**BOARD OF TRUSTEES**

**SPECIAL MEETING AND**

**BUDGET WORKSHOP MINUTES**

**February 28, 2015**

Cole Administration Center

101 W. Illinois Avenue, Aurora

9:00 a.m.

1. **CALL MEETING TO ORDER**
President Bunce called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
3. **ROLL CALL**

The following members of the Board of Trustees were present: Alex Alexandrou, Gloria Bunce, Carl Franco, Rachel Ossyra, Cynthia Penne and Bob Vaughan; excused: Theodia Gillespie. A quorum was present. Also present: Executive Director Nancy McCaul and administrative staff.

1. **CONTINUED BUSINESS** – None presented.
2. **NEW BUSINESS**
	1. **Award the bid in the amount of $61,525 from Parvin-Clauss Sign Company, Carol Stream, Illinois, for the construction and installation of the Stuart Sports Complex way finding signs.**
	In his presentation of the bids for the construction and installation of the way finding signs at Stuart Sports Complex, Jeff Palmquist said there was a lot of interdepartmental coordination. There are four tiers of signs; directional, maps, rural and monument signs. Parvin was the low bid. Jeff said he checked references and they are a prominent company. Gloria Bunce asked who has done most of the signage for the park district in the past; Jeff said it was Aurora Sign Co. Cynthia Penne moved, Rachel Ossyra seconded and the board unanimously approved to award the bid in the amount of $61,525 from Parvin-Clauss Sign Company, Carol Stream, Illinois, for the construction and installation of the Stuart Sports Complex way finding signs. Roll call – voting Aye: Alex Alexandrou, Gloria Bunce, Carl Franco, Rachel Ossyra, Cynthia Penne, Bob Vaughan; voting Nay: none. Motion carried.
	2. **2015-16 Budget Presentation**

Director McCaul began the 2015-16 Budget Presentation by saying it was a collaborative effort that began back in Oct./Nov. of 2014. She spoke about the budget process which includes incorporating the approved aquatic budget into the FVPD budget; the budget must be on display for 30 days. Revenues and expenses were presented by type, as well as unfunded/deferred budget requests and cost savings implemented.

Directed McCaul made a request of the board for a Sponsorship and Development Manager; the person to fill this position is an existing part-time employee who will expand to full-time to aid the Park Foundation with fundraising. Rachel Ossyra felt the position will return more money to the park district in the end and supports the request. Gloria Bunce expressed she is very excited to have this position implemented; transitioning a current part-time employee to full-time will save money; the position will entail achieving and exceeding goals to earn more pay; Bob Vaughan thinks that is a great idea. Alex Alexandrou stated if the goal is to get the position transitioned to the Foundation, he supports it. Nancy said that is the goal.

The Orchard Valley Golf Course revenues and capital projects were presented. A highlight of the renovations was bunker renovations at $40,000. This will be a 4-year process. Carl Franco said four years seems like a long time; maybe consider speeding it up to two years if possible. Rachel Ossyra said as a golfer, she agrees with Carl that four years for renovations is too long; Bob Vaughan agreed also. The board requested $40,000 to be added to this project and the Fox Valley Park District would fund the additional work.

Significant capital projects discussed were the Prisco Fitness Center expansion; the district does not need to wait to be reimbursed; the OSLAD grant program allows for 50 percent reimbursements; spend a million, get a million back. Jericho Lake Park will be closed during major renovations. Eola Community Center improvements include the men’s locker room, parking lot and outdoor restrooms. Rachel Ossyra said the improvements to the men’s locker room will be good; as a frequent user of the Eola fitness center, she loves the new women’s locker room. Jeff Palmquist said the playground renovations include improving trail heads and taking down the shelter at Palmer Park.

The 3-year budget forecast was highlighted by a flat tax levy. Bob Vaughan suggested putting out some kind of press releases to highlight what the park district is doing; Rachel Ossyra said it would be good in a historical context.

The tax-capped funds use of fund balance was discussed. Bob Vaughan asked if the numbers indicate the debt service was going up $400,000; Alex Alexandrou answered yes. Bob Vaughan said the district can’t continue to deficit spend; the district needs to make cuts by looking at other ways of doing things; look at the impact of things; he felt the deficit should be a maximum 5 percent of the tax cap levy ($13,000,000). Carl Franco suggested fewer but better parks; quality over quantity. Alex Alexandrou suggested the park district sit down with the school district and talk about collaborating; talk about maintenance – does it make more sense to contract that. He also suggested passing on some user/service fees to customers. Rachel Ossyra asked if we are using our entire retainer fee with our law firm; she said we need to look at all of those types of expenses. Bob Vaughan suggested cutting conference attendance; Carl Franco countered that he found the conference very informative and maybe whittle attendance to once every three years. Alex Alexandrou agreed with Carl; he got a lot of useful information at the state conference.

Diana Erickson made a presentation regarding Finance and Administration. It will cost $200,000 to replace the district’s CLASS online registration system. She will be developing a summarized annual financial document with pie charts, etc; it will be posted on the district’s website in the summer after the audit and very easy for residents to read. The district is preparing for the PDRMA Loss Control Review; the district scored 96 out of 100 points during the last audit; this translates into a $1,500 incentive from PDRMA. The district is well under average for loss.

Mike Erickson presented Parks and Facility Maintenance. He emphasized the Parks department will be overseeing the trail and athletic field improvements as well as other paving improvements, and working with the Planning department to help facilitate any park renovations. They will continue the woodland enhancement plan that began last year by adding additional parks to this plan. Parks will continue to build on their coordination efforts with the City of Aurora regarding Waubonsie Lake to look at other managed sites and what should be done for the long range health of the lakes and ponds. Additionally, they will be developing a computerized workflow process whereby each department will be able to better collaborate on inter-departmental projects. Mike also updated the board on the proposed cell tower at Lincoln Park. It has a very large footprint and access to the tower would be difficult. Alex Alexandrou expressed concern over the proximity to the playground. It was agreed not to pursue an agreement with T-Mobile.

Jeff Palmquist presented Planning, Development and Grants. He reported that the Prisco Community Center project is on schedule. In keeping with the subject of finding ways to save money, Bob Vaughan asked if the trellis at the Eola Center could just be taken down as opposed to the constant upkeep. He also commented that the district has done such a wonderful job with enhancements and upgrades at Blackberry Farm; it may be time to think that maybe the district has put enough into that facility.

Laurie Hoffman presented Recreation and Communication. With regards to developing a repositioning plan for Splash Country and a plan to phase in improvements at Phillips Park, the district is assessing the feasibility of the lazy river and water slides; the cost is approximately $150,000 to maintain and operate each year. To improve the customer experience at Orchard Valley Golf Course and Restaurant, events such as a fish fry are scheduled; they had a very successful Valentine’s Day event. She also reported tournaments are scheduled every weekend at Stuart Sports Complex and West Aurora High School is hosting cross country meets there.

Mark Johnson presented Park Police and Public Safety. They have developed 188 standards giving clear-cut expectations of officers. The district police force is preparing for CALEA re-accreditation; less than 5 percent of forces are accredited in the state; the FVPD police force is the smallest and only park force accredited nationally. The district will review and update all cameras in the squad cars; expanded garage space is needed; more squad cars are stored outside than inside and the weather is very damaging.

Director McCaul discussed the possibility of issuing GO bonds this fall to help with funding capital projects. About $3.32 million would be available. This will be discussed further at an upcoming COW meeting. She also highlighted the elected officials legislation as work needs to start soon for planning this to take place in April 2017.

Director McCaul announced Gloria Bunce is resigning from the Fox Valley Park District Board of Trustees in April because she will be moving out of the district; Bob Vaughan will be the new board president, as he is currently the vice president.

1. **ADJOURNMENT**

Alex Alexandrou moved, Bob Vaughan seconded, and the board unanimously approved by voice vote to adjourn at 11:57 a.m.

The Fox Valley Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact ADA Coordinator, Mr. Mike Erickson (630-897-0516) promptly to allow the District to make reasonable accommodations.