

**STATE OF ILLINOIS
COUNTY OF DUPAGE
DARIEN PARK DISTRICT
COMMITTEE MEETING OF THE WHOLE**

September 26, 2005

CALL TO ORDER

President Campagnolo called the meeting to order at 7:17 p.m. in Room 5 of the Marion Hills Community Center, 133 Plainfield Road, Darien, Illinois.

ROLL CALL OF THE BOARD OF COMMISSIONERS

Upon roll call the following Commissioners and staff were present:

PRESENT: Nancy Campagnolo, Frank Noverini, Neil Christensen, Dick Simester, Shari Gillespie

ABSENT: None.

STAFF: Chris Katsougris, Acting Executive Director; Stephanie Gurgone, Superintendent of Finance/Acting General Manager-Sportsplex; Robert Strickler, Superintendent of Parks

GUESTS: Jean Starshak, Lemont
Donna Carter, Darien
Gloria Anderson, Darien
Erin Sauder, *The Suburban Life*
Dave Phillips, Speer Financial Inc.

PUBLIC COMMENTS & GUESTS

President Campagnolo welcomed the guests to the meeting.

Ms. Christy Cole, Knutte & Associates presented the audit report. She stated that this was the first time that the Park District is using the GASB 34 Reporting Model and highlighted the changes to the report.

Ms. Cole reported that the final financial statements and the opinion statement were shown as previously presented. She stated that the opinion was qualified because it is reported on a cash basis.

Superintendent Gurgone stated that she would provide the Board with a copy. The Board agreed to place the audit on the consent agenda.

President Campagnolo introduced Mr. Dave Phillips, Speer Financial.

Mr. Phillips thanked the Board and stated that Speer Financial were independent financial advisors to units of government. He stated that 40% of the advisors work in the state for cities and park districts. Mr. Phillips stated that he was employed as a park district director for 14 years before joining Speer Financial and that the Speer team is comprised of MBA graduates and attorneys. He stated that the company works to provide policy perspective and how to achieve it. Mr. Phillips further stated that Speer Financial handled 67 bond issues this year.

President Campagnolo questioned if Mr. Phillips had any advice regarding timing of the bonds.

Mr. Phillips stated that timing does not play out with non referendum GO bonds.

Commissioner Christensen questioned if Speer Financial looks at investment firms to help sell the issue.

Mr. Phillips stated that they average five bids per sale and 3-6 bids even on the roll over.

Commissioner Christensen questioned if Speer Financial had a particular bond counsel in mind.

Mr. Phillips stated that General Counsel Murphey's two recommendations for bond counsel were both well respected in the market but that it was the Park District's decision.

Commissioner Noverini questioned when the charges are calculated.

Mr. Phillips stated that they would not be paid until the bonds are sold.

The Board agreed to have the bond counsel and financial advisors placed on the consent agenda.

Ms. Gloria Andersen asked if Speer Financial was the only company the Park District was looking at.

Superintendent Gurgone reported that Speer Financial was a premiere company working with park districts. She stated that staff will try to secure another quote but that she surveyed other surrounding park districts and they all used Speer Financial.

Ms. Andersen questioned if Speer Financial worked with the City of Darien.

Superintendent Gurgone reported that Speer Financial indicated that they worked with the City Administrator in the past. She reported that Speer Financial provided a complete list of who they did bond issues for over the last year.

Commissioner Gillespie questioned if the previous Park District Attorney provided both services.

Superintendent Gurgone stated that the previous Attorney provided both bond counsel work and financial work and that the district was not always getting an unbiased opinion.

COMMUNICATIONS

Commissioner Noverini reported that he received email from Ms. Carol Gatuso requesting portable restrooms at Lindenwood Park.

COMMITTEE TOPICS

A. Long Range Goals

1. Capital Asset Replacement Plan

President Campagnolo stated that the Board received a draft of the Capital Asset Replacement Plan. She thanked the staff for working so hard to provide a detailed long term projection regarding anything that needs to be replaced. President Campagnolo stated that the document was beautiful and it represents a replacement program from 2006-2020 with a rotating schedule. She stated that the document was a draft but was key to planning for long term projects. She further stated that it allows the Board to look at the yearly budget process with a clearer perspective of where the Park District should be.

Superintendent Gurgone recommended that the Board and staff look at the plan every six months.

B. Short Range Goals

None.

C. Operational Issues

1. Sportsplex

a. Room Rental Issues

Acting General Manager Gurgone reported that there were issues again with room rentals where there was alcohol present. She stated that the rooms are being left in horrible condition and that the guests are not leaving on time. Superintendent Gurgone reported that there are security issues as well that she recommends to stop booking future parties with alcohol until a solution is recommended. She stated that the current situation is a disaster waiting to happen.

Commissioner Gillespie questioned if security officers could be outsourced.

Acting General Manager Gurgone reported that security officers can be outsourced but officers do not want to do the parties alone because there are numerous issues that cannot be handled by one person.

President Campagnolo suggested stopping the alcohol or increasing the deposit.

Commissioner Gillespie suggested increasing the security deposit to be used for paying the officers.

Acting General Manager Gurgone stated that the guests make a big mess and that there is no control within the building. She stated that the people cannot be stopped and that the Sportsplex is losing money with the alcohol.

Commissioner Gillespie stated that she would like to continue to discuss and reevaluate the issues.

Commissioner Christensen stated that the rental represents 1.6% of the total revenue and that he agreed to stop booking parties with alcohol.

The Board agreed to stop booking parties with alcohol and to reevaluate the situation.

b. Cash Flow

Superintendent Gurgone reported that the Board received the cash flow projection for Sportsplex through the end of November. She recommended that the Board put on the consent agenda for the October Board Meeting that the Park District loan the Sportsplex \$100,000. She stated that she would advise the Board if the numbers were confident that it would taken off the consent agenda.

Commissioner Christensen reported that the from May-August the Sportsplex was ahead approximately \$93,500 from last year. He reported that factoring in the reduced debt the Sportsplex is ahead approximately \$100,000 from last year. He commended the staff for a job well done.

The Board agreed to place the \$100,000 loan on the consent agenda.

c. Sportsplex Financials

Superintendent Gurgone reported that the Board received the Sportsplex financials through August. She stated that there were no surprises and that summer rentals and camps exceeded budget numbers and that the expenses were consistent.

President Campagnolo questioned if Superintendent Gurgone anticipated an increase in utilities.

Superintendent Gurgone stated that Sportsplex was under contract and that this issue would be looked into further.

d. Open Skate Fundraiser

Acting General Manager Gurgone reported that an open skate was scheduled for Friday, October 30th and that the \$5 admission fee per person would be collected and donated to the Urso Family who evacuated the hurricane disaster to Darien. She further reported that

the Skate School Director organized a skating exhibition and the money would be donated to the Red Cross.

Assistant Director Katsougris asked Ms. Gloria Andersen if she would invite the Urso Family to the Open Skate.

2. Parks and Recreation

a. Holly Park Update

Superintendent Strickler reported that the park is installed but that it is still closed to the public until the landscaping and audit is completed. He reported that he met with the residents on the east and west and that they were pleased with the outcome. Superintendent Strickler reported that the park dedication was scheduled for October 13th at 10:30 a.m.

b. Skatepark Lighting Update

Superintendent Strickler reported that JULIE was contacted for a locate and that they went to the wrong location. He stated that they were scheduled to return and that installation would be completed the week of October 3rd.

c. DCP Bathrooms Update

Superintendent Strickler reported that the bathrooms were completed and open for use to the residents. He stated that he is looking at waste receptacles and debating on hand dryers or paper towel. He reported that paper towels were less expensive.

Superintendent Strickler stated that the bathrooms were checked daily and that they were locked up from December – February.

Acting Executive Director Katsougris reported that they typically closed before Halloween.

d. Meyer Woods Barn Update

Superintendent Strickler reported that he received a quote change from another carpenter because the previous carpenter was not available until the end of October. He stated that the change was an additional \$300.

President Campagnolo stated that the original quote was approved as submitted and recommended that Superintendent Strickler contact Marquis Painting informing them that they broke the quote and that the Board approved the original quote for \$2,800.

Superintendent Strickler stated that he would contact Marquis Painting informing them that the original contract sits and that they would have to deal with the additional costs.

President Campagnolo recommended that staff make sure that the workers were insured and to keep the Board aware of the status.

3. Administration

a. Annual Treasurer's Report

Superintendent Gurgone reported that the Park District needs to publish the annual treasurer's report as per the Public Funds Statement Publication Act. She reported that this would be published in the Suburban Life by October 15, 2005 and would include Sportsplex.

The Board agreed to place the Annual Treasurer's Report on the consent agenda.

b. DPD Financials thru 8/31/05

Superintendent Gurgone reported that the Board received the Park District financials through August 31, 2005. She stated that the fiscal year to date budget and the fiscal year to date actuals are the best numbers to look at. She reported that through August the District in both the corporate fund and recreation fund have expended 30% of the budget and collected 50% of budgeted revenues. Superintendent Gurgone reported that the district financials are where they should be for this time of year.

c. Volunteer Recognition Day

President Campagnolo suggested a recognition day annually recognizing individuals who volunteer to assist the District. She suggested volunteers such as Eagle Scouts, Lions members or residents who voluntarily clean up the parks.

d. Administrative Time Off Policy

Acting Executive Director Katsougris reported that there is not a policy in place to address requests for compensatory time off for salaried employees. She reported that they used a sample from another park district and added some restrictions.

Superintendent Gurgone stated that this policy allows the department head the ability to approve or not approve compensatory time off.

The Board agreed to place this on the consent agenda.

e. NYC Sublease

Acting Executive Director Katsougris reported that the NYC sublease was up for renewal on October 20, 2005. She stated that they currently rent a room at Marion Hills and is primarily used for storage.

Commissioner Gillespie questioned if the room was needed for anything else.

Acting Executive Director Katsougris reported that space is always needed and if the NYC was not interested in the space that it would not be offered to anyone else.

The Board agreed to offer the renewal sublease to the NYC and place it on the consent agenda.

f. Establish consent agenda for 10/10 meeting

President Campagnolo announced the following items for the consent agenda at the October 10, 2005 Regular Board Meeting:

1. Bond Counsel Selection

2. Financial Advisor Selection
3. Sportsplex Loan of \$100,000
4. Annual Treasurer's Report
5. Administrative Time Off Policy
6. NYC Sublease
7. DPD Audit

PUBLIC COMMENT

Ms. Gloria Andersen questioned if Speer Financial was only being considered.

President Campagnolo suggested moving the bond counsel and financial advisor to New Business for discussion at the October Board Meeting.

Ms. Andersen asked if it is common that the playground companies audit themselves.

Superintendent Strickler reported that the audit is to make sure that the company that installed the equipment did it correctly.

Ms. Andersen questioned the limited staff at Sportsplex and what procedures would be taken if alcohol was brought into Sportsplex.

Acting General Manager Gurgone reported that staff will be instructed to contact the police.

ADJOURNMENT

There being no further discussion, Commissioner Gillespie moved, duly seconded by Commissioner Simester that the meeting be adjourned. Upon voice vote the Motion was thereby carried.

The meeting adjourned at 8:45 p.m.

Nancy Campagnolo, President
Darien Park District

Richard Simester, Secretary
Darien Park District