

Lombard Park District  
Board of Park Commissioners  
Special Meeting - Budget  
Sunset Knoll Recreation Center  
Tuesday, November 12, 2019 – 5:00 pm

The meeting was called to order by Vice President Scalzo at 5:03 p.m.

Upon roll call being taken, the following commissioners were present:

Commissioners: Sarah Richardt, President  
Jim Scalzo, Vice President  
Bob Bachner, Commissioner  
Mike Kuderna, Commissioner  
Dave Lemar, Commissioner  
Gregory Ludwig, Commissioner  
Peter Nolan, Commissioner

Staff: Paul W. Friedrichs, Executive Director  
Andrea Chiappetta, Director of Finance and Personnel  
Joe McCann, Director of Recreation  
Dean Styburski, Superintendent of Parks  
Kevin Ingram, Superintendent of Golf Operations  
Leah Touzios, Recording Secretary  
Brad Herrmann, Program Manager  
Jake Pawlak, Program Manager  
Dave Littwin, Aquatic & Facility Manager  
Katie Manheim, Program Manager  
Katy McKinnon, Facility Manager  
Patti Plomb, Program Manager  
Nicole Kapala, Marketing & Communication Manager  
Karen Stanley, Pre-School Coordinator

The Pledge of Allegiance began the meeting.

Vice President Scalzo requested approval of the November 12, 2019 Agenda.

**Commissioner Kuderna made a motion to approve the November 12, 2019 Special Board Meeting Agenda. Commissioner Ludwig seconded the motion. On a call for the vote, seven ayes (Bachner, Kuderna, Lemar, Ludwig, Nolan, Richardt, Scalzo). Motion carried.**

Director Chiappetta thanked staff who participated in preparing the budget and presented the 2020 Annual Operating Budget overview. She explained the process begins in July and will end in January with the approval of the 2020 Annual Operating Budget. The proposed budget has revenues totaling \$12,563,204 and expenditures totaling \$12,532,844. Estimating fund balances to total \$6,985,383 and \$7,015,970. Staff has prepared a budget that has an increase in fund balance of approximately \$30,360. The minor increase in fund balance is due to the significant investment in capital with the OSLAD Grant, Capital Grant, and Paradise Bay Water Park Improvements. Without capital expenditures the fund balance increase from operations is \$1,052,717.

Manager Kapala reviewed the Districtwide Marketing Plan with a goal to further develop the agency brand identity and social media presence. A major goal for 2020 is to further promote the Lombard Golf Course with brand awareness. Kapala is going to continue with ValPak promotions and monthly e-newsletters. Lastly, Manager Kapala touched on sponsorships for 2020.

Director Chiappetta touched on the proposed tax levy for 2020.

Director Chiappetta and Superintendent Styburski provided an overview of the Corporate Fund. Employee expenses and wages, utilities, marketing and public relations funds were all covered. Chiappetta pointed out brochure funding was moved to the appropriate account. Lastly, Styburski increased funding in the employee's training opportunities.

Goals and objectives for 2020 were reviewed which then led into the Recreation Fund.

Director of Recreation McCann and Program Managers provided an overview of the Recreation Fund by section. Manager Herrmann review of a few popular athletics programs which included the new Youth Travel Softball, Pickleball, and changes to Gymnastics. Manager Pawlak highlighted athletic programs such as Martial Arts program popularity has increased and upcoming events. Next, Manager Manheim provided a summary of Camps, Club Rec, Special Events, Teens, and Fine Arts. There was a change in programming responsibilities. Manager Manheim will be in charge of Active Adults, and Manager Littwin will take responsibility of Teen Dances, due to the fact the dances are held at the Lombard Community Building. Lastly, Manager Plomb highlighted Early Childhood and Visual & Performing Arts. This included Kiddie Campus, Li'l Rascals camp, and music classes. Manager Plomb and Stanley completed the relicensing through DCFS.

Manager Littwin and Director McCann discussed the Paradise Bay Water Park budget for 2020. A change in 2019 include, this was the first year with Jeff Ellis and Associates lifeguarding training program. All three audits were categorized as 'Exceeds' providing the District with Gold Status for 2019 in safety at the pool. The 2020 season will have an additional seven days of operation.

Manager McKinnon gave an overview of the Madison Meadow Athletic Center. The Madison Meadow Athletic Center currently has 3,684 memberships, McKinnon credited increase in membership due to promotions and marketing. Manager McKinnon is projecting a 2,000 annual membership for 2020. There will be no membership fee increase for 2020. Open gym fees are projected to go down, due to more rentals that are advance booked. Group fitness revenue is shifting due to class offerings. 16% increase in staff cost due to wages in operational needs. There will be two new positions added for 2020, Membership Specialist and Night/Weekend Shift Supervisor.

Superintendent Ingram provided an overview of the Lombard Golf Course budget and an explanation for the decreasing number of rounds due to the rainy months this summer. Staff remains optimistic for the 2020 season with the new marketing currently underway.

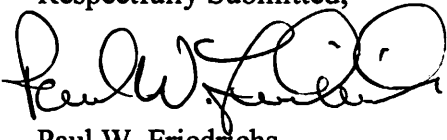
Director Chiappetta touched on Special Recreation Fund. Discussion on NEDSRA and the ADA Master plan was talked about. Next the Liability Fund, Debt Service Fund, FICA, IMRF Fund, and Audit Fund were all shortly looked at.

A brief summary of Capital Projects was given. Any 2019 Capital Projects that are not completed by year's end will be carried over to the 2020 Capital Project Schedule. This included money that is budgeted in the Capital Projects for ADA projects, Recreation Department, and Districtwide upgrades. Lastly, the Capital Grant and OSLAD Grant at Four Seasons was discussed.

Executive Director Friedrichs discussed the Personnel and Benefits Administration booklet. The Board of Park Commissioners were then given an explanation by Executive Director Friedrichs regarding benefits, insurance, the CPI, staff salaries, and the minimum wage changes. Executive Director Friedrichs gave a brief summary of highlights from each department.

**There being no further business at 8:44 p.m., Commissioner Kuderna made a motion to adjourn the Special Board Meeting of November 12, 2019. Commissioner Ludwig seconded the motion. On a call for the vote, seven ayes (Bachner, Kuderna, Lemar, Ludwig, Nolan, Richardt, Scalzo). Motion carried.**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Paul W. Friedrichs". The signature is fluid and cursive, with a large initial "P" and "W".

Paul W. Friedrichs  
Secretary

PWF/lmt