

**BARTLETT PARK DISTRICT  
COMMITTEE WORKSHOP MEETING MINUTES  
TUESDAY, APRIL 9, 2019**

**Call to Order**

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

**Roll Call**

President Stocks called for roll. Commissioners answering present were: Susan M. Stocks, Stephen M. Eckelberry, Lori Palmer, Theodore J. Lewis, Diana Gunsteen and Dale Ann Kasuba; 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 Business Services, Kevin Romejko; and Superintendent of Special Facilities, Lynsey Heathcote; Superintendent of Parks and Planning, Kelly O'Brien, was absent.

Recording Secretary Tina Johnson.

**Pledge of Allegiance**

President Stocks led the Pledge of Allegiance.

**Finance Committee, Ms. Palmer Chairperson**

**Resolution 19-01, Approving and Authorizing (1) PMA Financial Network, Inc. and PMA Securities, Inc. to Provide Investment Services and (2) Execution of the Declaration of Trust Establishing the Illinois Public Reserves Investment Management Trust (IPRIME)**

Ms. Palmer stated the first item is to approve and authorize our financial network and securities. She stated that there was discussion at the February 2019 Committee Workshop Meeting that PMA Financial Network, PMA Securities and Prudent Man Advisors (PMA) have introduced the Illinois Public Reserves Investment Management Trust (IPRIME). The staff recommends to add IPRIME to the Park District's portfolio. Ms. Palmer asked Mr. Romejko to comment. Mr. Romejko explained the district has worked with this firm for a long time and this is an update of what we currently have on file with them; to give us access to their new product. He said it will hopefully bring some increased interest rates to our liquid cash accounts.

Ms. Palmer asked if there were questions; there were none. Mr. Eckelberry made the motion to approve, seconded by Ms. Gunsteen. **Motion carried.**

**Resolution 19-02, Appropriated Transfer of Funds**

Ms. Palmer said the next item for discussion is Resolution 19-02, Appropriated Transfer of Funds. She explained these transfers were budgeted and appropriated within the FY2018-19 Budget and Appropriation Ordinance and staff is requesting approval of this Resolution. Ms. Palmer inquired if there were any questions; there were none. Mr. Lewis made the motion to approve, seconded by Mr. Eckelberry. **Motion carried.**

**Ordinance 19-03, Annual Budget and Appropriation**

Ms. Palmer shared her final item is Ordinance 19-03, Annual Budget and Appropriation Ordinance (Tentative) for the fiscal year commencing May 1, 2019 and ending April 30, 2020. She reminded everyone that the document will be posted at the Administration Building in accordance with Illinois law; as well as on the District website. The final Budget and Appropriation Ordinance is scheduled to be approved May 14, 2019 at a Special Board Meeting beginning at 7:15pm. She turned the discussion over to Mr. Romejko to provide the budget presentation. Mr. Romejko presented the tentative 2019-20 District Budget.

When putting together this year's budget, the following considerations were made: strategic and departmental goals, priorities for the new fiscal year, unfunded mandates (such as IL minimum wage increasing from \$8.25 to \$9.25 by 1/20/20, the VOB water increase of 21%, etc.), the Consumer Price Index (stayed consistent with 2.10 in 2017 to 2.10 in 2018), Equalized Assessed Value (from 2017 to 2018 increase is 2.64%), fund balance targets and capital replacement/improvement plan.

Mr. Romejko provided two additional summaries for the year:

- Overall revenue: property taxes (48.31% of total revenue), program income (14%), fees and admissions (14%), transfers in (5%), food and beverage income (9%).
- Total expenditures: personnel (42%), principal and interest (bond payments – revenue from property taxes = 15%), capital outlay (15%), transfers out (5%).

Mr. Romejko reviewed 3 major funds, 6 smaller funds and capital projects. He stated he is optimistic for growth, while being cognizant of historical data and unfunded mandates.

Ms. Gunsteen asked for further clarification on the projected deficits. Mr. Romejko replied one area was due to the net difference from the Schrade Gym Grant. She also asked Mr. Romejko if the EAV will continue to trend upwards and he replied the largest jump will be when Brewster Creek comes off the TIF in 2022.

Ms. Palmer inquired if we found out the amount of the levy we received. Mr. Romejko stated he did from DuPage County. He stated we asked for \$5,376,046 and received \$5,252,678. (Actually received \$123,368 less than we asked for.) Mr. Lewis asked how it compared to last year. Mr. Romejko answered we received an additional \$132K over last year, due to the increase in CPI and EVA. He said we collect about 99.5% of levy historically, so that is what he budgets for.

Ms. Gunsteen asked about the budget vs. appropriations, specifically the bond and interest fund; she wanted to know if it is standard practice that he went down the line with appropriations. Mr. Romejko answered yes and explained we know what the bond payment will be and there is no reason that number should change.

Since there were no further questions, Mr. Lewis made the motion to approve, seconded by Ms. Gunsteen. **Motion carried.**

### **Planning Committee, Mr. Eckelberry Chairperson** **2019-20 Goals & Objectives**

Mr. Eckelberry explained that staff created the goals and objectives for the upcoming year and if the board would like to see anything added to please let Ms. Fletcher know.

### **Building and Grounds Committee, Ms. Palmer Chairperson** **Bike Path Work**

Ms. Palmer said there are no action items but she did have a highlighted item: at the recent Bike and Run Plan Advisory Committee that staff attended, the Village of Bartlett shared they will be starting construction on the bike path which will connect Koehler Fields to the State Park, and then from Lakewood Mills Subdivision to the State Park. The path connecting to Koehler fields will start as soon as the ground dries up; both projects should be completed by June 30<sup>th</sup>.

### **Recreation Committee, Ms. Gunsteen Chairperson** **Facility Improvement**

Ms. Gunsteen said the committee does not have any action items but does have a highlighted item: at the Bartlett Community Center in 2017 the main basketball hoops on Courts 1 and 3 were converted from a manual crank system to electric. Last month this upgrade on Court 2 was completed. The existing backboards and goals are still being used. By adding these electric height adjusters it allows us to adjust the hoop height easily, quickly and safely between 8' to 10' depending on the age group. The project also included running new electric, adding the height adjuster system and control transmitter.

### **Special Facilities Committee, Mr. Mansfield Chairperson** **Heritage Days Request**

Ms. Stocks said she had one action item: The Bartlett Heritage Days Planning Committee has requested to use a combination of Bartlett Park, the Log Cabin and Gazebo on Friday, September 6<sup>th</sup> thru Sunday, September 8<sup>th</sup>, 2019, for their annual celebration. They will be responsible for obtaining and providing certificates of insurance, electricity, an amplified sound permit from the Village of Bartlett, as well as compliance with all Park District policies and procedures. As in previous years, the Park District will waive the rental fees in exchange for being listed as an event sponsor. Ms. Kasuba made everyone aware that the name has changed to Bartlett Days and is no longer called Heritage Days. Ms. Stocks said it will be noted. Since no other discussion was needed, Mr. Eckelberry made the motion to approve, seconded by Ms. Palmer. **Motion carried.**

### **Ladies Night Out**

Ms. Stocks stated she had a highlighted item of the 3<sup>rd</sup> annual Ladies Night Out will be held on Thursday, April 25<sup>th</sup> in the Oak Room from 6-9 PM. She said the evening of shopping will include pizza, dessert and drinks (cash bar); staff is expecting approximately 35-40 vendors selling a wide variety of products and services.

**Villa Olivia Committee, Mr. Lewis Chairperson****Drendel Property Management Agreement**

Mr. Lewis discussed the action item of the 12-month agreement with Drendel Property Management (DPM) that came to an end on March 31, 2019. Under the agreement, DPM provides consultation, oversight, and hands-on involvement for our golf and ski maintenance operations; they assist with supervising maintenance of the golf course and ski hill; oversee repairs of golf and ski equipment; provide professional advice and opinions on purchases, projects, and improvements, record keeping, and assisting with hiring and budgeting. He explained the results of this agreement have been positive.

Staff is recommending that we enter into a 12-month agreement (April 1, 2019-March 31, 2020), which will take us through another golf and ski season, with Drendel Property Management for a total amount of \$36,000.00.

Ms. Stocks asked for further clarification on the services provided. Mr. Pope explained the areas they work with and advise on, both in winter and with the golf course. With no further discussion, Mr. Eckelberry motioned to approve, seconded by Ms. Palmer.

**Motion carried.**

**Golf Operations**

Mr. Lewis stated the Villa Olivia Golf Course opened on Friday, March 23<sup>rd</sup>. Only the front nine is open at this time since there is still snow in spots in the back nine, on the ski hill; they are offering a spring rate. Once the snow melts, the ground dries and firms up, there will be a crane out to remove the towers. They are hoping to open all 18 holes around April 15<sup>th</sup>, depending on the weather. Mr. Lewis said the Apple Orchard Golf Course opened on Wednesday, March 27<sup>th</sup>. Pre-season training and preparations have been completed. The Parks department also completed spring clean-up, bunker prep, mowed greens, and placed course amenities.

**Easter Brunch**

Mr. Lewis reminded everyone that Villa Olivia will hold an Easter Brunch. He said reservation slots are filling up quickly and they expect to sell out.

**Personnel Committee, Mr. Lewis Chairperson**

No report.

**Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson**  
**Chamber Breakfast Meeting**

Ms. Stocks made everyone aware that the Bartlett Area Chamber of Commerce will be hosting their annual breakfast with the Villages on May 15<sup>th</sup>. The meeting takes place at Bartlett Hills, with the doors opening at 7:15 AM and breakfast starting at 7:30 AM. If any Board members are interested in attending, please let Ms. Fletcher know by May 3<sup>rd</sup>.

**Old Business**

None.

**New Business**

None.

**Resident Comments**

None.

**Closed Session**

Mr. Eckelberry 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 Ms. Palmer. **Motion carried.**

Ms. Fletcher asked for a roll call vote to adjourn into closed session:

AYES: Stocks, Eckelberry, Palmer, Lewis, Gunsteen, Kasuba

NAYS: None

Absent: Mansfield

**Motion approved at 8:40 PM.**

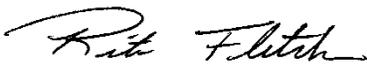
**Reconvening of Committee Workshop Meeting**

Ms. Stocks called the meeting back to order at 10:04 PM and called for the roll. Commissioners answering present were: Susan M. Stocks, Stephen M. Eckelberry, Lori Palmer, Theodore J. Lewis, Diana Gunsteen and Dale Ann Kasuba; James A. Mansfield was absent.

**Adjournment**

There being no further business before the Board, Mr. Eckelberry moved to adjourn the meeting, seconded by Ms. Palmer. **Motion carried at 10:06 PM.**

Minutes Approved by the Board on April 23, 2019.

By:  \_\_\_\_\_

Rita Fletcher, Board Secretary