

**Wheaton Park District  
Finance Subcommittee Agenda  
October 4, 2017  
6:00 pm Museum**

**In attendance: Commissioner Fahey, Commissioner Hodgkinson,  
Commissioner Kelly, Commissioner Mee, Commissioner Morrill,  
Commissioner Vires, Executive Director Benard, Executive Assistant  
Siciliano, Director of Finance Trainor**

**Commissioner Frey was absent**

**Discussion Items**

***A. Previous Discussion Items***

None

***B. New Discussion Items***

1. Review of 2018 Budget Proposal – Operations and Capital

Executive Director Benard stated that the budget proposal was previously distributed to the Board on September 6. It was accepted for public display by the Board two weeks later at the September Board meeting. He asked that the board please continue to review. Please email your questions as they occur to you to Benard or Donna Siciliano. Benard stated he will meet with Commissioner Fahey to go over the budget with him in detail since he is new to the board. It was decided that the Capital Budget Meeting will be held on November 1<sup>st</sup> at 6:00 p.m. at the Museum in place of the regular Buildings and Grounds Subcommittee. The Public Hearing on the 2018 Budget and Appropriation Ordinance will be opened on October 18 and then recess to November 15 for continuation and closure. The 2018 Budget and Appropriation Ordinance will be on the December Agenda for adoption.

2. Estimate of the 2017 Tax Levy

The Resolution for the estimate of levy will be on the October 18 agenda for approval. The 2017 Tax Levy Ordinance will be on the December Agenda for adoption.

3. Periodic review of the job description for the Executive Director – distributed

Benard stated that this was housekeeping and Accreditation related. He has made minor adjustments to his job description to be compliant with accreditation standards. He asked the board that if they have any suggestions for this to give them to him or Siciliano before the packet goes out.

4. Periodic review of the General Practices Manual of the Board of Park Commissioners – distributed

Benard stated that this was housekeeping and Accreditation related. He has made minor adjustments to the manual to be compliant with accreditation standards. He asked the board that if they have any suggestions for this to give them to him or Siciliano before the packet goes out. It was agreed that this manual should be reviewed every 2 years.

We will establish a review period for the General Practices Manual and the Salary Ranges from now on.

5. Review and approval of Park Board Member Orientation Program – distributed

Benard stated that this was housekeeping and Accreditation related. If anyone has suggested edits to this please let him know.

6. Review of the Revenue Policy for the Wheaton Park District

Previously approved by park board – on agenda in error

7. Review and approval of the Long Range Capital Expenses Plan 2019-2032

Housekeeping – Accreditation related - Previously distributed at the September 6 subcommittee meeting at Arrowhead – please continue to review bring any questions to the November 1 meeting.

8. Review of Salary Ranges – distributed

Benard stated that this review is overdue review as it has not been addressed by the Board since 2007 and some positions are currently slightly out of range. Commissioner Hodgkinson thinks that the board should approve the ranges but not what level staff is assigned to. Kelly suggested adjusting the ranges each year based on the cpi or raise pool percentages approved annually by the board. It was agreed that the ranges would be reviewed annually as part of the budget approval program.

9. Merchant Processing (credit card processing) Agreement Renewal with Transnational Bankcard – distributed

Benard stated that we have secured a commitment from the provider to hold our current fees and charges for a 5 year renewal beginning November 1. Staff is happy with this company and were the lowest cost by far that last two times we shopped.

10. Recruitment Firm for hiring Sous Chef – distributed

Benard and Staff wished to try this approach for filling the current vacancy.

Commissioner Fahey asked Benard to see if they will agree to a one year guarantee if the person doesn't work out rather than a 3 month. He also wanted to know how they recruit candidates. Fahey had additional questions. Benard stated that he and Kevin would talk after the meeting and he would then negotiate further with the firm and then poll the board. His desire was to get consensus approval this week for proceeding as opposed to waiting 2 weeks. Commissioner Mee thought that \$12,000 seemed like a lot of money. Commissioner Kelly wanted to know why we weren't going with the low bidder. Benard stated that the firm has more metro area experience than the lower cost option. Commissioner Kelly was in favor of trying this once to see how well it works. Benard stated that legal counsel is reviewing the agreement.

*The poll and results of the negotiations are attached as part of these minutes.*

Commissioner Hodgkinson moved to adjourn the meeting at 6:36 p.m. Seconded by Commissioner Vires. Motion carried by voice vote.

A handwritten signature in black ink, appearing to be a stylized name, possibly "M. Kelly", written in a cursive or semi-cursive style.