

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, APRIL 13, 2019

Call to Order

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

Roll Call

Vice President Palmer called for roll. Commissioners answering present were: Lori Palmer, Diana Gunsteen, Theodore J. Lewis, Susan Stocks, Dale Ann Kasuba and Jody Fagan. Stephen Eckelberry was absent.

Staff members present were: Executive Director, Rita Fletcher; Superintendent of Recreation, Kimberly Dasbach; Superintendent of Business Services, Eric Leninger; Superintendent of Special Facilities, Lynsey Heathcote; Superintendent of Parks and Planning, Kelly O'Brien and Executive Assistant Maureen Regan

Pledge of Allegiance

Vice President Palmer led the Pledge of Allegiance.

Finance Committee, Ms. Gunsteen Chairperson

Resolution 21-03 Appropriated Transfer of Funds

Ms. Gunsteen stated the finance committee is requesting approval of the Appropriated Transfer of Funds. Ms. Gunsteen noted these transfers were budgeted and appropriated within the FY 2020-2021 Budget and Appropriation Ordinance. Ms. Gunsteen made a motion to approve, Mr. Lewis seconded the motion. **Motion carried.**

Ordinance 21-02 Annual Budget and Appropriation Ordinance (Tentative)

Ms. Gunsteen shared her final item is Ordinance 21-02, Annual Budget and Appropriation Ordinance (Tentative) for the fiscal year commencing May 1, 2021 and ending April 30, 2022. Ms. Gunsteen 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 11, 2021 at a Special Board Meeting beginning at 7:15pm. Ms. Gunsteen turned the discussion over to Mr. Leninger. Mr. Leninger present the Proposed Budget for Fiscal Year 2021-2022.

Mr. Leninger first presented the final projections for the 2020-2021 fiscal year. With the impact of the COVID-19 pandemic the revenue for the Park District was down to budget significantly. The District was able to control expenditures and limit the net loss to \$175,000, which is an improvement compared to the initial projected loss of \$400,000. Mr. Leninger also highlighted the recent months has seen significant increase in registrations and programs available which has helped decrease the overall loss for the current fiscal year.

Mr. Leninger explained the budget considerations included Strategic and Departmental Goals, the COVID-19 Pandemic current and future restrictions, Illinois minimum wage, Consumer Price Index and Equalized Assessed Value, Fund Balance Targets, and the Capital Replacement and Improvement Plan.

Mr. Leninger then summarized the 2021-2022 annual budget totals and highlighted the different sources of revenue and expenditures. Total revenue is budgeted at \$14,498,247 and total expenses are budgeted at \$14,088,276 with a total net surplus of \$409,970. Revenue for the District will come mainly from property taxes, which represent 55% of revenue. Mr. Leninger noted that this percentage is up from 48% of revenue for FY2020-2021. Additional comparisons for this fiscal year to last are a decrease in Interest Income due to down interest rates in Money Market and CDs, and Food and Beverage Income is 2% down for the coming year. All other revenue area including Fees and Admissions, Program Income, and Transfers in remained relatively flat to last year. Expenditures for the District will consist mainly of Personnel Services at 44%, flat to last year, Principal and Interest payment at 17%, up 2% from last year, Capital Outlay at 10%, down 5% to last year, Contractual/ Professional Services at 8%, and Transfers Out at 5%, down 3% to last year.

Mr. Leninger next reviewed the Debt Payment summary. Two Series Bonds for the District, 2010 and 2018 were broken down by principal, interest, fees, total, and final payment year. The 2010 Series became Callable as of last December and Mr. Leninger shared that the Finance Committee will be making recommendations to the Board on refinancing options and opportunities to save money without lengthening the repayment of this debt. Ms. Gunsteen inquired as to the time available to pursue refinancing options in regards to this Callable 2010 Series. Mr. Leninger responded that the district has until the end of this year, but he expects to have recommendations to the Board soon.

Budgeted Transfers between funds were then reviewed by Mr. Leninger. A total of \$721,022 in transfers to the Capital Projects Fund and Recreation Fund from the Corporate Fund and Special Recreation Fund. Corporate Fund, Villa Olivia Fund, and Recreation Fund Summaries were all reviewed and projecting a surplus, followed by the Small Funds Summary. Mr. Leninger noted the three accounts that are projecting a deficit and provided explanations. IMRF Fund, Social Security and Medicare Fund, and Liability Insurance Fund all show deficits for FY 2021-2022 but are planned in accordance with Fund Balance Policy.

A summary of Capital Projects for the 2021-2022 fiscal year was presented, then Mr. Leninger detailed budgets for each project and answered questions from the board. Mr. Leninger also noted the capital projects that were planned for the previous fiscal year but were placed on hold due to the COVID pandemic such as the Apple Orchard Park and Camelot on Mayfair. Ms. Gunsteen inquired about the Boiler budgeted for replacement and Ms. O'Brien confirmed the boiler is for the Bartlett Aquatic Center which was last replaced in 2012. Ms. Kasuba asked if the vehicles budgeted for next year are scheduled replacements or if these are vehicles that are broken. Mr. Leninger stated these vehicles are either unsafe to use or have become too costly to maintain or fix. Ms. Fagan inquired as to what type of vehicle a Kubota is, which is listed under Villa Oliva. Ms. O'Brien informed it is an all-terrain vehicle that also works well on snow and will be beneficial to Villa Olivia all year round.

Mr. Leninger concluded his presentation by stating he is optimistic the district will bounce back from the COVID pandemic, but that it is important to be realistic about the timeline of the bounce back.

Ms. Palmer emphasized how proud of the district she was for what was done to mitigate the deficits from last year and that the District does have reserve in place to cover these deficits. Ms. Fletcher also thanked the District staff for all of their hard work getting through a tough year.

Ms. Gunsteen made a motion to approve Ordinance 21-02 Annual Budget and Appropriation Ordinance (Tentative). Ms. Kasuba seconded the motion, **Motion Carried.**

Planning Committee, Ms. Palmer, Chairperson**Crown Community Development Plans**

Ms. Palmer advised the board the Crown developers have a new plan for the Board to consider for the Crown Community development located at the northwest corner of West Bartlett Road and Route 59. Per the Park District land/cash donation requirement the district is entitled to 10.27 acres of property. After the March meeting staff spoke with Crown developers and asked for them to create more open space for the district that would meet the high and dry requirements of the Village ordinance. The new proposed plan would add an additional 4 acres of open space to the original plan by reducing the area of existing trees. Ms. Kasuba questioned the amount of trees that will be removed. Ms. Fletcher advised that the area is currently mostly farm field. Ms. Gunsteen asked where discussions of the East parcel of land were at. Ms. Fletcher shared the District has asked for a new wetland report on the East parcel of land and will be talking to the Village of Bartlett about the property before making a recommendation to the board. Ms. Gunsteen added that the part of the West parcel that runs along the railroad tracks would not make sense for the District to accept without plans to connect to the East parcel of land. The Board agreed to move forward with the current plan and wait for further information before any final decision is made.

Building and Grounds Committee, Ms. Stocks Chairperson**Prescribed Burn- O'Brien Woods**

Ms. Stocks highlighted the recent prescribed burn conducted at O'Brien woods around the detention pond. The prescribed burn was conducted on Friday, April 9th with the assistance of Bedrock Earthscapes, LLC. Prescribed burns are one method used to manage and restore the native areas. It is used to clear debris, recycle nutrients, create favorable conditions for native seed germination, control invasive plants, and to stimulate native plant and animal species. Ms. O'Brien shared photos of the control burn as well.

Recreation Committee, Ms. Kasuba, Chairperson**Summer Program Guide Delivery**

Ms. Kasuba informed the Board the Summer Program Guide will be the first printed and delivered copy of the program guide since last year. The Summer Program Guide is scheduled to be delivered to area residents by the post office starting April 14th. This program guide will include programs and events for June through August. Of course, programs and events will be modified as needed to meet the current Restore Illinois State guidelines. Any updates will be posted on the Bartlett Park District website and emailed to registered participants.

Special Facilities Committee, Ms. Fagan, Chairperson**Splash Central Open Swim**

Ms. Fagan stated that due to high demand and popularity of open swim at Splash Central, staff recently implemented pre-registration. Two times are now available for open swim on Saturdays and Sundays, 1pm to 3:15pm, and 3:45pm to 6pm. This new system has helped manage capacity, eliminate guests waiting in line, simplify check-in, and avoid disappointing guests. Walk-ins are still welcome if we do not fill in advance but pre-registration is strongly encouraged. Ms. Kasuba asked if this is the same system that will be used at the Bartlett Aquatic Center this summer. Ms. Fletcher responded that is it a possibility, but staff is looking into a couple of different systems.

Villa Olivia Committee, Mr. Lewis Chairperson**Food and Beverage Operations**

Mr. Lewis discussed the success of the recent events hosted by Villa Olivia. Easter brunch was the first brunch at Villa Olivia since last March and although seating was limited due to current restrictions, brunch has a total of 323 guests which was a great turn out. During Lent, Friday Fish Fry saw 90 to 120 guests each week for a total of 651 people. The next event will be Mother's Day Brunch on May 9th and reservations are now available.

Personnel Committee, Mr. Lewis Chairperson

No report.

Community Relations and Legislative Issues Committee, Mr. Eckelberry, Chairperson
Mission, Vision & Core Values

Ms. Palmer informed the Board the Community Relations and Legislative Issues committee is proposing an edit to the Bartlett Park District Core Values. It was discussed at the strategic planning meeting in January, and recommended to eliminate the third line which reads, "They do not change with trends or fads and they define what we stand for, in good times and bad." The remainder of the Core Values are to remain the same. Mr. Lewis made a motion to approve the change to the Core Values, Ms. Stocks seconded the motion. **Motion carried.**

Old Business

None.

New Business

Maura Hirschauer, State Representative

Ms. Palmer announced that she, along with Ms. Stocks, Ms. Gunsteen and Ms. Fletcher met with State Representative Maura Hirschauer. Representative Hirschauer is a new legislator and much of the meeting was educational on what we do as a park district. Ms. Palmer felt it was a good meeting and a good opportunity to meet another one of our state representatives.

Resident Comments

None.

Adjournment

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Ms. Gunsteen made a motion, seconded by Mr. Lewis. **Motion carried at 8:06 PM.**

Minutes Approved by the Board on April 27, 2021

By: Rita K. Fletcher
Rita Fletcher, Board Secretary