

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, SEPTEMBER 11, 2018**

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, Nicholas A. Mostardo, Theodore J. Lewis, Lori A. Palmer, and Diana Gunsteen. 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 Romejko and Superintendent of Special Facilities Lynsey Heathcote.

Guest: Matt Beran

Recording Secretary Kim Monforti took the minutes.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Finance Committee, Mr. Mostardo Chairperson

FY2017-18 Comprehensive Annual Financial Report (CARF) Presentation

Mr. Mostardo introduced Matt Beran of Lauterbach & Amen LLP to discuss the Comprehensive Annual Financial Report. Mr. Beran thanked the Board for the opportunity to work with the Park District, thanked Kevin and his staff for all their hard work. Mr. Beran briefly explained how the audit process works. The first thing that is done is the Entrance Conference that allows us to go over the operations of the Park District and set up a schedule for the audit process. The next thing done is we take a look at the internal control areas such as cash disbursements and payroll. Then we come back and do field work and test the numbers. The final step is the reporting process which is the Comprehensive Annual Financial Report.

Mr. Beran said in the report there is a Certificate of Achievement Award page and this year's audit report has been submitted and we should receive the award again. Next is the Independent Auditors' Opinion page. We gave the Park District an unmodified opinion which is the highest opinion we give. The Management MBNA is the summary of the Bartlett Park District. The Statement of Net Position page is the summary of all the funds together. Currently the Total Net Position is \$33 million, that's an increase of \$1.8 million across all the funds. The Total Fund Balance is \$4.9 million, the General fund has \$2.3 million, the Recreation Fund has \$1.4 million and the Villa Olivia Fund is negative \$2.2 million. The Total Net changes has an \$800,000 increase. We also compared that total to the expenses and were at 37%. The General Fund had an increase of \$611,000. Revenues were over budget and expenses were way under budget..

Mr. Mostardo asked Ms. Fletcher if she was surprised by the General fund numbers and Ms. Fletcher said yes a little, but we had received developer donations and better return on investments than expected

Mr. Beran stated that on page 43 of the handbook it shows the budget action numbers to review. It also shows the history of the Park District and financial trends. On page 84 it shows the Property Tax Levy, in the 3rd column you will see that it shows that it has been very steady. Collection is doing very well and is close to 100%. Mr. Mostardo asked if the drop in numbers from 7-9/10 was that from the housing crash and Mr. Beran responded that it was most likely because of that. Ms. Fletcher said it could have also been from a tax adjustment. Staff is requesting Finance Committee acceptance of the FY2017-18 Bartlett Park District CAFR. Mr. Eckelberry made a motion to approve, seconded by Mr. Mostardo. **Motion carried.**

Ordinance 18-05, General Obligation Limited Tax Refunding Park Bonds, Series 2018

Mr. Mostardo stated that as was presented at the July 10 Committee Meeting, the Park District intends to restructure its Series 2006A General Obligation Limited Tax Park Bonds within its Debt Service Extension Base (DSEB). As a result, the Park District plans to issue \$3,335,000 in General Obligation Limited Tax Refunding Park Bonds, Series 2018. Staff has been working closely with Dave Phillips and Anthony Miceli of Speer Financial and Kelly Kost of Chapman and Cutler to complete the required steps for the Series 2018 issue. One such step was receiving a Standard & Poors (S&P) Global Ratings rating, of which staff is pleased to advise the Park District had its "AA" rating affirmed. Mr. Mostardo asked if we had a rating phone call, Mr. Romejko said that they did and everything went well and the questions were given a head of time so he had time to prepare. The next step in the process is the approval of Ordinance 18-05, General Obligation Limited Tax Refunding Park Bonds, Series 2018. Staff is requesting Finance Committee approval of Ordinance 18-05, General Obligation Limited Tax Refunding Park Bonds, Series 2018. Mr. Mostardo made a motion to approve, seconded by Mr. Lewis. **Motion carried.**

Replacement Purchase of Storage Area Network (SAN) Hardware at Villa Olivia

Mr. Mostardo reported the District currently utilizes one EMC SAN as a dedicated network for data storage to support two VMware Host Systems (virtual servers) at Villa Olivia. In an effort to maintain system hardware uptime and reliability, the FY2018-19 budget includes the replacement, installation, and configuration of one new Dell/EMC Unity 300 SAN at Villa Olivia. The new SAN hardware offers increased storage utilization rates (i.e. multiple hosts accessing the storage devices), improved application performance and availability, and heightened security and data protection capabilities. The Park District has utilized Sterling Network Integration (SNI) out of Crystal Lake as its information technology consultant. Staff is requesting the approval of Sterling Network Integration (SNI) for the replacement, installation, and configuration of one new Dell/EMC Unity 300 SAN hardware at a cost of \$17,907. Mr. Eckelberry made a motion to approve, seconded by Mr. Mostardo. **Motion carried.**

Purchase Orders Between \$5,000 and \$15,000

Mr. Mostardo said that included is a list of approved purchase orders between \$5,000 and \$15,000 for the time period of June 2018 through August 2018. Staff is requesting Finance Committee acceptance of this report. Mr. Mostardo made a motion to approve, seconded by Mr. Eckelberry **Motion carried.**

Planning Committee, Mr. Eckelberry Chairperson

No Report

Building and Grounds Committee, Ms. Palmer Chairperson
Bartlett Community Center- Asphalt Sealcoating & Striping

Ms. Palmer stated that as part of our capital improvement plan, sealcoating is needed at Bartlett Community Center. The project consists of sealcoat and striping approximately 210,057 sq.ft. of asphalt. Staff contacted companies and obtained three quotes to complete work at BCC. Staff recommends A & A Paving for the amount of \$20,008. Ms. Palmer made a motion to approve, seconded by Mr. Eckelberry. **Motion carried.**

Recreation Committee, Ms. Gunsteen Chairperson**Preschool**

Ms. Gunsteen reported that Preschool classes have begun for three year olds, four year olds and Pre-K. The first day of school was September 4th and the program will run through mid-May following the U-46 calendar. Parent Nights took place August 27th and 28th. Parents go to their child's classroom to meet the teachers and learn about classroom procedures, curriculum and other important school information. Come and Peek/Meet the Teacher days were August 29th and 30th. Currently we have 185 students enrolled. We continue to get new student inquiries throughout the year. In January a Young Three's class will begin for our participants. New this school year we have added a 5 day four year old class. This came from parent feedback wanting more than the 4 days per week class that was offered. Popular enrichment/add-on classes will be offered throughout the year with Fall offerings including: S.T.E.M., Kids Fit, and Lunch Bunch. These classes are options for parents to sign their child up for a separate class that runs for two hours.

Special Facilities Committee, Mr. Mansfield Chairperson**IPRA Pro Connect**

Ms. Stocks stated that Scheduling Manager, Nick Serritella applied and was accepted into IPRA's Pro Connect. This mentorship program features a unique and multi-tiered approach including early career, mid-level career and seasoned/retired professionals, placing a professional from each level in a three-part mentoring team. The program consists of five meet ups from September 2018 to March 2019 and is designed to benefit professionals seeking to enhance their careers.

Villa Olivia Committee, Mr. Lewis Chairperson**Clubhouse Flooring Replacements**

Mr. Lewis reported that the carpeting in the banquet areas, pro shop and office areas are showing considerable wear and tear since our renovations in 2012. We have selected two different products to replace the carpeting. In two of our banquet rooms we will be installing new carpeting. In the other areas we are installing a Luxury Vinyl Tile (LVT), which is a very realistic looking wood plank design. The purchase and installation will be through Sourcewell. Ms. Gunsteen asked how much was in the budget for this and Ms. Fletcher replied that the bids came in a lot lower so we can also do some painting. Mr. Mostardo asked when the project would start and Mr. Pope said it should start in November and it will be done in stages. Staff is asking for approval to purchase and install Carpet and LVT Olivia flooring from Libertyville Tile and Carpet for the amount of \$96,665.52 Mr. Lewis made a motion to approve, seconded by Mr. Eckelberry. **Motion carried.**

Personnel Committee, Mr. Lewis Chairperson

No report

Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson

No report

Old Business

None

New Business

None

Resident Comments

None

Adjournment

There being no further business, President Stocks moved to adjourn the meeting, seconded by Commissioner Mr. Mostardo. **Motion carried at 7:51 pm.**

Minutes Approved by the Board on September 18, 2018.

By: *Rita Fletcher*
Rita Fletcher, Board Secretary