Finance Committee Meeting
January 7, 2019
Freedom Park
Minutes

The meeting was called to order at 4:34 pm by Commissioner Manfredini

Board Members Present: Manfredini, Brock, Woywod, Espinoza, Fejt

Staff Present: Executive Director Janda
Superintendent Bzdyl
Superintendent Gianatasio
Treasurer Sebesta

Others Present: BDC Executive Director Hulseburg

2.0 Payables
2.1 January Payables
2.2 Other

3.0 Treasurers Report
Treasurer Sebesta reported that investment balance at 12/31/19 dropped to $719,000. ITIP had $352,000, PMA had $106,000, Byline Bank had $10,000, and Republic Bank had $249,000. Interest rate average was 2.45% with December interest $1,412 and YTD interest as $20,188.

4.0 BDC TIF Extension Presentation by BDC Executive Director David Hulseburg
Berwyn Development Corporation Executive Director David Hulseburg presented information to the committee related current Tax Increment Finance Districts in Berwyn, with an emphasis on the Depot TIF that is set to expire in 2020. The City and BDC are looking to extend the TIF in order to help pay the debt on the parking garage and to help finance needed utility and streetscape improvements in the Depot TIF District. He also mentioned areas that are owned in the corridor by BNSF Railroad that may not be paying property taxes and the physician records property that is for sale. He spoke about new grant programs designed to provide incentives for development that do not hurt the projected budget for the Depot projects. He also mentioned possible conversion of the Berwyn State Bank building into condos or lofts and how that would bolster eva and property taxes. Mr. Hulseburg asked for the park district to consider supporting the extension of the TIF for the reasons explained and that all public agencies involved must agree to support it or the TIF will expire. The Committee asked a couple of questions and no action or recommendation was made at this time.

5.0 Account Reconciliations- Status –September, October, November completed and posted.

6.0 Old Business
5.1 Grants
5.1.1 OSLAD – Waiting for Payment of $153,300.
5.1.2 Berwyn Health District- Freedom Playground
   • Equipment Ordered anticipated Spring Delivery
5.1.3 Kaboom! Grant Submissions Completed
   • Freedom Park (5-12 Age Area)- Conference Call Scheduled for 1/10/2019
   • Sunshine Park (5-12 Age Area)- Nothing to Report
5.1.4 NFC Grant Discussion- The District has been awarded a $30,000 grant from the National Fitness Campaign to develop a outdoors fitness area at 3400 Oak Park Avenue. The District is requested to match the $30,000 grant and the remaining $60,000 cost is anticipated through fundraising, possibly from Loyola and/or the Arthur Foundation. I have previously provided information to the Board of Commissioners but will have material at the Committee meeting for discussion purposes as a formal decision needs to be made as whether to proceed or not.

The Committee discussed the potential grant in depth and decided to investigate the issue further before committing to any requirements. The grant and project can reportedly be pushed back to 2020. This will provide time to secure user data, additional background information, and will allow staff to contact Loyola and the Healthy Communities Foundation regarding potential funding of the project.

5.2 Old Unclaimed Checks- Status- A total of $14,122.15 in unclaimed funds were addressed during the project as mentioned in the audit management letter by Sikich LLP. Unclaimed funds totaling $ 5,102.10 were transferred to State of Illinois. An additional $8,358.05 will be voided through account reconciliation based on proof of payment or voided status. Funds totaling $761.00 were claimed and returned to persons owed the funds from uncashed/lost checks. This should address and remove the management items from the Sikich LLP communication for the 2018 audit.

5.3 Close out of Capital 2015 account. – I have spoken to Sikich LLP and I am requesting that the Finance Committee recommend and the Board approval the following actions related to closing the Capital Project 2015 Fund as of 12/31/2019. Audit standards allow the District to accrue revenues/expenses up to 90 days from fiscal year end.

- Anticipated OSLAD reimbursement funds of $153,300 to be deposited in Capital Project 2015 Fund.
- Transfer of 2018 Dump Truck acquisition expense of $73,451 be transferred from Recreation Fund to the Capital Project 2015 Fund. Recreation Fund to be credited $73,451.00.
- Net funds let in Capital Project 2015 Fund estimated at $29,584.02 will be transferred to the Capital Development Fund and made available for use in the 2019 Budget.
The Committee recommends that upon receipt of the OSLAD reimbursement of $153,300 that:

- The funds be deposited into the Capital Projects 2015 fund
- The 2018 expense of $73,451 be transferred from the Recreation Fund to the Capital Projects Fund and that the Recreation Fund be credited $73,451.
- The net remaining funds in the Capital Projects 2015 Fund estimated at $29,584.02 be transferred to the Capital Development Fund and made available for use in the 2019 Budget.

5.4 Surplus Equipment
   - No Status on Piano

5.5 2019 Budget- The Committee members were provided draft copies of the 2019 Budget for Review and draft discussion. The 2019 Budget has been challenging in that the true impact of the MacNeal sale on the Equalized Assessed Valuations of taxable properties within the District. Potential reductions in collections for the Audit and Special Recreation Funds specifically have caused potential expenses to be accounted for in the Corporate and Recreation Funds, respectfully in conjunction with the possible issuance of tax anticipation warrants or working cash funds transfers as warranted. Executive Director Janda envisions additional Budget Workshop meetings to complete the Budget before passage in March 2019.

5.6 Audit Status
   - Staff is uploading requested information to Sikich LLP in preparation for initial field work.
   - Sikich LLP will be on site for preliminary field work on January 8, 2019.

5.7 Other

6.0 New Business

Authorization of sale and disposal as the items are no longer needed or efficient for District use.

The Committee recommends adopting Ordinance O-19-01 and authorizing disposal of the items declared surplus.

6.2 2019 Staff Salaries- Discussion of spreadsheet

The Committee reviewed and discussed the item and agreed by consensus to include in the 2019 Budget.
6.3 Electrical Supplier Change- Hudson Energy
The electrical supplier contracts for the District with Direct Energy were expiring and our energy representative Joe Reda checked several competing suppliers and recommended Hudson Energy for a 2-year contract as it was the most cost efficient offer. Energy pricing can change daily so there is a short window to act to receive the best pricing. I have completed the required paperwork and the change will take effect around January 14th, 2019.

6.4 2019 Hot Mix 5 Festival of Life
This item will be discussed in the Recreation meeting

6.5 Other

7.0 Adjournment – The meeting adjourned at 6:12 pm.
Berwyn Park District

Building & Grounds Committee Meeting
January 7, 2019
Freedom Park
Minutes

The meeting was called to order at 6:13 pm by Commissioner Manfredini

Board Members Present: Manfredini, Brock, Espinoza

Staff Present: Executive Director Janda
Superintendent Bzdyl
Superintendent Gianatasio

2.0 Proksa Park-
2.1 Activity Center Updates-Bathrooms- Status- Bids due January 21, 2019 and potential bidders are responding. The architect has received three questions from bidders and will answer accordingly.
2.2 Ballfield Drinking Fountain- No Update
2.3 Proksa Park Fire Panel- The estimates was received that was considerably less than expected. Staff will contact other alarm companies for comparison. Staff will also check if all equipment and wiring would be replaced as well.
2.4 Other

3.0 Freedom Park & Administration Building
- Playground-Funding Request – Kaboom! – Conference Call is planned for 1/10/2019 as the next step of the competitive process. All Board members are invited to participate.
- Township Grant Funding- The Tot-Lot equipment has been ordered and is anticipated for arrival in the Spring of 2019. This project is separate from the KaBoom! project as attempts to link them were unsuccessful.
- Pool-Status- Estimated Costs
  - Pumps Maintenance $ UNK
    Recommended contractors are being contracted
  - Umbrella Repairs/Tops $9,396
  - Piping Repairs $ UNK
  - Paint SCS Equip. $8,750
    Purchase Order has been issued to Allied Painting
  - VGB Engineering/Permitting $1,500
    Contract has been received and is being reviewed
  - VGB Updates $5,500
    Recommended contractors are being contracted
The Committee discussed the proposal from the WT Group for aquatic engineering for required pool drain modifications at a cost of $1,500 for construction document and IDPH permitting phases.

4.0 Smirz Park-

5.0 Sunshine Park-
   - Playground-Funding request- Kaboom! – No Update
   - Yard Cleanup- continues

6.0 Mraz Park-

7.0 Liberty Cultural Center
   7.1 Safety Glass Replacement on north Blue Room Door- Completed

8.0 6514 27th Place
   8.1 Site plan- Status- Complete ready for public presentation. Pricing being conducted for implementation.

9.0 Karban Park- Working on Deed transfer to park district from City

10.0 Serenity Park- Working on Deed transfer to park district from City

11.0 Karasek Park- Working on Deed transfer to park district from City

12.0 Hessler Park

13.0 3400 Oak Park- Working on Deed transfer to park district from City
   13.2 Stump Removal- In progress
   13.3 NFC Grant Discussion- This item was discussed in the Finance Committee
   13.4 South Border Line Privacy Fence- A waiting installation estimate

14.0 Old Business
   14.1 Park Entrance Signs- No Status
   14.2 Tree Removal- Delayed but planned.
   14.3 Water Testing- Facilities-Lead- In Progress
   14.4 Picnic Tables- New tables being assembled
   14.5 Santa Boxes- Boxes being repaired and repainted
   14.6 Holiday Lights- Scheduled for removal next week

15.0 New Business
   15.1 Citizen Concerns- None Received

16.0 Adjournment- The meeting adjourned at 6:20 pm
Recreation Committee
Committee Meeting
January 7, 2019
Freedom Park
Minutes

The meeting was called to order at 6:00 by Commissioner Espinoza

Board Members Present:
Manfredini, Espinoza, Brock

Staff Present:
Executive Director Janda
Superintendent Bzdyl

Brochure & Marketing
• Update on efforts
  The Winter/Spring brochure has been delivered and the Summer brochure is in design.
  Superintendent Gianatasio will be able to work more on marketing efforts now that Colleen
  McGavock has begun her employment.

Athletics
• Morton College IGA submitted to Morton College President’s Office
• District 100 has approved use of gymnasiums for program use
• Update on programs

Early Childhood
• Colleen McGavock began employment on January 7, 2019
• Krystina Heurta resigned for another position and Erika Tobolski returned and is now
  working in Krytina’s role at Liberty Cultural Center.
• Update on programs

Special Events & Program Dates
Below is a tentative listing or proposed 2019 Listing for Special Events and Program Dates.
Please review the listing for comment and suggestion.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Program</th>
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<tbody>
<tr>
<td>19-Jan</td>
<td>Pasta</td>
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<tr>
<td>1/24-2/26</td>
<td>IPRA Conference</td>
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<tr>
<td>27-Jan</td>
<td>Soccer Evaluations</td>
</tr>
<tr>
<td>3-Feb</td>
<td>Winter Soccer Begins</td>
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<tr>
<td>7-Mar</td>
<td>Wellness Fair</td>
</tr>
<tr>
<td>16-Mar</td>
<td>Battle of the Bands</td>
</tr>
<tr>
<td>1-Apr</td>
<td>Soccer Evaluations</td>
</tr>
<tr>
<td>6-Apr</td>
<td>Soccer Evaluations</td>
</tr>
<tr>
<td>10-Apr</td>
<td>Spring Soccer Begins</td>
</tr>
<tr>
<td>19-Apr</td>
<td>Egg Hunt</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<td>------------</td>
<td>--------------------------------------------</td>
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<tr>
<td>5/14-5/16</td>
<td>Preschool Graduation</td>
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<tr>
<td>5/18-5/22</td>
<td>Pool Staff Training</td>
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<tr>
<td>5/28-5/31</td>
<td>Camp Staff Training</td>
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<tr>
<td>7-Jun</td>
<td>Movie in the Park</td>
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<tr>
<td>8-Jun</td>
<td>Pool Opens</td>
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<tr>
<td>10-Jun</td>
<td>Camp Begins</td>
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<tr>
<td>15-Jun</td>
<td>Soccer Tournament</td>
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<tr>
<td>21-Jun</td>
<td>Golf Outing (tentative)</td>
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<tr>
<td>28-Jun</td>
<td>Movie in the Park</td>
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<tr>
<td>12-Jul</td>
<td>Steakfry</td>
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<tr>
<td>12-Jul</td>
<td>Mariokart in the Park</td>
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<td>13-Jul</td>
<td>Movie in the Park</td>
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<tr>
<td>26-Jul</td>
<td>Movie in the Park</td>
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<tr>
<td>2-Aug</td>
<td>Preschool Camp Ends</td>
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<tr>
<td>3-Aug</td>
<td>Soccer Evaluations</td>
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<tr>
<td>7-Aug</td>
<td>Fall Soccer Begins</td>
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<tr>
<td>16-Aug</td>
<td>Adventure and Teen Camps End</td>
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<tr>
<td>17-Aug</td>
<td>Pool Closes</td>
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<tr>
<td>18-Aug</td>
<td>Back to School Picnic</td>
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<tr>
<td>8/19-8/20</td>
<td>Preschool Staff Orientation</td>
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<tr>
<td>21-Aug</td>
<td>Preschool Parent Night</td>
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<tr>
<td>22-Aug</td>
<td>Preschool Open House</td>
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<tr>
<td>26-Aug</td>
<td>First Day of Preschool</td>
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<td>7-Sep</td>
<td>Noche Latina</td>
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<tr>
<td>21-Sep</td>
<td>5K Tentative</td>
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<tr>
<td>20-Sep</td>
<td>Steak fry</td>
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<tr>
<td>5-Oct</td>
<td>Soccer Tournament</td>
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<tr>
<td>13-Oct</td>
<td>Brewfest</td>
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<tr>
<td>26-Oct</td>
<td>All Hallows Eve</td>
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<tr>
<td>2-Nov</td>
<td>Polar Express Registration Day</td>
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<td>7-Dec</td>
<td>Polar Express</td>
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<tr>
<td>13-Dec</td>
<td>Letters to Santa Due</td>
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<tr>
<td>14-Dec</td>
<td>Polar Express</td>
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<tr>
<td>14-Dec</td>
<td>Candy Cane Hunt</td>
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**Pool**

The needed and planned pool improvements costs are still being determined but I expect the costs should not exceed $35,000. The District is ready to contract with WT Engineering for the required engineering and permitting through the Illinois Department of Public Health (IDPH). A purchase order has been issued to Allied Painting for the refurbishment of finished on the SCS Play Equipment. Umbrella repairs and new fabric covers will be reviewed individually to help reduce costs.

Staff will actively market the pool to local day care centers to help raise awareness and revenue from increased use.

**Staffing**

a. Marketing-This position remains open and staff is working to market their events and programs internally within their abilities. Budget constraints will not allow for employment of a full-time person within this area. Consideration is being given to
increasing the level of membership with the BDC to take advantage of their professional capabilities to provide constructive feedback and direction.

b. Part-time Wages & Seasonal Employment
Beginning July 1, 2019 the Cook County Minimum Wage Ordinance will increase to $12.00 per hour. While government agencies are exempt from this county requirement, the park district did find the need to increase many seasonal positions starting hourly rates to the $11.00 per hour based on lack of potential seasonal employees related to competition from businesses required to follow the county minimum wage ordinance. The fiscal 2019 budget has a couple of unknown variables related to its development and implementation including the EAV reduction from the MacNeal sale, and the potential refunds to be paid out related to the Cook County notice of over payment of property taxes. Additionally, the increased property taxes incurred by the residents of South Berwyn related to the School District referendum may reduce the disposable income available for participation in park district programming. These factors will limit our ability to mirror and compete with the $12.00 minimum wage in 2019.

The Committee discussed the issue in depth and understands the challenges of remaining competitive for employees.

Hot Mix 5 Festival of Life Discussion
The District received a proposal in late 2018 to partner with Hot Mix 5, a group of DJ’’s headed by Mick Oliver that played the airwaves in the 1980’’s. They have proposed to hold a one-day music festival in partnership with the park district to be held at Proksa Park in 2019. There is a meeting planned to discuss the proposed event on January 11, 2019 to review the proposal and answer a number of questions that staff have related to the event. There is a potential to raise revenue for the event but the amount is unknown at this time but is expected to be determined at the meeting. The event could potential draw 3,000-5,000 attendees and would be located in the baseball and tennis court areas. The targeted age group would be 40+ and the revenue stream could include admission and beer vending receipts. Staff will keep the Committee updated to the results of the meeting.

The Committee discussed the idea and potential positives and negatives. Executive Director Janda stated that last year the Board tasked staff to research and develop potential new streams of revenue. There are a number of questions that will be discussed at the meeting on January 11th.

Cooperative Programming with Pav YMCA
The District has been partnering with the Pav YMCA for the last few years for the Back 2 School Picnic, All Hallows Eve, and other events. There have been realized efficiencies through the sharing of tasks and expenses and the community has benefited through the cooperative interactions. The District is jointly discussing and planning a potential 5k run and golf outing for 2019 researching costs, tasks, and potential revenues/expenses. It is expected that the proposed events will meet the mission of the park district and help to increase the quality of life for the residents. It is desirable to see that these events have a positive financial outcome for the District. Staff will keep the Committee updated.

The Committee discussed the partnership and agreed it is beneficial. A potential golf outing and 5k run were discussed. It was suggested that the 5k run might be partnered
with the North Berwyn Park District. Staff will look into the possibility and will discuss it with the YMCA.

Other

Adjournment- The meeting adjourned at 6:41 pm.