Dasbach remarked that per DCFS standards, a formal snack time is now required to be served to all children in our care for more than 2 hours. Previously, snacks were available to children should they ask for it. Staff worked with parents to confirm all children's allergy information was current prior to serving snack. Typical examples of snack items will be various crackers, pretzels and 100% apple juice. Snacks are purchased by the Park District and 15 minutes are allotted for snack time each day.

Special Facilities Committee, Mr. Eckelberry Chairperson

Aqua Egg Hunt

Mr. Eckelberry announced that the annual Aqua Egg Hunt will be held at Splash Central on Friday, April 14th at 10:00am. There is a \$9 participant fee, but pass holders will be admitted for free. Advance registration is required, and includes free open swim immediately following the event. Ms. Heathcote shared that the registration numbers are pretty solid, adding that the event usually sells out every year.

Villa Olivia Committee, Ms. Palmer Chairperson

Golf Course Back Nine Open

Ms. Palmer stated that the back nine at Villa Olivia Golf Course opened on Friday, March 31st. There are still a few towers and poles near the fairways, however, they do not prevent golfers from accessing the back nine holes. Villa Olivia will need to close the back nine for one morning when the final work is done removing the remaining towers and poles.

President Lewis asked Mr. Pope how the Wedding Open House went on Saturday, April 8th. Mr. Pope shared that two showers were booked as a result of the Open House and staff is confident there will be two possible weddings also booked in the near future.

Personnel Committee, Ms. Palmer Chairperson

No report.

Community Relations and Legislative Issues Committee, Mr. Lewis Chairperson

President Lewis thanked the Park District staff and Board for their continued work with local senior citizen organizations, Police Department, and Lions Club. He added that it is very noticeable when the staff and Board members are present to support such agencies.

Old Business

No business.

New Business

Mr. Mostardo congratulated Ms. Stocks and also welcomed Ms. Gunsteen to the Board of Commissioners.

Resident Comments

Michelle Hughes spoke about her concerns regarding the lack of a peanut allergy policy within the Park District. She discussed the risks of peanut allergies and asked that the Board use her and the knowledge she has to their advantage in order to create plans and procedures for Park District programs. It was decided that a committee would be formed with Ms. Hughes, staff, and Board to discuss a plan. Ms. Hughes will try to get a copy of the U-46 policy/procedure information on peanut allergies. President Lewis said that we could possibly invite a representative from U-46 and also invite other parents who have children in the Park District programs. Mr. Mostardo offered to be a part of the committee.

Adjournment

There being no further business, Commissioner Mostardo moved to adjourn the meeting, seconded by Commissioner Eckelberry. **Motion carried at 8:30pm.**

Minutes Approved by the Board on April 25, 2017.

By: 
Rita Fletcher, Board Secretary