

Cary Park District
Board of Commissioners
Administration, Finance & Personnel Committee Meeting
March 8, 2018
6:30 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

Committee Members Present: Frangiamore and Stanko
Committee Members Absent: Hauck
Commissioners Present: Renner

Guest Present: None.

Staff Present: Jones, Krueger, Kelly, Rogus, Raica, Hughes, Nesler, and Lee.

Chair Stanko called the meeting to order at 6:30 PM.

The minutes from the February 8, 2018 Administration, Finance, and Personnel Committee meeting were presented for approval.

Frangiamore moved to approve the minutes; second by Stanko.

Voice vote: 2-0. All voting yes. Motion carried.

There were no matters from the Public or Commissioners.

Jones updated the Committee that the bid has been out for two weeks for the Kaper and Lions Park Renovation Project, and a pre-bid meeting was held on Tuesday, March 6. Responses to the bid will be opened on March 16. On April 12, 2018 the Board will be presented with the results of the bid.

Jones next stated that staff did a walkthrough of District 155's Haber Oaks Campus, and staff feels there is value in exploring the space further. He then explained that he is unsure of the timeframe of when this might be brought back to the Board for discussion since it depends on input from staff and exploring options in more detail. Jones explained that this time of year is very busy in the prep for summer, budget, and the current project load the Park District has undertaken.

The first Discussion Item discussed was the FY2018-19 Budget. Jones explained that at this meeting each year, a preview of the budget is presented and larger items are highlighted for discussion.

Krueger explained the Park District received an estimate from the County Assessor of \$586,506,165 for its 2017 EAV at an increase of 7.6%, but the actual amount received may be higher or lower than that estimate. For 2016 the EAV was \$545,062,124.

Frangiamore stated there were two new positions proposed to be filled during the upcoming year, but one of those position was budgeted for the last fiscal year and not filled. He asked if that changed the

IMRF and social security fund. Krueger explained that it would have an impact on that fund when individuals were hired for the two positions.

Krueger next discussed Foxford Hills Golf Club (FHGC). She explained that Foxford Hills Golf Club is projected to have an operating income of \$154,028 by the end of this fiscal year, but was budgeted for an operating income of \$130,779. This is an increase of \$23,249 over budget.

Krueger then explained that the Corporate Fund will loan FHGC funds to make future debt payments through an inter fund transfer with the understanding that FHGC will pay back the loan when the acquisition debt has been paid in full. The inter fund transfer is completed per the direction of the Park District Board. As a result of taking this action, the projected year-end fund balance for FY 18/19 at FHGC is estimated to be \$1,343,862. The acquisition debt will be tracked internally moving forward. The acquisition debt will be paid off on December 15, 2020.

Krueger next discussed preliminary schedules, including the 10 Year Capital Projects Financial Projection – Executive Summary, CERF Schedule, Debt Service Schedule, and Possible Available Funding from Fund Balance. She explained that available Funding for Capital Projects is comprised of the Corporate Fund Balance, the Capital Projects Fund Balance, and the Developer Donations Fund Balance. In addition, direct transfers from the Special Recreation Fund to the Capital Projects Fund are made when a project has an ADA component as part of it.

Frangiamore asked when the decision is made on how long the debt will be carried on the Lions and Kaper Park project, and Krueger stated that in the financial forecasting a term of 10 years was utilized. The term would be finalized when the action to issue the debt is undertaken by the Board of Commissioners.

Stanko asked if hiring a new Recreation Manager would affect office space, and Jones stated yes, but that is something that would need to be evaluated as presently there is no office space for the individual in this position.

Renner asked about the boom truck and if that is a piece of equipment that may be shared with another local government entity. Jones explained that is an essential piece of equipment that the Park District uses for tree work, light bulb replacements, and many other items. It is as necessary as a mower for the parks staff to effectively operate.

Stanko stated currently there is \$330,000 of expenditures in the upcoming fiscal year in the CERF, and if an item can be moved to next year to balance the budget. Jones stated that it is something that can be evaluated, but it is a common practice of staff to evaluate items before it is determined that a replacement is needed. Stanko explained he would like items to be looked at so there isn't a huge difference in the expenditures each year.

Krueger next explained the capital needs of FHGC. Frangiamore asked why a bunker rake was being replaced earlier than was expected according to the CERF replacement schedule in comparison to the projected replacement of newer bunker rakes on the schedule. Krueger explained she would need to speak with staff at FHGC and provide the answer for him.

Krueger reviewed the debt service schedule. What will be new this year is series 2018 bond issue for the Lions and Kaper Parks Renovation Project. The numbers presented are for a total of \$3,500,000. The

first payment will be \$76,222. Krueger noted that for the first time in nearly 20 years the bond issue to purchase Hoffman Park no longer appears on this schedule as it was paid off in December.

Krueger explained that the Park District will receive \$300,000 from developer donations and the Meyer donation for a multi-use trail development. These dollars are to be used as matching funds for the ITEP grant application currently submitted to the State for consideration.

Stanko asked if the Board came to a future decision about obtaining a new facility and how that would affect the current budget and the numbers presented. Krueger stated there is money in the operating budget for lease and operating costs for a new space that also includes set-up costs. This was done last year as well in the event that suitable alternative space was found to lease or rent in the community. Jones stated that numbers are not included, however, for the purchase of a new facility.

Krueger asked if there were any questions from the Committee. There were no questions.

Jones next discussed the Illinois Park and Recreation Association (IPRA) Environmental Report Card. He stated that no action will be taken on this item, but due to a lack of a quorum in the Park and Operations Committee, he wanted to answer any questions the present Commissioners may have about the report. He explained that part of the Distinguished Accreditation is to review this item every three years.

Rogus explained it is a self-assessment tool that looks at best practice items. The report card is similar to the one done in 2015, but there were some minor changes to the 2018 report card. He explained that compared to 2015, there are several more environmental initiatives the Park District utilizes, but due to scoring, the Park District had already maxed out in those areas.

Renner asked why the Park District did not get full points for the category of conserving fuel and energy. Rogus explained that not every vehicle is converted to liquid propane. There is no Policy or Procedure in place to address this item. Vehicles are converted as best practice, but not all vehicles are converted.

Jones stated this item will be placed on the March 22, 2018 Board Meeting as an Action Item.

Frangiamore moved to adjourn the meeting. Second by Stanko.

Voice vote: 2-0. All voting yes. Motion carried.

Adjourned at 7:17 PM.