



Board of Commissioners – Committee of the Whole Meeting  
910 N Gary Ave  
Carol Stream, Illinois  
Room 120

**February 27, 2017**

6:00pm

1. **Call To Order**
2. **Roll Call – Pledge of Allegiance**
3. **Action Items**
4. **Discussion Items**
  - A. **Strategic Planning 2017**
5. **Adjournment**

## **Strengths-Staff**

1. A present Executive Director
2. Facilities (FVRC, McCaslin,ect)
3. Knowledgeable staff, dedicated, hardworking
4. Broad programming
5. Program Guide
6. Walking paths
7. Operating hours
8. Good partnerships
9. Just Play
- 10.Dog Park
- 11.Maintenance Garage
- 12.Customer Service
- 13.Competitive Pricing
- 14.Cleanliness
- 15.Trendy
- 16.Relationships with community
- 17.Quantity of parks
- 18.Shift gears quickly
- 19.Teamwork
- 20.Camaraderie
- 21.Non Complacent
- 22.Programs from birth to death
- 23.Fiscally Responsible
- 24.Opportunity of upward mobility
- 25.Extended childcare options
- 26.Well liked staff, teachers, coaches
- 27.Accessibility for senior trips
28. Internal department relations
- 29.Variety of rental options

30. Company Events/Outings
31. Established
32. Accommodating
33. Environmental Stewards LED
34. Creative resources
35. Safety Oriented
36. Up to the minute communication; patrons community
37. Diversity of patrons/staff
38. Lighted fields
39. Separate gymnastics
40. Preschool (stand-alone)
41. Innovation
42. Cooperation with other Agencies
43. Accountability
44. Staff goes above and beyond
45. Equal opportunity
46. Online Presence
47. Give back to the community
48. Positive Community support for fundraising
49. Longevity (employees)
50. Special events
51. Pools
52. Always learning, staff development
53. Unique – programming specialized
54. Full time Benefits
55. FUN!
56. Equal

## **Weakness-Staff**

1. Finances/Budget
2. Office space
3. Out of space, limitations
4. Physical space for growth, land locked
5. Facility park upkeep
6. Starting salary limitations
7. Limited parks equipment
8. Administrative help, more staff
9. Regular tem staff retention
10. Accommodations, for diverse patrons
11. Doing more with less
12. Customer communication
13. Transportation (more vehicles)
14. Mini golf
15. STS report
16. Program evaluations
17. Mobile responsive website
18. Lack of parking, storage, program space
19. Unified branding
20. Relying on young staff
21. Safety training
22. On line registration/rentals
23. Active Net
24. Lack of staff/operate slim
25. Technology
26. Communication – Internal
27. Interdepartmental cooperation
28. Always done it that way
29. Vehicle challenges

- 30.FSLA/Affordable care
- 31.Geography and number of parks
- 32.Response time (staff), accountability
- 33.Unwillingness to solve issues, finger pointing
- 34.Alternative revenue sources
- 35.Inability to enforce policies
- 36.Sever space
- 37.EAV – Less money, declining taxes
- 38.Flooding
- 39.Childless house holds
- 40.Work-life balance
- 41.Employee morale
- 42.Working effectively
- 43.Succession plan
- 44.Financial position outstanding debt
- 45.Limited repair and replacement fund
- 46.Splash pad
- 47.Low attendance in programs
- 48.Not enough time to get work done
- 49.Lack of training, continued education, program development
- 50.Vending machines
- 51.Concessions
- 52.Procedures, ever changing
- 53.Longevity of employee – compliancy
- 54.Aging facility (pool)
- 55.Maintaining LEE
- 56.Publicizing what we offer
- 57.Precipitation of community park
- 58.Lack of quality for positions
- 59.Hour restrictions, IMRF, benefits
- 60.Filling undesirable shifts
- 61.Lack of in-house competitive sports
- 62.Outdated outdoor pool

- 63.Pool floors are slippery
- 64.Staff at separate buildings
- 65.Customer service
- 66.Towels
- 67.Contractd cleaning
- 68.Limited non-referendum bond authorization
- 69.Bi-lingual
- 70.Stay competitive with pricing money

## Opportunities-Staff

1. New website
2. Bench marking
3. Maintenance schedule
4. Do more, help other staff
5. STS Report More detail (stats)
6. Floor sweeper SRC
7. Equipment better supplies
8. Professional development/training/specialized Active Net
9. Don't' get stagnant with moral
10. Visibility
11. Equipment to help make job easier
12. Intermediate sports
13. Networking McCaslin Pub
14. Higher starting wages
15. Plan not to compete against ourselves
16. In kind trade of goods/facilities
17. Expand cleaning service to SRC
18. Improve new hire process
19. Jim projects
20. More proactive, less reactive
21. Grants, donations, alternative revenue
22. Balance workloads – use your time
23. More baby boomer programing besides athletics
24. Promote within
25. Naming rights
26. Cell towers
27. Gymnastics pits
28. Exercise room addition
29. Reconfiguring parking at FVRC

30. Concessions
31. Fill empty rooms
32. Hold department to same standards
33. Larger parking at Armstrong
34. Larger family rooms
35. Strategic plan/master plan
36. More incentives to attract staff
37. More activities in parks – programming
38. Expanding sponsorship
39. Expand garden plots
40. Use staff – bilingual
41. Refurbish computers
42. Increase rentals/types
43. Community park/Carolshire park
44. Redesign office space
45. Reward participants for spending money
46. Coop purchasing for equipment
47. Community survey
48. New water park
49. Batting cages
50. Travel teams
51. Program to minorities
52. Charge for services
53. Pool floors
54. Coop programming, other districts
55. Centralized departments
56. Solicit local businesses for programs



## **Threats-Staff**

1. Weather – Authority of God
2. Proximity to other clubs
3. Pricing
4. Security personnel
5. Violence, patrons, open gym
6. Ego's, staff, board, patrons
7. Graffiti
8. FLSA
9. Cyber- technology – identify theft
- 10.Theft
- 11.Other districts
12. Economy
- 13.Demographics – changing
- 14.Procedure inconsistencies
- 15.Aging facilities – equipment – failing, safety, maintenance
- 16.New technology
- 17.Instructors leave with businesses
- 18.Uniformed staff
- 19.Negative on-line review
- 20.Better higher comp wages
- 21.Scheduling – in house programs/personnel
- 22.Travel programs
- 23.Insufficient funds
- 24.Health department – concessions
- 25.Disorganized contractors
- 26.The State Tax Freeze, minimum wage
- 27.Concessions inventory control
- 28.Time – staff
29. Limited donations

- 30. Helicopter, snowplow parents
- 31. Entitlement
- 32. Animals – coyote, insects-grubs
- 33. Cleanliness
- 34. Undertrained staff – uninventive
- 35. Declining enrollment in certain programs
- 36. Insurance costs
- 37. Overhead expenses
- 38. Unions
- 39. 1,000 hour limit
- 40. Losing knowledgeable staff
- 41. Trump
- 42. Splash pad and competition
- 43. Counterfeit money
- 44. Lying about being a resident
- 45. Complacency – staff
- 46. Computer/server, organized space

## S.W.O.T. Analysis

(Strengths, Weaknesses (Challenges), Opportunities and Threats)

### Strengths:

1. CSPD employs a dedicated, hardworking and committed staff.
2. CSPD has many excellent facilities and park.
3. CSPD seems to have a unique ability to provide more high level services and programs with a smaller budget than other similar park entities.
4. Very strong, energetic, and flexible staff.
5. Outstanding "base" of current facilities.
6. Citizens who support in the park district.
7. Employees are dedicated and creative.
8. Diverse facilities and parks, easily accessible by most residents and highly utilized.
9. Excellent community partnerships.
10. Strong volunteer base.
11. Many program and special events for residents.
12. CSPD is popular and in good standing with residents.
13. Dedicated staff with some "new blood" brought in over the last couple\few years.
14. Solid reputation within the community.
15. We have a better handle on the budget and fund balances are on the rise.
16. We offer a broad spectrum of services.
17. Staff is always thinking creatively and has the authority to try new things.
18. Marketing department has taken our image up 10 levels.
19. Community-ours supports and embraces our efforts.
20. Partnerships
21. Staff-those who are focused on a common goal.
22. Doing more with less revenue.
23. Always looking out of the box for new sources of revenue.
24. Planning ahead by taking care of the park infrastructure.

### Weaknesses (Challenges):

1. A small amount of the CSPD staff appears to be less dedicated and committed than others.
2. The need to keep aging CSPD facilities and parks in good shape is an ongoing challenge. (Simkus, Coral Cove, Coyote Crossing to name a few)
3. Although I mentioned in #3 above that CSPD is great at it, the budget restraints as well as the constant need to have to do more with less is an ongoing challenge.
4. Ability to close out nagging issues (i.e. roof leak).
5. Resistance to fully defending itself in regards to legal issues.

6. Trying to reach out in too many directions at the same time.
7. Outstanding debt and low fund balances.
8. High staff turnover - Is this a weakness or industry standard?
9. Demographics of Board—age, gender, school districts
10. Lack of trail to high traffic park, McCaslin.
11. Debt – we’ve taken on a lot.
12. Maintaining large\complex (due to LEED) Rec Center and Coral Cove.
13. Retaining and adding fitness members – can we continue to do so?
14. Time between registering for a program and starting (super early bird). Sometimes people miss programs. Also, we request super early registration and we do not even have the shirts ready at the meet and greet!
15. Sometimes communication from residents does not reach the appropriate staff.
16. Keep up all of the properties (maintaining park standards).
17. Financial restraints will inhibit growth.
18. Neglecting our legislators.
19. Staff-those not dedicated to our mission.
20. 1 Looking for other sources of income/revenue not related to customer fees.
21. Treating our customers the way we want to be treated.
22. Handling future infrastructure challenges, i.e. Coral Cove, Simkus

## **Opportunities:**

1. CSPD should continue to seek opportunities in partnerships and cooperation with other entities.
  - a. Look into concession help from WDSRA, sport organizations, affiliates etc.
2. CSPD should continue to work on new methods of providing better service and offering new programs for participants. Not only does this make participants happy, it hopefully will increase revenues.
  - a. We have an aging population, yet it appears that a new batch of young people are moving into the district too.
3. Although tough to obtain, CSPD should continue to look for all sources of funding. (Grants, sponsorships etc.)
4. “War on Vandalism” program/activities.
5. Community Park
6. An indoor facility solely committed to rentals for soccer, lacrosse, baseball, volleyball, etc.... teams. Just a revenue source that other sports programs are willing to pay for.
7. Rentals at all facilities, especially FVRC and McCaslin.
8. Upgrading parks in low income neighborhoods.
9. Continue to grow Fitness Memberships.
10. Use of FVRC for showers\weddings, I don’t think we have come close to tapping that potential, need to do a much better job marketing that.
11. New ACTIVE system in cloud, and possible transition to Office 365 in cloud allows for better management of IT resources\capital.
12. Website\Social Media- I know website is a work in progress, but we need to integrate it better with mobile devices and make signup easy. Creation of app???

13. Increase service offerings such as an ice rink, or cooperate with the village to hold weddings at town center with a reception at fountain view.
14. More competitive sports options.
15. Partner with companies to utilize facilities (Northwestern Medicine uses Lifetime for Physical Therapy).
16. New markets, concessions, alcohol, and rentals
17. Chance for federal grants and IDNR grants
18. Legislative liaisons
19. Acquiring Community Park and serving from 1,000 to 2,000 residents within walking distance.
20. Developing Elk Trail playground.
21. Community Park, can't say it enough! OSALD Grant.

### **Threats**

1. CSPD has had to deal with a significant amount of Vandalism.
2. CSPD will need to fund the minimum wage increase.
3. Economic issues in general (tax freeze).
4. Letting revenue ideas overrule the mission of the park district.
5. State lawmakers.
6. Reduction of FVRC members.
7. Unknown costs associated with future legislation and insurance requirements.
8. Engaging kids in the digital age.
9. Vast amount of low cost health club competition coming\already in the area.
10. Uncertainty with new president and other political factors (gridlock\disarray in Springfield).
11. Always concerned about that next big "unexpected thing". What can happen to us with an unexpected big expense somewhere? Again thinking something at Coral Cove.
12. There are many cheaper options in the area.
13. On the other end there are many more competitive sports / activities in the area.
14. Keeping up with trends.
15. Internal apathy
16. Legal changes e.g FSLA
17. Dynamic marketplace
18. Funding for future park district needs.
19. Getting complacent with what we are all doing as a Park District. Serve from birth to death.
20. Tax Cap freeze, General Assembly Budget

**OTHER. Evaluate our big 1-2 day events such as Just Play and CS Barks (To me, these are strengths, weaknesses and opportunities)**



Board of Commissioners - Regular Business Meeting  
910 N Gary Ave  
Carol Stream, Illinois  
Room 120

**February 27, 2017**  
**7:00pm**

1. **Call To Order**
2. **Roll Call – Pledge of Allegiance**
3. **Changes or Additions to the Agenda**
4. **Listening Post**
5. **Appointments and Presentations**
6. **Consent Agenda**

All items listed are included in the Consent agenda. There will be no separate discussion of these items. Members of the public may petition in writing that an item be removed from the Consent Agenda.

  - A. Approval of Regular Minutes: February 13, 2017
  - B. Approval of Finance Committee Minutes: February 13, 2017
  - C. Acceptance of Treasurers Report
7. **Action Items**
8. **New Business**
9. **Discussion Items**
  - A. Recreation Report (oral)
  - B. Weekly Happenings (oral)
10. **Closed Session**
  - Personnel: Employment of an Employee, Section 2(c)(1)
11. **Action pertaining to closed session**
12. **Next Meeting – March 13 at 7:00pm**
13. **Adjournment**

## CONSENT AGENDA INSTRUCTIONS

### Moving into the Consent Agenda:

- Board President will announce the next item of business is the Consent Agenda.
- Board President will ask the Board Secretary to read items included in the consent agenda.
- As items are read, if a Commissioner would like an item not to be included in the Consent Agenda, please respond “no”.

### Creation of Consent Agenda:

Once the items for action in the Consent Agenda are agreed upon:

- Board President will ask for a motion to ***accept*** the Consent Agenda. The motion will need a second. A unanimous voice vote is then required to accept the consent agenda.

### Approval of Consent Agenda:

- Board President will ask for a motion to ***approve*** the Consent Agenda. The motion will need a second. Board Secretary will take a roll-call vote to ***approve*** all the items listed in the Consent Agenda.

**Carol Stream Park District  
Board of Commissioners  
Regular Meeting  
February 13, 2017  
7:00pm**

<b>Call to Order</b>	Commissioner Jeffery called the meeting to order at 7:00 pm.
<b>Roll Call/Pledge of Allegiance</b>	Present: Commissioners Powers, Bird, Gramann, Sokolowski, Jaszka and Jeffery Staff: Executive Director Reuter, Directors Haring, Rini and Rosenberg Absent: Commissioner Ullman
<b>Changes to the Agenda</b>	None
<b>Listening Post</b>	<p>Robert Rammer, Assistant Superintendent, Wheaton Warrenville Community Unit School District 200 shared information about a referendum being proposed on the April ballot. The referendum on the ballot. The District is asking voters to approve a \$130 million referendum to make repairs and improvements to 19 of the 20 schools in the District. Commissioner Powers asked how this will affect taxes, and what the term of the bonds is. Mr. Rammer estimated that a home with a \$250,000 value would see a tax increase of \$180 per year, and the term of the bonds would be 20 years. Commissioner Gramann asked how many years for capital improvement projects. Mr. Rammer said 3 to 4 years.</p> <p>Frank Parisi and Alann Peterson represented the Carol Stream Parks Foundation for their annual presentation to the Park Board. The Foundation has been running for 5 years as a 501(c)3. Upcoming fund raising events include: March 9, Spaghetti dinner at the American Legion to raise funds for the Memorial Park project. An event is being planned in conjunction with the opening of Coyote Crossing Mini Golf. The Foundation's signature event will be the duck race at Coral Cove Water Park later this summer. The theme for this year is, "Release the Quacken". The Foundation's Bike Club is going well; they are in their third year.</p> <p>Special thanks were extended to Executive Director Jim Reuter, and Community Relations Specialist Pam Falco who serve as the District's Liaisons to the Foundation.</p> <p>The Foundation continues to support many missions of the Park District. Every year they donate back to the Carol Stream Park District's Scholarship Fund. Tonight, the Foundation presented the Park District with a check for \$2,000.</p>
<b>Appointments and Presentations</b>  <b>WEBSITE</b>	<ul style="list-style-type: none"> <li>• New Website presented by Marketing and Communications Specialist, Theresa Esposito, and Marketing and Communications Coordinator, Carolyn Mondlock. Board was given a visual tour of the new site, and some of its new features. The site is device friendly, and aligns with the District's overall brand. The Board was given instructions on how to add a website shortcut to their mobile devices.</li> </ul> <p>Commissioner Sokolowski asked who has final approval rights if a disgruntled person posted something on our website. Sue Rini explained how the access rights</p>



<p><b>COST RECOVERY MODEL</b></p>	<p>have changed and how controls and backups have been added. After the website presentation, Theresa and Carolyn gave their Marketing 2016 year in review. The Board had positive comments on the website, and the team's performance.</p> <ul style="list-style-type: none"> <li>• Cost Recovery Model – information presented by Jim Reuter, Dave Haring and Sue Rini. During 2016, Elk Trail Recreation Center ran as a full facility based budget to allow for analysis as a cost recovery model budget.</li> <li>• Staff presented the results. As a cost center, Elk Trail ended the year at a negative performance of \$32,000. This indicates that this facility would require a tax subsidy in the same amount.</li> <li>• The cost model tool gives staff/board another level of information to use in determining if pricing is set at a sustainable level, how much a program/facility should receive in tax subsidy, and whether or not we should pursue a particular line of business. It is not the only tool – but does give additional information.</li> <li>• Staff seeks Board direction on whether we should expand the use of this model at other facilities.</li> <li>• Commissioner Gramann asked the difference in the Elk Trail Center's negative performance of \$32,000 and the overall early childhood program performance of a positive \$40,000. Director Rini explained that 'program performance' reports only reflect direct expenses; they do not include overhead costs (such as utilities, maintenance, and repairs).</li> <li>• Commissioner Powers asked if Early Childhood salaries are included in the Elk Trail cost model. Yes, they are.</li> <li>• Several board members felt this was an effective method.</li> <li>• Commissioner Gramann stated that we need to do something with the information. When should we talk about it?</li> <li>• Commissioner Powers suggested the Board come up with information they want from staff and then determine how to move forward.</li> <li>• Commissioner Jeffery suggested that the Board needs more information before any recommendations or actions are taken.</li> <li>• Commissioner Jaszka feels that we need to have additional history.</li> <li>• Commissioner Bird feels we aren't ready.</li> <li>• Director Rini will take the Boards' direction and continue to expand the Cost Recovery Model to more facilities. Once all program areas/facilities are aligned, staff can share information with the Board and assess what to do next.</li> <li>• All board members feel we are going in the right direction.</li> </ul>
<p><b>Consent Agenda</b></p>	<p>Commissioner Powers made a motion to accept the consent agenda. Seconded by Commissioner Bird</p> <p>A. Approval of Regular Minutes: January, 9, 2017  B. Ratify January 2017 Bills</p> <p>All in favor: Aye 6-0-1  Roll call all said aye</p> <p>Commissioner Sokolowski made a motion to approve the consent agenda. Seconded by</p>

	<p>Commissioner Jaszka</p> <p>A. Approval of Regular Minutes: January, 9, 2017 B. Ratify January 2017 Bills</p> <p>Roll Call Vote:  Commissioner Bird: Aye  Commissioner Gramann: Aye  Commissioner Powers: Aye  Commissioner Jaszka: Aye  Commissioner Jeffery: Aye  Commissioner Sokolowski: Aye  Commissioner Ullman: absent</p> <p>All in favor: Aye 6-0-1 Motion Passes - -</p> <p>Based on Commissioner Powers suggestion from a session he attended at the State Conference, roll call was taken for both parts of the Consent Agenda.</p>
<p><b>Action Items</b></p>	<p>A. Approval: Softball/Baseball Affiliate Agreement</p> <p><b>BACKGROUND/REASONING:</b></p> <ul style="list-style-type: none"> <li>• At the June 22, 2015 Park Board of Commissioners meeting, the board approved the revised affiliate agreements for all four of the district's youth sports affiliate groups. These agreements would then be approved on an annual basis.</li> <li>• This new agreement would cover the 2017 season for CSTSBA.</li> <li>• CSTSBA is in compliance with the terms of the agreement and is considered to be in good standing with the district.</li> </ul> <p>Commissioner Gramann made a motion to approve the 2017 affiliate agreement with the Carol Stream Travel Softball and Baseball Association. Seconded by Commissioner Bird</p> <p>Discussion regarding the affiliate agreements: Commissioner Powers noted that while all agreements look the same, he noticed some glaring differences in the fees. Why the disparity? Director Haring explained that fees are set based on the cost to maintain the respective fields.</p> <p>Commissioner Powers asked why the fee for soccer is more than football. He feels that football should be the same or more than soccer. Director Haring reported that there are more football players.</p> <p>Commissioner Powers then referred to the insurance clauses included in the agreements. While the Districts must be listed as additionally insured, there should be a requirement for a loss payee clause. Directors Rini and Haring stated that the agreements had been reviewed by the District's risk management agency (PDRMA), and that the insurance language was their standard. Commissioner Powers disagrees with PDRMA. Executive Director Reuter will have PDRMA review the language and share Commissioner's Powers</p>

concern.

Commissioner Powers raised a question regarding practice times in the football agreement. Last year, weekday practices went to 8:00pm. However the agreement states that field lights must be shut off at 8:30pm Monday – Friday, and 9:30 pm on Saturday. Director Haring stated that we need to allow time for people to leave and to clean up before turning off the lights. The practice times remain the same; ending at 8:00 pm on weeknights. Commissioner Powers would like the practice listed because he and his neighbors are directly affected. Director Haring will adjust the agreement to include the practice time.

Commissioner Powers addressed the music being played at football game halftimes. He is happy that the agreement says that the sound must be kept to the District approved volume. However, there are still people being loud. Commissioner Powers reported that he had to call the Park District last year and have a staff member to go to the field and lower the volume. Commissioner Powers states that some of the football teams are not adhering to the sound requirements set in this agreement. Commissioner Powers stated that it did get better towards the end of the season. Executive Director Reuter suggested that Commissioner Powers let Director Haring know when he has concerns, so we can address issues and follow up with the Football Association.

All in favor; Aye 6-0-1

**B. Approval: Football Affiliate Agreement**

**BACKGROUND/REASONING:**

- At the June 22, 2015 Park Board of Commissioners meeting, the board approved the revised affiliate agreements for all four of the district's youth sports affiliate groups. These agreements would then be approved on an annual basis.
- This new agreement would cover both the football and cheerleading 2017 season for CSYFA.
- CSYFA is in compliance with the terms of the agreement and is considered to be in good standing with the district.

Commissioner Bird made a motion to approve the 2017 affiliate agreement with the Carol Stream Youth Football Association. Seconded by Commissioner Gramann

All in favor: 6-1-1

Aye by all, nay by Powers

**C. Approval: Soccer Affiliate Agreement**

**BACKGROUND/REASONING:**

- At the June 22, 2015 Park Board of Commissioners meeting, the board approved the revised affiliate agreements for all four of the district's youth sports affiliate groups.

These agreements would then be approved on an annual basis.

- This new agreement would cover both the 2017 spring and fall seasons for CSYSA.
- CSYSA is in compliance with the terms of the agreement and is considered to be in good standing with the district.

Commissioner Gramann made a motion to approve the 2017 affiliate agreement with the Carol Stream Youth Soccer Association. Seconded by Commissioner Sokolowski.

Commissioner Powers asked if soccer could be played on the turf. Commissioner Jeffery disagrees with soccer being played on turf. Commissioner Powers asked if football and soccer have even use of fields. Director Haring stated that football uses the fields more than soccer in the fall because football has more games and practices. Commissioner Powers feels this isn't fair. Director Haring explained that the District provides the Soccer league the times and locations available and then the Soccer League creates the schedule. If they choose not to use the turf, it is their choice. The Soccer League is aware and has never complained.

D. Approval: T-shirt Bid

**BACKGROUND/REASONING:**

- At the December 12, 2016 board meeting, the board of commissioners voted to reject all bids for the purpose of supplying the district's due to the fact that all of the bids were over budget.
- Staff revised the bid document and on January 11, 2017 the new bid announcement was published in the Daily Herald Newspaper.
- 13 bid packets were sent out.
- 9 bids were received at the February 6, 2017 bid opening.
- The bids received, ranged in amounts from \$24,311.53 to \$43,333.56
- The amount budgeted in the 2017 budget for t-shirts and other apparel is \$33,434.

Commissioner Sokolowski made a motion to approve the awarding of the T-shirt and other apparel bid to Roselynn Fashions for the amount of \$24,311.53 with an option to extend the agreement for two additional years at a maximum price increase of 3% per year. Seconded by Commissioner Gramann.

Commissioner Sokolowski asked if Roselynn is a good company. Director Haring said we have used them for five years and staff is very comfortable with Roselynn.

E. Approval: Awarding of the Simkus Recreation Center Flooring Replacement Project

**BACKGROUND/REASONING:**

- The board directed staff to continue to make aesthetic improvements to the Simkus Recreation Center that would improve revenue generation, match the District’s brand, and create an inviting facility for customers to visit.
- The existing flooring was installed over 15 years ago, is showing a lot of wear, and needs to be replaced.
- The installation of new flooring is a combination of carpet tiles in office and meeting room areas, and vinyl tiles in public hallways and lobbies.
- A legal notice was placed in the Daily Herald on January 6, 2017.
- Four bid packets were distributed. Three bids were received.
- The anticipated cost of the project was \$50,000.
- The bid submitted by Mr. David’s Flooring is \$45,969.00 represents the low bid.
- References were contacted and positive feedback received. Over the past few years Mr. David’s Flooring has completed several projects including four floors at the Illinois College of Optometry, carpet tiles at the Museum of Contemporary Art, and 12 floors of a high end apartment building in Chicago.

Commissioner Powers made a motion to approve the awarding of the SRC Flooring Replacement Project contract to Mr. David’s Flooring in the amount of \$45,969.00. Seconded by Commissioner Bird.

**Roll Call Vote:**

Commissioner Bird: Aye

Commissioner Jeffery: Aye

Commissioner Gramann: Aye

Commissioner Sokolowski: Aye

Commissioner Powers: Aye

Commissioner Ullman: Absent

Commissioner Jaszka: Aye

All in favor: Motion passed

All in favor: Aye. Voice vote taken. Motion passed

**New Business**

Jim presented IAPD award to Jackie

**Discussion Items**

**A. Weekly Happenings (oral)**

Commissioner Bird: As part of a fundraising effort for Memorial Park, a pasta dinner will be held on March 9, at the American legion. Commissioner Bird has a save the date flyer and will be sending the final version soon. Commissioner Jeffery added that the dinner is being donated by Olive Garden restaurant.

Commissioner Jeffery also shared information on another fundraiser at the Arcada Theatre on April 9; it will include a concert by Mary Wilson of the Supremes. On October 1 there will be a stars and stripes 5k run. On August 5, there will be a Touch-a-Truck Fundraiser. Anyone who test drives a car the Memorial Park Project will receive \$20 from Joe Cotton.

	<p>Commissioner Gramann mentioned the Bike Club run by Steve Ravanese. Rides are held the third Saturday of the month. Very doable pace, and it's a real nice group of people. Not expensive.</p> <p>Next Board meeting will be on February 27. Board will review the SWOT analysis for the next step in the Strategic Planning process.</p>
<b>Closed Session</b>	
<b>Action Pertaining to Closed Session</b>	No action taken.
<b>Adjournment</b>	Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner Gramann. Voice Vote taken. Motion passed 6-0-1. Meeting adjourned at 8:40pm.

\_\_\_\_\_  
**President**  
 Jacqueline Jeffery

\_\_\_\_\_  
**Secretary**  
 Jim Reuter

February 27, 2017  
**Date**



**Finance Committee Meeting**  
Fountain View Recreation Center, Room 120

February 13, 2017  
6:00pm

Meeting was called to order at 6:03 pm

**Present:** Commissioners Jeffery, Powers, Bird, Sokolowski, Gramann  
Staff: Executive Director Reuter, Directors Rini, Haring, and Rosenberg; Controller Scumaci

**Review of Fourth Quarter, 2016 Treasurer's Report**

Director of Finance and Administration Rini provided an overview of the fourth quarter Treasurer's Report for fiscal year ending December 31, 2016.

Based on unaudited numbers, overall performance ended close to budget. Ancillary funds are holding targeted balances, the general fund performance slightly better than budget, and the recreation fund finished within \$3,000 of budget.

The recreation fund's positive performance is the first since the opening of Fountain View Recreation Center. This aligns with staff's expectation that it would take 3-5 years before the fund had positive performance. Staff believes this year reflected a good balance between revenue production, and expense controls for sustainable operations. Some revenues were down, but staff was able to reduce expenses. Commissioner Jeffery asked which programs were down; Director Haring replied that aquatics and early childhood were two of the larger ones. He explained the cyclical nature of those programs as the reason for the downturn. Also, noting the competition from a private swim school in the area.

The negative recreation fund balance was significantly reduced, and will move to a positive balance by the end of 2017. This slow steady progress is coupled with strong commitment to earmarking earned revenues to the operational repair and replacement fund.

Board complimented staff on a job well done; especially those who developed the revenue, and maintained expenses.

Commissioner Powers noted a typo graphical error on Chart B-1, the label on one of the columns is incorrect. Director Rini noted the error and will correct it for the next meeting.

Commissioner Powers asked some general questions; Director Rini provided information. Commissioner Sokolowski stated that the treasurer's report format is easy to read.

Meeting adjourned at 6:35 pm

Respectfully submitted by:

Sue Rini,  
Director of Finance & Administration