



**FOX VALLEY PARK DISTRICT
BOARD OF TRUSTEES
OPEN SESSION MEETING MINUTES
March 14, 2016
Prisco Community Center
150 W. Illinois Avenue, Aurora
6:00 p.m.**

1.0 CALL MEETING TO ORDER

President Vaughan called the meeting to order at 6:00 p.m.

2.0 PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

3.0 ROLL CALL

The following members of the Board of Trustees were present: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Bob Vaughan and Denny Wiggins; excused: Cynthia Penne. A quorum was present. Also present: Executive Director Jim Pilmer, Attorney Gerald Hodge, administrative staff and guests.

4.0 ADDENDA TO THE AGENDA – None presented.

5.0 CONSENT AGENDA

Rachel Ossyra motioned, Chuck Anderson seconded and the board unanimously approved the consent agenda items. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

5.1 Approve the Open Session meeting minutes of 02/08/16.

5.2 Approve payables 02/29/16 in the amount of \$784,983.29.

5.3 Approve statement of estimated revenues and expenses for period ending 01/31/16.

5.4 Approve Executive Director, Department Heads and other reports.

5.5 Capital projects permitting fees and charges, cost summaries and project bid schedule report.

5.6 Approve the revised agreement between the Fox Valley Park District and the City of Aurora for Animal Control and Care Facility parking lot expansion.

6.0 PRESENTATIONS AND SPECIAL RECOGNITION – None presented.

7.0 PUBLIC COMMENT – None presented.

8.0 ATTORNEY BUSINESS – None presented.

9.0 EXECUTIVE DIRECTOR BUSINESS

9.1 Executive Director's report

Executive Director Pilmer reported that Paul Greviskes was appointed to the Aquatics Board. Items approved at that meeting included the nominations and elections of officers: President – Rachel Ossyra, Vice President – Alderman Scheketa Hart-Burns, Secretary – Paul Greviskes. The Aquatics Board approved: a change to their fiscal year; the 2016 budget with a \$500,000 capital project at Phillips Park Aquatic Center; the family pass rate previously approved by the Fox Valley Park District Board of Trustees; and approval of the meeting dates for 2016. The \$500,000 capital project will be presented in detail to the Board of Trustees at the March 29 Special Board meeting.

Director Pilmer reported he had met with The First Tee on Feb. 16, 17, 24, and March 2 in an ex officio capacity. The First Tee is not a financially sustainable operation moving forward. They will be reorganizing in 2016. They will lose their First Tee banner and pay a \$1,000 license fee for their curriculum. Director Pilmer said he, Jaime Ijams and Billy Casper Golf will begin discussions with the new organization regarding Rec. programs for youth golf. First Tee's program revenues last year were \$54,000 proving there is a viable youth golf recreation program for the park district. The May 1 budget will show the park district intends to honor its pledge to them with \$12,500 and the program will receive a \$12,500 grant from the Fox Valley Park Foundation out of proceeds from the Golf for Kids benefit.

Director Pilmer reported that Golf for Kids is in its 22nd year; this year's event is June 27. The committee has expanded and received its first major sponsor, Alarm Detection Systems, at \$5,000. He stressed that Golf for Kids is a Fox Valley Park District brand; it is not a First Tee benefit.

Director Pilmer gave the board a handout highlighting IAPD updates. He said there was excellent attendance on Feb. 23 at an FVSRA Legislative update meeting with senior staff, 6 legislators, the board, IAPD leadership, and six member agencies and their board members. The meeting took place at the Vaughan Athletic Center and received great reviews; all in attendance loved the facility.

Director Pilmer informed the board that on Mar. 2, HB 648 was introduced. Essentially it sweeps away all appropriations that have been spent to keep the government in Springfield operating, which in essence takes away all park district grant money. It still needs to go through the senate and receive the governor's signature, but this is something the park district will need to watch closely.

Director Pilmer invited the board to attend Parks Day at the Capitol on May 3 and 4.

Director Pilmer updated the board on the advisory committees for Eola, Prisco and Vaughan. A meeting was held at the Vaughan Athletic Center on Mar. 3. There will be a meeting Mar. 21 at Prisco and Mar. 23 at Eola. The meetings are led by Jaime Ijams, Dan Leahy, Ray Nugent, Director Pilmer and a board member. These committee meetings are a listening process for the district. Staff is working on certain items that will be corrected or implemented immediately. Director Pilmer said he has begun reviewing statistical data on membership and program revenues, and that is a cause of concern. Following this round of listening he will be putting a task committee together led by Jaime, Dan and Director Pilmer. Staff to be included will be all stakeholders from all the facilities that are involved in membership, guest services and programming. They will break down the data and look for strategies to keep all numbers in the black. The good news is, in February the Vaughan Athletic Center saw an increase in membership of 316 and Eola had an increase in membership of 99.

Director Pilmer reviewed the items to be discussed at the March 29 Special Board Meeting. The budget process and 5-year Capital Plan will be reviewed. Diana Erickson told the board that she will be presenting the budget on March 29. There is a tentative budget on the park district website and at the front desk. She stressed these are tentative numbers that can change up until the board approves the ordinance. The options are: the board may approve the ordinance on April 11, because it will have been on display for the required 30 days; or the board may wish to wait until May 9 to approve. Director Pilmer informed the board that the first hour of the March 29 meeting will be spent on the budget presentation, along with capital; no action will be taken. The budget will then be presented at the April 11 board meeting for approval. If the board wishes to see changes, the changes will be presented on April 11 and then presented for approval in May.

Director Pilmer recognized key personnel for their work on RecTrac; Jaime Ijams, Jordan Real, Kyle Donahue, Greg Woolford, Anna Kish, Jennifer Paprocki, Holly Wiggins and Jeremy Anderson. They have spent countless hours working to implement the program to be ready to go live in May.

Jeff Palmquist recognized the park district's two newest employees, Aaron Reinhart, superintendent of golf, food and beverage, and John Kramer, assistant director of operations.

Director Pilmer told the board the Spring Spruce Up for the district is scheduled for Saturday, April 2nd. Anyone wishing to volunteer can meet at the Gilman Trail, Blackberry Farm, South Island, North Aurora Island and Waubensee Lake from 9:30 a.m. – noon. New this year for the Spruce Up is the Kiwanis Club has joined to help and all volunteers are invited back to the Cole Center for a cookout and lunch sponsored by the Kiwanis Club.

Bob Vaughan commented on the membership revenue analysis; the trend prior to February is concerning. Revenue from the VAC and Eola are very important for the district. He asked staff if they are confident in the current number so that he can be confident in a good starting point in turning membership revenue around. Rachel Ossyra said it was good to see the analysis and the numbers presented in that format.

10.0 CONTINUED BUSINESS – None presented.

11.0 NEW BUSINESS

11.1 Approve the Fund Balance Policy

Diana Erickson informed the board that last August, district auditor Fred Lantz from Sikich said the district should look at its fund balance policy and the GFO best practices. This policy revises the district's prior policy and includes recommendations for the general and recreation fund to have target ranges for their fund balances; not less than 25 percent, or three months of the annual expenditures; and not more than 50 percent, or six months of the accumulated expenditures. Additionally, the state statute allows the district to transfer some excess fund balance to a capital development fund. This fund would be for project use and eliminate two other funds. Transferring the excess funds may help mitigate future tax objections.

Rachel Ossyra asked if there was an excess balance in a particular operational fund outside of these parameters, and the district wanted to transfer it over to a capital fund, does it take any action from the board, or statutorily can the district just make the transfer? Diana said if the board approves the policy it enables it to happen without further action. The corporate fund balance is in excess of the 50 percent at a projected \$3,347,000; recreation fund balance is in excess of the 50 percent projected at more than \$5,000,000.

Rachel Ossyra motioned, Denny Wiggins seconded and the board unanimously approved the Fund Balance Policy. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

11.2 Approve the bid submitted by Builders Land, Inc., for the renovation of the men's locker room at the Eola Community Center in the amount of \$189,500.

Jeff Palmquist informed the board the plans and specs for the renovation were put out for comparable improvements and the low bid was Builders Land from Arlington Heights. They were unfamiliar to the district, so staff met with them early. Additionally, both Kluber and Williams Assoc. have worked with Builders, and both gave positive recommendations. Builders will perform most of the work themselves, but will employ two Aurora-based subcontractors. Bob Vaughan said years ago there was a problem with the pitch of the floor in the shower and it didn't drain very well. He asked if that condition still exists; Ivan Chambers said the situation doesn't exist anymore.

Alex Alexandrou motioned, Chuck Anderson seconded and the board unanimously approved the bid submitted by Builders Land, Inc., for the renovation of the men's locker room at the Eola Community Center in the amount of \$189,500. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

11.3 Approve the bid submitted by Abbey Paving, Inc., Aurora, Illinois, for the renovation of the Vaughan Athletic Center parking lot in the amount of \$161,943.

Jeff Palmquist told the board that after about 11 years of that pavement, it's now starting to show its age. In staff analysis, it's prudent to proceed with resurfacing now rather than deal with more costly improvements by waiting until there is more water infiltration, in situations similar to what happened at Eola. The project is budgeted for the 2016 fiscal year. However, in order to secure the best possible prices, the project was put out to bid at the end of February. The proof of that action is in the bid prices which are remarkably favorable to the district, compared to the cost estimates. All work can be completed within a week. Bob Vaughan asked if the work includes restoration of pot holes. Greg Stevens said there is an allowance in the bid of \$10,000 so the contractor can use that amount. Bob also asked what the bid was last year when there was only a sole bid from the Evanston Sons; Jeff Palmquist said the contract was for \$283,000.

Denny Wiggins motioned, Chuck Anderson seconded and the board unanimously approved the bid submitted by Abbey Paving, Inc., Aurora, Illinois, for the renovation of the Vaughan Athletic Center parking lot in the amount of \$161,943. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

11.4 Approve the bid submitted by K & J Painting for the painting of the Eola Community Center pergola in the amount of \$34,880.

Jeff Palmquist said in keeping with the desire to take opportunities to upgrade the appearances of district buildings whenever possible, rather than wait and delay action until there are refined solutions, he proposes to paint as soon as possible. With prices for the painting coming in at over \$20,000, the project was put out to bid. Jeff added that K & J were awarded the Vaughan Athletic Center interior last summer and did a very fine job. Staff also vetted them to be sure of their consistency and quality, and they checked out favorably. The owner has been very hands-on and suggested the project may get five to seven years out of this paint; Jeff felt it should at least get a few years.

Alex Alexandrou motioned, Rachel Ossyra seconded and the board unanimously approved the bid submitted by K & J Painting for the painting of the Eola Community Center pergola in the amount of \$34,880. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

11.5 Approve the proposal submitted by Kluber, Inc. for architectural services for the police and public safety facility relocation in the lump sum of \$33,510.

Jeff Palmquist told the board that with the opportunity to expand the operations at the Cole Center, and with the condition of the existing police station, staff is proposing to engage Kluber to develop plans for the consolidation of the police and public safety into the Cole Center. That would include construction of a free-standing garage on newly acquired acreage north of the Cole Center, as well as utilizing some of the high bay area and larger corridors to develop an office area. The fee is very reasonable and includes some programming that is not normally part of it.

Chuck Anderson motioned, Theodia Gillespie seconded and the board unanimously approved the proposal submitted by Kluber, Inc. for architectural services for the police and public safety facility relocation in the lump sum of \$33,510. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

12.0 CLOSED SESSION

No closed session was held; the Board proceeded to section 14.0.

13.0 RETURN TO OPEN SESSION

Director Pilmer said before adjourning, he would like to recognize John Bier, the district's risk manager, and all the staff, in regards to the risk audit; the score was a 98.7 out of 100.

14.0 ADJOURNMENT

Denny Wiggins motioned, Chuck Anderson seconded, and the board unanimously approved to adjourn the Board of Trustees meeting at 6:38 p.m. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

Respectfully Submitted By,

Arlene Kallien

Assistant Board Secretary/Recorder