

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, SEPTEMBER 12, 2017**

Call to Order

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

Roll Call

President Stocks called for the roll. Commissioners answering present were: Susan M. Stocks, Stephen M. Eckelberry, Theodore J. Lewis, Lori A. Palmer, and Diana Gunsteen. Commissioners Nicholas A. Mostardo 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 & Planning Kelly O'Brien, Superintendent of Business Services Kevin Romejko and Superintendent of Special Facilities Lynsey Heathcote.

Recording Secretary Stephanie Baxter took the minutes.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Finance Committee, Mr. Mostardo Chairperson

FY2016-17 Comprehensive Annual Financial Report (CAFR) Presentation

Mr. Romejko announced that the District has concluded the 2016-17 financial audit. The audit was performed by Selden Fox, LTD and Vice President Ed Tracy was present to discuss the results of the report.

Mr. Tracy first thanked Ms. Fletcher, Mr. Romejko and all of the staff for their assistance during the audit. The CAFR will be submitted to the Government Finance Officers Association where a couple of nationwide reviewers will evaluate the report and provide some recommendations of things to add to future reports. The program will also provide the Park District with a Certificate of Achievement for Excellence in Financial Reporting. Mr. Tracy added that the program is beneficial and does provide some useful information about the District's current position as well as financial status with regard to future projects.

Mr. Tracy explained that the financial statements are a representation of management and Selden Fox issues their opinion based on those statements. The independent auditor's report states that the financial statements from the Park District are fairly presented. Two sets of financial statements were provided in the CAFR including Government-wide Financial Statements and Fund Financial Statements. The general fund is a combination of revenues which were slightly over budget and expenses that were approximately 8% under budget. The end of the year results exceed the budget by more than \$250,000. Fund balance is about 75% of annual expenses. Mr. Tracy said although this may sound high, it does make sense given the time of the year the audit was completed. Revenues for the Recreation Fund were right on target at about \$225,000 more than budget which totals about 30% of the annual expenses. Mr. Tracy noted this is a positive spot to be in. The Villa Olivia Fund revenues fell short of budget on ski operations, although golf operation revenues exceeded the budget. Expenses were under budget, but overall there was a small loss this year.

Last year, Mr. Tracy explained that the net pension was discussed, which provided for future payments that have been earned to date to the extent that they are not already funded by investments at Illinois Municipal Retirement Fund (IMRF). That liability is not a huge concern because IMRF is being funded each month. Future liabilities are more than current assets on hand, but the liability did reduce this year which attributes to the current investments that earned more than was anticipated.

With regard to this year's audit, only a few adjustments were made, but it was noted that the books were in very good shape and everything was ready for the auditors. Mr. Tracy thanked the staff for all of their help and cooperation.

Ms. Gunsteen asked why the change was made in the way we book pensions. Mr. Tracy explained that the Governmental County Standards Board developed a new standard to address the poorly funded pension plans. He noted that IMRF is a very well-funded plan as they require their members to make their annual required contribution to pay the benefits to employees at a future date. While there is a liability, it is not as significant as some other pension plans.

Mr. Eckelberry moved to approve the Comprehensive Annual Financial Report for FY2016-17 as presented, seconded by Ms. Palmer. **Motion carried.**

Replacement Purchase of Bartlett Community Center (BCC) Host System Hardware

Ms. Stocks reported that the District currently utilizes two VMware Host Systems (virtual servers) at BCC to run software applications and the SQL database. The FY2017-18 Capital Project Budget includes \$15,600 for the replacement and configuration of two new VMware Host Systems at Bartlett Community Center. Staff obtained quotations from three vendors for the purchase of two HPE ProLiant DL360 Gen9 Servers and is requesting the approval to purchase those from CDW-Government at a cost of \$14,424.62. Ms. Stocks made a motion to approve this request, seconded by Mr. Eckelberry. **Motion carried.**

Purchase Orders Between \$2,500 and \$10,000

A list of approved purchase orders between \$2,500 and \$10,000 for the time period of June 2017 through August 2017 was presented to the Commissioners. Staff requested that the Finance Committee accept this report. A motion was made by Mr. Eckelberry, seconded by Mr. Lewis to accept and approve this request. **Motion carried.**

Planning Committee, Mr. Eckelberry Chairperson

Schrade Gym Renovation

Mr. Eckelberry said that staff has been working with Williams Architects on the Schrade Gym renovations and things are progressing on schedule. Williams Architects will be at the October 10th Committee Workshop meeting to present the schematic design to the Board for their input.

Building and Grounds Committee, Ms. Palmer Chairperson

Apple Orchard Community Park Driveway Improvements

Ms. Palmer noted that, as part of the Capital Improvement Plan, asphalt work is required at Apple Orchard Community Park. The project will consist of removing and replacing approximately 7,550 sq.ft. of asphalt. The area to be repaired is a section of the middle service drive located near O'Brien Woods. Staff contacted companies and obtained three comparable quotes to complete the asphalt work, and is recommending A & A Pacing Contractors, Inc. in the amount of \$24,835 to

remove and replace asphalt at Apple Orchard Community Park. Mr. Eckelberry made a motion to approve this recommendation, seconded by Ms. Stocks. Ms. Gunsteen asked how often the parking lots at our facilities are repainted, and mentioned that the walkway at BCC seems to be fading. Ms. Fletcher noted that she and Ms. O'Brien have been discussing this topic and are currently working to put together a plan so that the restriping is completed more frequently. **Motion carried.**

Recreation Committee, Ms. Gunsteen Chairperson

Youth Sports Signs

Ms. Gunsteen stated that the focus of Youth Sports is to have fun, learn specific skills, problem solving skills, engage in physical activity, develop self-esteem, coping skills, social skills, and emotional and character development. This fall, the Recreation Committee will be introducing the new "Please Remember" signs. The signs were unveiled at the fall coaches meetings, have been posted on the website, displayed in the Bartlett Community Center Gymnasium, and posted at several softball and soccer fields.

Special Facilities Committee, Mr. Mansfield Chairperson

One Day Shootouts Basketball Tournament Request

Ms. Stocks reported that One Day Shootouts has requested approval to use the Bartlett Community Center Gymnasium (Courts 1, 2 and 3) on Sunday, January 7, 2018 to host a boys' basketball tournament for players 10-17 years old. The tournament would be held from 9am to 7:30pm with approximately 200 players expected. An admission fee would be charged, and approval will be contingent on One Day Shootouts providing a certificate of insurance. **Motion carried.**

LIFECENTER Open House

Ms. Stocks announced that on Saturday, September 30th, LIFECENTER will host an open house to showcase the new fitness equipment from 7am to 6pm. Free fitness classes (7am-12:30pm) will be offered as well as free childcare at Kids Stop (9am-12noon). There will also be raffles and prizes throughout the day.

Villa Olivia Committee, Mr. Lewis Chairperson

Golf Course and Fall Maintenance Updates

Mr. Lewis informed the Board that fall rates for Villa Olivia Golf Course will go into effect on Monday, October 2nd. The reduced rates will be promoted on the websites, the electronic message board, in the newspaper, and through social media.

Also, in the coming weeks, staff will be aerifying the greens, and fairways and tees will be aerated later this fall. A request for proposals has been sent out to remove the next batch of dead trees at Villa Olivia. That work should take place during the end of September and early October. Also during the month of September, troubleshooting, repair and replacement work will be done to several electrical systems that provide power to snow-making and tow rope electrical panels.

Building Damage

Mr. Lewis discussed an accident that took place Thursday, August 31, 2017 at Villa Olivia. He explained that a woman was driving down Lake Street and had a medical emergency, losing control of her car which veered off the road, through the ditch, and into the grounds building where one of the snow groomers is stored. Staff is currently obtaining proposals to repair the damages to the building and snow groomer. Mr. Pope added that PDRMA has been contacted and staff has forwarded estimates to them for the repairs.

Personnel Committee, Mr. Lewis Chairperson

No business.

Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson

No business.

Old Business

No business.

New Business

No business.

Resident Comments

None.

Closed Session

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(c)(21) for the discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes. Mr. Lewis seconded the motion. **Motion carried.**

ROLL CALL VOTE:

AYES: Stocks, Eckelberry, Lewis, Palmer, and Gunsteen.

NAYS: None.

ABSENT: Mostardo and Mansfield

ABSTAIN: None.

Motion approved at 7:50pm.

Reconvening of Regular Board Meeting

President Stocks called the meeting back to order at 7:55pm and called for the roll. Present were Susan M. Stocks, Stephen M. Eckelberry, Theodore J. Lewis, Lori A. Palmer, and Diana Gunsteen. Commissioners Nicholas A. Mostardo and James A. Mansfield were absent.

Staff members present were Executive Director Rita Fletcher. Recording Secretary Stephanie Baxter took the minutes.

Action Resulting from Closed Session

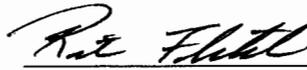
Mr. Eckelberry indicated that the Board had recommended the full release of Closed Session Meeting Minutes from 10/25/2016. All other Closed Session Minutes should remain closed. Mr. Lewis moved to release the Minutes from 10/25/2016 as outlined in Closed Session, seconded by Mr. Eckelberry. **Motion carried.**

Adjournment

There being no further business, Commissioner Eckelberry moved to adjourn the meeting, seconded by Ms. Palmer. **Motion carried at 7:56pm.**

Minutes Approved by the Board on September 19, 2016.

By:



Rita Fletcher, Board Secretary