

**MINUTES OF THE KENILWORTH PARK DISTRICT BOARD
HELD AT THE VILLAGE HALL, 419 RICHMOND ROAD,
AT 5:00 PM. ON THURSDAY, MAY 5, 2011**

Park District President Thomas Feeney called the meeting to order at 5:03 p.m., and the Secretary called the roll as follows:

Present:	Tom Feeney Chip Anderson George Drake	President Commissioner-Elect Commissioner-Elect
Absent:	Jason Hanold Heidi Higgins	Commissioner Commissioner
Others Present:	Brad Burke Maryann Van Dyke Arlene Haynes Eileen Madigan Lois Stanley	Secretary Finance Administrator 427 Sheridan Road 353 Melrose Avenue 167 Sheridan Road

President Feeney administered the oath of office jointly to the new Park Commissioners Chip Anderson and George Drake.

The minutes of the April 7, 2011 meeting were placed before the Park District Board. ***President Feeney made a motion to approve the minutes. Commissioner Drake seconded the motion, which upon a voice vote, was unanimously approved without dissent.***

President Feeney said the next item on the agenda was a public hearing on the proposed Park District Budget for Fiscal Year 2011-2012. President Feeney opened the public hearing on the proposed Fiscal Year 2012 Budget for the District and noted the draft budget has been on file at the Village/Park District offices for the past 30 days.

Secretary Burke reviewed the budget. He said staff published notice in the *Wilmette Life* on April 14, 2011 for the public hearing on the combined budget/appropriation ordinance for the May 5, 2011 Park Board meeting date. The following is an overview of major changes in the proposed FY 2012 Budget compared to the current year. The major changes are largely due to the recently approved intergovernmental agreement between the Village and Park District for shared services, the possible outsourcing of landscaping/mowing services, and increased expenditures related to maintenance of the recent improvement to Townley Field. A list of significant changes in the proposed budget from the current year budget lays out as follows:

GENERAL FUND EXPENDITURES

The proposed budget for the General Fund reflects a budget deficit of approximately \$15,107. The primary reason the proposed budget is not in balance is related to the

introduction of the Administrative Services charge under the new intergovernmental agreement with the Village and half of the cost of an outside vendor to provide landscape maintenance and mowing services for the year. The projected reserves for the General Fund based upon the proposed budget are expected to be nearly \$23,700 by the end of the coming fiscal year, which represents a reserve of approximately 10% of annual operating expenditures in the General Fund.

The proposed budget contemplates a 2% salary range adjustment for the Park Superintendent and two Park District maintenance employees. This increase is similar to that contemplated for Village employees with the approval of the Village's FY 2011-2012 Budget. The proposed increase results in an increase in the budget of approximately \$3,800 compared to the current year's wages. Since the wages for Park District personnel are split between the General Fund and Recreation Fund, the increase in salary is proposed to be split equally between the two funds.

In terms of part-time salaries, this line item reflects the wages of seasonal employees to supplement full-time staff during the summer months. This line item in both the General Fund and Recreation Fund is lower than previous years. This reduction is a result of reducing the number of seasonal personnel from 3 to 2 individuals in anticipation of utilizing a private vendor for landscape maintenance services.

The Outside Maintenance Services line item reflects an increase of \$7,750 anticipating cost of an outside vendor to provide landscape maintenance and mowing services for various park properties. If such a contract is not pursued by the Park Board, then this line item, as well as a corresponding amount in the Recreation Fund will be reduced accordingly.

The proposed budget reflects a new Administrative Services line item to reflect the anticipated cost under the recently adopted intergovernmental agreement for compensation to the Village for administrative services support. The line item in the General Fund reflects the estimated reimbursement for Village Manager/Park District expenses related to providing service to the District.

The heating/utility budget proposed reflects a \$2,000 increase over the current year budget related to the Park District paying a portion of the cost for utilities at the Public Works Facility per the intergovernmental agreement.

The proposed budget for the Recreation Fund reflects a budget deficit of approximately \$11,440. The primary reason for the proposed deficit budget is related to the new intergovernmental agreement and outsourcing of landscape maintenance services. Existing Recreation Fund reserves are proposed to be drawn upon to fund planned expenditures. At the end of proposed FY2012, the Recreation Fund is projected to have over \$280,000 in reserves, which represents 82% of annual operating expenditures. As in the recently completed fiscal year (FY2010-2011), the budget for the Recreation Fund reflects no budgeted expenditures or revenues related to either

football or lacrosse programs as these programs are both administered by outside entities.

The revenue projections for the Park District summer camp programs reflect a reduced budget compared to previous years due to recent reductions in number of enrollees in the program.

The Recreation Fund regular salaries line item reflects increases related to the proposed wage adjustment for the Park Superintendent and maintenance workers. As stated earlier the line item for part-time salaries represents a reduction compared to the current fiscal year. This reduction is a result of hiring one less seasonal employee due to the possible contracting out of landscape maintenance services.

The proposed expenditures for the Outside Maintenance Services line item in the Recreation Fund contemplate the other half of the possible private vendor to provide landscape maintenance services.

The new Administrative Services line item, accounts for administrative support provided by the Finance Administrator and Office Coordinator, in accordance with the recently approved intergovernmental agreement.

Secretary Burke noted the audited cash balance in the Working Cash Fund as of May 31, 2010 reflected a balance of approximately \$94,959. The proposed budget contemplates a transfer of unreserved Working Cash funds to the General Fund in the amount of \$35,445. The Working Cash Fund was established to provide reserves for Park District operating expense. When established in 1988, the required funding level in the Working Cash Fund was set at \$60,846. Any excess interest earned in the fund can be utilized for Park District operations.

Secretary Burke reported the audited cash balance in the Gift Fund as of May 31, 2010 reflected a balance of approximately \$1,194,962. The proposed budget contemplates funding various projects suggested by Kenilworth garden clubs including: landscape improvements along the east edge of Townley Field adjacent to Cumnor Road, tree planting in various locations, improvements to Ware Memorial Park at the corner of Warwick Road and Kenilworth Avenue, and the installation of a fence in the new landscape area along Townley Field. The following is a breakdown of the proposed projects:

Townley Field/Cumnor Road Landscape Area:	\$10,000
Various Tree Planting:	\$ 3,000
Ware Memorial Park Improvements:	\$ 3,000
Townley Field Fence in new Landscape Area:	\$17,000
TOTAL:	\$33,000

Secretary Burke reported the anticipated balance of the Gift Fund at the end of FY 2010-2011 is expected to be over \$1,181,000.

Lois Stanley asked a question to clarify the anticipated charges in regards to the new Intergovernmental Agreement.

President Feeney closed the Public Hearing.

Sheila Mitchell stated she would like to express her extreme gratitude to Park Superintendent Lou Maggi who came into work on Saturday to help the Historical Society get rid of old items. Ms. Mitchell noted the Historical Society was very appreciative of Superintendent Maggi's support of their organization.

Lois Stanley also wished to thank Superintendent Maggi for helping the Garden Clubs on various initiatives throughout the year.

Sheila Mitchell added the Historical Society also appreciates the Village staff support in recent months related to building projects. She wished to thank Kevin Zeoli, Director of Public Works, for the plumbing improvements to the building.

Lois Stanley asked what the budget deficit amount is. Secretary Burke said it is \$26,500 for both funds.

Next, the proposed Capitalization Policy was introduced to the Board. Finance Administrator Maryann Van Dyke reviewed the policy. She said in 1999, the Governmental Accounting Standards Board (GASB) issued Statement 34 which established new financial reporting requirements for state and local governments. One of the new financial reporting requirements included presenting Government-wide-financial statements which was to include reporting all net capital assets, including infrastructure assets. The Kenilworth Park District was required to implement GASB 34 for Fiscal Year Ending May 31, 2005. The Kenilworth Park District has been in compliance with GASB 34 since 2005; however, last fiscal year, when the auditors were reviewing the policies of the Park District, it was discovered that the Kenilworth Park District did not have an official approved Capital Asset Policy. The Park District's auditing firm, Lauterbach & Amen recommended in their management letter dated May 31, 2010 that the Park District adopt a capital asset policy. Lauterbach & Amen supplied samples of capital assets policies from several other small villages and park districts. The proposed policy incorporates sample wording from those policies, yet mirrors the capitalization and depreciation schedule that has been historically followed for the Park District.

President Feeney made a motion to approve the Capital Asset Policy, Commissioner Anderson seconded the motion which upon a voice vote, was unanimously approved without dissent.

The Park Board next discussed the landscape maintenance services proposal. Secretary Burke reported in light of the discussion of the shared services between the Village and the Park District, and information on possible savings related to outsourcing landscape maintenance services, the Kenilworth Park Board directed staff to solicit bids

for mowing and landscape services at the February 2011 meeting. The Park District Secretary and Park Superintendent gathered bid documents from park districts and municipalities that have successfully outsourced landscape mowing and maintenance services and developed a document for the Kenilworth Park District. A notice requesting bids for the resurfacing project was published in the Wilmette Life on March 24, 2011. Bid documents were mailed directly to five landscape companies, and the bid specifications were also available on the Village's website. The deadline to submit proposals was Friday, April 8, 2011 at 2:00 p.m., and four responses were received.

T.L.C. Group, Ltd. is the apparent lowest responsible bidder at \$15,266.88. Park District Superintendent Maggi has contacted references provided by T.L.C. Group and found this firm to receive generally favorable reviews from clients who have contracted with them for similar work. Secretary Burke noted the proposed contract is for the 2011 growing season and does include an option to renew upon satisfactory performance. T.L.C. Group's bid submittal indicates their pricing would be the same in year two should the contract be extended.

Commissioner Drake noted that there should be a proration of the charge since the Park District will not be having the landscaping company start until after the June Park Board meeting, and the bids were for work starting in May.

President Feeney made a motion to approve the low bid of T.L.C. Group, Ltd. for landscape maintenance services. Commissioner Drake seconded the motion, which upon voice vote, was unanimously carried without dissent.

The next agenda item was consideration of a field usage policy and how it has been developed.

Secretary Burke reported that during the course of determining the scope of proposed improvements to Townley Field, the Park Board also determined a need for a formal policy to guide the process for scheduling field usage while also protecting the quality and playing condition of the District's athletic field. Secretary Burke noted included with the packet was a draft Field Usage Policy for the Kenilworth Park District. This policy was developed after a review of various policies in place by Park Districts in the immediate area.

Secretary Burke noted that since the April meeting Commissioner Higgins provided assistance in the development of the proposed policy.

Lois Stanley asked if the Park Board felt there should be a fee for Sears School children for use of Townley Field for physical education. She explained that the fee should not come from the school, but from the families of the school children on a per head basis.

Eileen Madigan expressed her opinion she felt it was more important for the Park Board to consider a field usage policy at this point, and then later on consider fees for school children usage. Ms. Madigan went on to say that AYSO seems to be on top of it for a rational approach to field usage.

President Feeney said the District will have to designate a field supervisor to limit access to the field. Commissioner Anderson said field conditions will be a limiting factor for sports, and expressed his opinion he would like to see outside users pay more than Kenilworth users for the field time.

A discussion of fields and access fees ensued.

Eileen Madigan asked about Mahoney Park and Centennial Park. President Feeney said maybe the Park District needs a fee schedule for Centennial and Mahoney Parks.

A discussion of the draft policy followed and several changes were suggested.

President Feeney suggested tabling discussion on fees, and coming back to it at a later date. Both Commissioners Drake and Anderson agreed to focus the discussion on the policy and discuss fees at a future date.

The April bills were placed before the Park Board. Secretary Burke briefly summarized them including \$1,937.12 for field maintenance supplies; \$3,245.00 for legal services for the Intergovernmental Agreement and \$1,891.00 for repair to the Townley Field sprinkler.

President Feeney made a motion to approve the April bills. Commissioner Anderson seconded the motion which upon a voice vote, was unanimously carried without dissent.

Commissioner Drake asked about the Storch Fund and how it was invested. Sheila Mitchell said the Historical Society recently dealt with Jim Hart of Hartline Investments.

Secretary Burke presented a status report on the Townley Field renovation.

Lois Stanley reported on the Beautification Committee Plant Sale. She said it went very well and they raised \$7,500 for Townley Field landscaping. They may change some of the plans for the Cumnor Road area. They plan to wait a year before they do anything to the entrance to see how things work out.

Secretary Burke said Sherwood Nursery was doing work for the Beautification Committee and needed a deposit payment for supplies. He requested permission to cut a check for \$5,644.80. ***Commissioner Drake made a motion to approve cutting a check for immediate payment to Sherwood Nursery in the amount of \$5,644.80. Commissioner Anderson seconded the motion which upon a voice vote, was unanimously carried without dissent.***

President Feeney made a motion to adjourn. Commissioner Anderson seconded the motion which upon a voice vote, was unanimously carried without dissent, and the meeting adjourned at 6:20 p.m.

Respectfully submitted,

Bradly J. Burke