

**BARTLETT PARK DISTRICT  
COMMITTEE WORKSHOP MEETING MINUTES  
TUESDAY, SEPTEMBER 13, 2016**

**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, Susan M. Stocks, Kenneth N. Woods, Stephen M. Eckelberry, and Nicholas A. Mostardo. Commissioners Lori A. Palmer and James A. Mansfield were 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.

**Finance Committee, Mr. Woods Chairperson**

***FY2015-16 Comprehensive Annual Financial Report (CAFR) Presentation***

Mr. Woods announced that the Comprehensive Annual Financial Report for Fiscal Year 2015-16 was presented to the Board. The audit of financial statements was performed by Selden Fox LTD, and Ed Tracy, Vice President of Governmental Services was at the meeting to present the results.

Mr. Tracy began by explaining what was contained in the CAFR. He explained there are three sections to the report which include an introductory section, a financial section and a statistical section. He noted that there is some interesting information included of how the Bartlett Park District has changed over the years. Mr. Tracy highlighted page 3 of the report, "Statement of Net Position", noting that the statements record fixed assets and debt on the balance sheet, appreciating those assets over time.

New this year is GASB 68, accounting and financial reporting for pensions. The Park District participates in the Illinois Municipal Retirement Fund (IMRF) pension program. Under the new GASB 68 standards, contributions made by the Park District to IMRF between the measurement date (12/31/2015) and year end (4/30/2016) are considered deferred outflows in the government-wide financial statements (GWFS) as they are not included in the calculation of the expense in the GWFS, since this was computed as of 12/31/2015. Additionally, GASB 68 takes into account differences between the IMRF actuarial projections and actual results. These differences may result from differences between expected and actual experience, changes in assumptions, or differences between expected and actual return on IMRF investments. Because these are assumptionS used in the valuation, the differences do not get taken into expense immediately, but rather over a period of time (typically between 3-5 years depending on the type of difference).

Mr. Tracy noted that IMRF is a very well-funded plan, and from a funding perspective, we are at 83% of our liability.

The majority of individual funds did better than budget. The General Fund increased approximately \$225,000. The Recreation Fund increased approximately \$120,000, with revenues short of budget by 8% while expenses were less than budget by 10%.

Overall, within the Governmental Funds for FY2015-16, we are at a net deficit of \$36,000. It is important to note this includes a planned net change in fund balance deficit (\$197,000 budgeted; \$120,000 actual) in the Capital Projects Fund. Therefore, the Park District's current fund balance within the Governmental Funds is \$3,384,649. Mr. Tracy remarked that he worked with Sue Leninger and Kevin Romejko, and appreciated the assistance he received from all of the staff and Ms. Fletcher.

Mr. Woods commented that it sounds like we are in pretty good shape. Mr. Mostardo thanked Ms. Fletcher and Mr. Romejko for reviewing some of his questions about the audit earlier in the day. He also asked that the record state that he is still concerned about the performance of the Villa Olivia Fund and looks forward to what the staff can bring toward the end of the year based on the Strategic Planning from last year.

Mr. Eckelberry moved to approve the Comprehensive Annual Financial Report for FY2015-16 as presented, seconded by Ms. Stocks. **Motion carried.**

#### ***Replacement Purchase of Villa Olivia Host System Hardware***

Mr. Woods discussed the Host System (virtual servers) at Villa Olivia which runs software applications and the SQL database. In an effort to maintain system hardware uptime and reliability, the FY2016-17 budget includes the replacement of two new VMware Host Systems at Villa Olivia. Staff has requested the approval of this purchase through Sterling Network Integration (SNI) at a cost of \$17,250. Mr. Eckelberry moved to approve the recommendation, seconded by Ms. Stocks. **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 2016 through August 2016 was presented to the Commissioners. Staff requested that the Finance Committee accept this report. A motion was made by Ms. Stocks, seconded by Mr. Eckelberry to accept and approve this request. **Motion carried.**

#### **Planning Committee, Ms. Stocks Chairperson**

##### ***Williams Architects Services – Villa Olivia***

Ms. Stocks explained that currently the outside building (located off Rose Lane) that the grounds department works out of at Villa Olivia has no water or restroom facilities. In this year's budget, funds were allocated to make improvements to this building. This would include bringing in water and sanitary services to the facility, along with adding restrooms, showers and a locker area for staff. To help oversee the design process and obtain all correct permits, prepare construction documents, etc., staff has recommended hiring Williams Architects at a cost of \$22,000. Ms. Stocks made a motion to accept the recommendation to hire Williams Architects in the amount of \$22,000, Mr. Eckelberry seconded the motion. **Motion carried.**

Mr. Mostardo clarified that this was the building on the southwest side of the facility, and Mr. Pope noted that it was the metal pole building. Mr. Pope added that the construction will tie in off of the Rose Lane infrastructure and the architect will design the layout. Mr. Pope also added that they have been working with CemCon and there is some plumbing that has been prepped but is not hooked up yet. Mr. Mostardo inquired about the price of the architect services, and Ms. Fletcher added that Williams Architects Services gave us a good price. Mr. Mostardo asked how much was budgeted for the construction, and Ms. Fletcher noted that the budget is approximately \$140,000.

### **Building and Grounds Committee, Mr. Mansfield Chairperson**

#### ***ADA Transition Plan Update***

Mr. Eckelberry explained that, as part of the Illinois Distinguished Accreditation process, staff has updated the Board on the ADA Transition Plan and the projects completed through the park district. The ADA Transition Plan describes barriers at Bartlett Park District parks and facilities and helps assign costs for making improvements. This current fiscal year, staff is reviewing the walking path for improvements at Trails End Park and Sunrise Park. A spreadsheet was provided to the Board which outlines projects that have been completed since the plan was developed in 2010. Mr. Mostardo inquired as to any input that U46 provides for Centennial. Ms. Fletcher mentioned they provide input on what improvements should be made, but they do not pay for anything.

### **Recreation Committee, Mr. Mostardo Chairperson**

#### ***Adult Program Input Meeting***

Mr. Mostardo announced that a meeting would be held Monday, October 3, 2016 at the Bartlett Community Center, in the Arts & Craft Room, where residents are invited to suggest future adult program and trip ideas. If people are unable to attend the meeting but have ideas, e-mails can be sent to Katie Mix prior to October 3<sup>rd</sup>.

### **Special Facilities Committee, Mr. Eckelberry Chairperson**

#### ***Chamber Casino Night Request***

Mr. Eckelberry told the Board that the Bartlett Area Chamber of Commerce is requesting approval to hold a Casino Night Fundraiser in the Oak Room at the Bartlett Community Center on Friday, February 3, 2017 from 7pm to 10pm. The Chamber will be charging an admission fee and selling extra chips along with soliciting sponsorships for the event. The Bartlett Area Chamber of Commerce will be responsible to acquire all of the proper licenses and permits for this event. Mr. Woods moved to accept the Chamber's request as presented, seconded by Ms. Stocks. **Motion carried.**

### **Basketball Tournament Requests**

#### ***USA Youth Hoops***

Mr. Eckelberry announced that USA Youth Hoops has requested the use of the Bartlett Community Center gym for their "Chicago Classic" Basketball Tournament on May 27 & 28, 2017. The tournament will feature boys between the ages of 10 & 17, and is expected to bring approximately 250 participants. An admission fee will be charged and water and Gatorade will be sold at the event. Approval is contingent upon USA Youth Hoops providing a certificate of insurance. Mr. Woods moved to approve the facility use request, seconded by Mr. Mostardo. **Motion carried.**

***The Boys and Girls Club of Rockford***

Mr. Eckelberry discussed another request for a National Summer Classic Basketball Tournament to be held at the Bartlett Community Center from August 4 through August 6, 2017. The Boys and Girls Club of Rockford will feature both boys and girls teams and are expecting approximately 150 participants. An admission fee will be charged and approval is contingent on the Boys and Girls Club of Rockford providing a certificate of insurance. Ms. Stocks made a motion to approve the request as presented, seconded by Mr. Mostardo. **Motion carried.**

***LIFECENTER Open House***

Mr. Eckelberry announced that the LIFECENTER Health & Fitness Club will host an Open House on Saturday, September 17<sup>th</sup> from 7am to 6pm. The event will allow members and non-members to use the Fitness Center, classes and babysitting services for free. The event is open to anyone 14 years of age and older, and a signed waiver by an adult is required for minors.

**Villa Olivia Committee, Ms. Palmer Chairperson*****Sapphire Room HVAC Replacement***

Mr. Eckelberry acknowledged that included in this year's Capital Projects Budget is the replacement of the heating, ventilation, and air conditioning system in the Sapphire Room at Villa Olivia. The current system is past its useful life, is under sized, and is located in the attic of the clubhouse. This makes routine maintenance and repairs extremely difficult and problematic. The Villa Olivia Committee has proposed that the unit be replaced with a 5-ton rooftop unit through the TCPN Purchasing Program at a cost of \$9,075. Staff has recommended that Daiken Applied be hired to disconnect the old unit, make necessary connections and modifications, install the new unit, and perform start-up services at a cost of \$19,760 for a total cost of \$28,835.

Mr. Woods inquired about necessary improvements required to reinforce the roof. Mr. Pope added that Daiken Applied did bring out their structural engineers and looked at reinforcements that are needed, which are minimal. Any materials and labor that would be required would be included in the price of the replacement cost and installation, and any leaks would be covered in the price. The question was presented if this purchase needed to be bid out, and Ms. Fletcher stated that the actual unit has already been bid out. Mr. Woods made a motion to approve the HVAC replacement purchase and installation through Daiken Applied as presented, seconded by Ms. Stocks. **Motion carried.**

***Linen Ironer Purchase***

Mr. Eckelberry noted that this year's budget includes the purchase of a piece of equipment for the laundry room at Villa Olivia. This unit will press tablecloths and provide a much improved appearance. Staff has requested approval to purchase a Comet Executive Ironer from Equipment International, who will also complete the installation for a total cost of \$13,095. Ms. Stocks made a motion to approve the purchase of the Linen Ironer as presented, seconded by Mr. Mostardo. **Motion carried.**

**Personnel Committee, Ms. Palmer Chairperson****April Election**

Mr. Eckelberry announced that Tuesday, September 20<sup>th</sup> marks the official beginning of the 2017 election season. Candidates can begin circulating petitions for the April 4, 2017 election, and for this upcoming election, Commissioners Ken Woods and Sue Stocks terms are open. The filing period begins on December 12<sup>th</sup> and ends on December 19<sup>th</sup>.

**Community Relations and Legislative Issues Committee, Mr. Lewis Chairperson**

Mr. Lewis expressed his thanks to the board members for their sponsorship at the recent Twilight Golf Outing. He also thanked the staff for a great job taking care of everyone who participated in the outing, and noted that it was a beautiful night.

Mr. Lewis added that the Chamber of Commerce Steak Fry is September 21<sup>st</sup>. If anyone is interested, please let Steve Karoliussen know.

**Old Business**

None.

**New Business**

None.

**Resident Comments**

None.

**Adjournment**

There being no further business before the Board, Mr. Mostardo moved to adjourn into Closed Session under Section 2 (c) (1) of the Open Meetings Act, for the purpose of discussing the appointment, employment compensation, discipline, performance, or dismissal of specific employees of the District, seconded by Mr. Eckelberry.

**ROLL CALL VOTE:**

AYES: Lewis, Eckelberry, Woods, Stocks and Mostardo.

NAYS: None.

ABSENT: Palmer and Mansfield.

ABSTAIN: None.

**Motion approved at 8:03pm.**

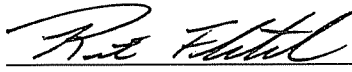
**Reconvening of Regular Board Meeting**

President Lewis called the meeting back to order at 8:16pm and called for the roll. Commissioners answering present were: Theodore J. Lewis, Susan M. Stocks, Kenneth N. Woods, Stephen M. Eckelberry, and Nicholas A. Mostardo. Commissioners Lori A. Palmer and James A. Mansfield were absent.

**Adjournment**

There being no further business, Commissioner Eckelberry moved to adjourn the meeting, seconded by Ms. Stocks. **Motion carried at 8:16pm.**

Minutes Approved by the Board on September 27, 2016.

By:   
Rita Fletcher, Board Secretary