

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, JULY 24, 2018**

Call to Order

President Stocks called the meeting to order at 7:30 pm.

Roll Call

President Stocks called for the roll. Commissioners answering present were: Susan M. Stocks, Stephen M. Eckelberry, Theodore J. Lewis, Lori A. Palmer, James A. Mansfield, and Diana Gunsteen. Commissioner Nicholas A. Mostardo was absent.

Staff members present were Executive Director Rita Fletcher, Superintendent of Recreation Kimberly Dasbach, Superintendent of Villa Olivia Peter Pope, Superintendent of Parks and Planning Kelly O'Brien, Superintendent of Business Services Kevin Romejko and Superintendent of Special Facilities Lynsey Heathcote.

Guests: Senator Tom Cullerton, Representative Christine Winger, Brandon Paul and Colin McCaffrey

Recording Secretary Kim Monforti took the minutes.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Approval of Minutes

Ms. Stocks moved to approve the minutes of the July 10, 2018 Committee Workshop Meeting, seconded by Mr. Lewis. **Motion carried.**

Presentation

Ms. Stocks asked lifeguards Colin McCaffrey and Brandon Paul to come to the front of the room. Ms. Stocks stated that Colin is a new life guard, Brandon has been with the park District for 5 years. On Monday, June 25, 2018, Colin was performing a scan of his zone, noticed a non-responsive swimmer, blew his whistle to alert the other guards and pulled the unresponsive swimmer from the water. Colin and Brand performed lifesaving CPR and revived the swimmer in less than a minute, and by the time EMS arrived the swimmer was fully conscious. Ms. Stocks congratulated Mr. McCaffrey and Mr. Paul for their actions on June 25, 2018 on behalf of the Park District, Board of Commissioners and staff wish to congratulate you on your actions on June 25, 2018 and presented them with a Certificate of Recognition.

Senator Tom Cullerton spoke about how he has 3 boys ages 17, 15 and 14 and they often go to the pool together and there's nothing scarier for a parent when your children are running around at a pool and trying to keep an eye on them is an incredibly difficult task. Colin and Brandon do this job so well, they act as the eyes and ears of parents and we can send our kids to the pool and know you will be there to help out. Senator Cullerton thanked Colin and Brandon and presented them with an Illinois State Senate Recognition.

Representative Christine Winger stated that it was an honor to her here today and to acknowledge two very important people to the community, Brandon Paul and Colin McCaffrey. Working as a lifeguard isn't an easy job and comes with a lot of responsibilities. Extremely proud of the community and Executive Director Rita Fletchers administration, staff and Board of Commissioners. Ms. Winger expressed her gratitude to Colin McCaffrey and Brandon Paul with an Illinois House of Representatives Recognition and a state of Illinois flag.

Resident Comments

Joy Fagan of 205 E. Taylor, Bartlett, stated that her daughter plays for the Hawks travel softball league and her role with the team is to coordinate with other travel leagues to play against each other. She expressed her concern over the field conditions this season. The Hawks hosted 10 games and 9 of the games had field issues and also hosted a 16 round robin and the fields weren't ready. She stated that this year there are additional teams playing and hopes that moving forward that the fields get taken care of. Ms. Fletcher stated that she spoke with Ms. O'Brien and discussed the need to create a field improvement plan for all the fields in the district. This information will be shared with the Board later this year.

Monthly Treasurer's Report, Mr. Mostardo Chairperson

Mr. Eckelberry made a motion to approve the Monthly Treasurer's Report for June 2018, seconded by Mr. Lewis. **Motion carried.**

Finance Committee Report, Mr. Mostardo Chairperson

Computer PC Replacement Purchase

Ms. Stocks stated that as part of the Park District's multi-year computer PC replacement plan the FY2018-19 Capital Project Budget includes \$20,000 for computer PC replacements. Staff obtained comparative quotations from Dell in the amount of \$16,519.63, Insight for \$18,434.40 and Zones for \$18,839.40 for the purchase of fifteen computer PC's. The Finance Committee is requesting the approval of purchasing fifteen computer PC replacements from Dell, Inc. at a cost of \$16,519.63. Mr. Eckelberry made a motion to approve, seconded by Mr. Mansfield. **Motion carried**

Ordinance 18-04, Surplus Property

Ms. Stocks discussed Ordinance 18-04, Surplus Property. The Bartlett Park District periodically disposes of property it deems to be of no use to the District. The Property will be disposed of in the most appropriate manner benefiting the Park District. The Finance Committee is requesting approval of Ordinance 18-04, Surplus Property. Mr. Eckelberry made a motion to approve the Ordinance 18-04, seconded by Mr. Lewis. **Motion carried**

AYES: Stocks, Eckelberry, Lewis, Palmer, Mansfield and Gunsteen

NAYS: None

ABSENT: Mostardo

ABSTIAN: None

Passed and Approved this 24th day of July 2018.

Planning Committee Report, Mr. Eckelberry Chairperson

No business

Building and Grounds Committee Report, Ms. Palmer Chairperson

No business

Recreation Committee Report, Ms. Gunsteen Chairperson

No business.

Special Facilities Committee Report, Mr. Mansfield Chairperson

No business

Villa Olivia Committee Report, Mr. Lewis Chairperson

No business.

Personnel Committee Report, Mr. Lewis Chairperson

No business

Community Relations and Legislative Issues Committee Report, Ms. Stocks, Chairperson

No business

Executive Director's Report, Ms. Fletcher**Bill List**

Ms. Fletcher recommended approval of the monthly Bill List. Mr. Eckelberry moved to approve the Bill List as presented, seconded by Mr. Lewis. ***Motion carried.***

Safety Coordinator

Ms. Fletcher announced that the position of Safety Coordinator that is filled by a full time staff member and this position is outside of their regular job responsibilities. For the past four years this position was held by Judy Artos, with her departure in June this position opened up. We are happy to announce that Katie Mix, Recreation Manager has taken on this new responsibility. Katie has been a member of the safety committee for four years and this will provide her with a new opportunity to learn about different areas of the park district. This position reports directly to the Executive Director and works with PDRMA.

Superintendent of Recreation Report, Ms. Dasbach**Nature Trivia Night**

Ms. Dasbach mentioned that on Friday, August 10th the Bartlett Nature Center is scheduled to host a nature themed Trivia Night. This is for participants 18 years and older and is from 7-8:30pm. Registration is required.

Superintendent of Villa Olivia Report, Mr. Pope**Grounds Staff Training**

Mr. Pope reported that two additional staff members (Sean Toyra and Darrell Byrnes) from the Villa Olivia grounds crew recently took a class to become licensed chemical operators. They passed the required exam, and are now fully licensed to apply turf chemicals at Villa Olivia. Our crew leader, Tom LaMantia was already licensed, and renewed at the same time. Two grounds staff members will also be attending the Midwest Ski Area Association Conference and Trade Show on August 19 - 22, at Boyne Highlands Ski Area in Michigan. The event is the largest annual gathering of the MSAA membership. Attendees participate in more than thirty breakout sessions on a variety of relevant topics (Equipment & Chairlift Maintenance, Snow-Making, Safety, etc.), meet with industry suppliers & consultants at the trade show.

Superintendent of Parks and Planning, Ms. O'Brien**4th of July Event**

Ms. O'Brien announced that the parks department staff did another great job with the 4th of July event this year. Prior to the event at Community park, staff move all soccer frames and bleachers, trim low hanging branches near the carnival rides, move parking blocks, and mark out event layout. After the tents are set up, staff also install several yards of fencing around perimeter of event, around trees, beer garden, and firework drop zone. During the event, staff oversees parking, garbage removal, and fence repairs. After the event, all fencing comes down, continual trash pickup, and turf restoration. This year approximately 25 tons (50,000 lbs.) of trash was collected and staff spent around 775 man hours to ensure the 4th of July event is a great success.

Superintendent of Business Services Report, Mr. Romejko**Restructuring of Series 2006A Bonds**

Mr. Romejko stated at the July 10, 2018 Committee Meeting Anthony Miceli and Aaron Gold of Speer Financial were in attendance to answer questions with respect to staff's recommendation to restructure the Series 2006A Bonds within the Debt Service Extension Base (DSEB). Mr. Miceli advised the Park District would need to adopt an Authorizing Ordinance at the July 24, 2018 Board Meeting. However, after reviewing the restructuring issue with bond counsel it has been determined no Board action is necessary at the July 24, 2018 Board Meeting. Staff continues to work with Speer Financial in

preparation for the issue of General Obligation Limited Tax Refunding Park Bonds, Series 2018. The next required Board action will be the adoption of the Bond Ordinance at the September 18, 2018 Board meeting.

Audit Fieldwork

Mr. Romejko discussed that in preparation for the FY2017-18 Comprehensive Annual Financial Report (CAFR) the audit firm of Lauterbach & Amen, LLP conducted on-site fieldwork July 9-13, 2018. Staff continues to work with Lauterbach & Amen, LLP in preparing the transmittal letter, management's discussion and analysis (MD&A), and the statistical section of the CAFR. It is anticipated the FY2017-18 CAFR will be presented at the September 11, 2018 Committee Meeting.

Superintendent of Special Facilities Report, Ms. Heathcote **LIFECENTER Operational Recap Report**

Ms. Heathcote provided the Board with the operational recap report for the **LIFECENTER** for 2017/18. After a 3 year history of revenue declining at **LIFECENTER** it was exciting to see a rebound in 2017/18. Although some areas did not meet the expected revenue goals, others far exceeded. The past fiscal year operated at a 48% profit margin after revenue and expenses were taken into account. Membership numbers have increased with approximately 2,683 current members. The membership gender breakdown is as follows, 51% is male, and 49% is female. The age breakdown is 14% ages 14-25, 21% ages 26-40, 25% is age 62 plus, and 40% is ages 41-61. The residency breakdown is 91% are resident and 9% is non-resident. The SilverSneakers Program has contributed to the increase in new memberships with 268 members.

LIFECENTER is looking forward to some positive changes in the upcoming year. New equipment was purchased for the **LIFECENTER** and approximately \$54,000 of new equipment will be installed. New member orientations have increased and staff is doing an excellent job providing the initial welcome and introduction to **LIFECENTER**.

The Kids Stop area will now be open Monday through Thursday from 5:30 – 7:30 pm starting in September in addition to the current regular hours.

LIFECENTER will continue to the Tax Day Special in April and will now offer a 3 day, 10% off Fall special.

A new Development of Mind/Body program will be created to encompass different styles of yoga, tai-chi, Pilates, meditation and more.

Ms. Heathcote finished by saying that overall **LIFECENTER** has had an extremely successful year in terms of generating revenue and managing controllable expenses. This has resulted in a profit margin of 48% which is 5% over budget. The many changes that have been implemented in the last year are having a positive impact on the bottom line and customer satisfaction. **LIFECENTER** is looking forward to the upcoming year where more exciting changes will be implemented. We are working hard to position ourselves as the #1 health club in Bartlett and are committed to excellence.

Ms. Palmer stated that since Johnny Pacheco has started there's a good vibe at the **LIFECENTER** and the seniors love the SilverSneakers program. Ms. Palmer also said that there are good quality instructors teaching the classes now.

Old Business

No business.

New Business

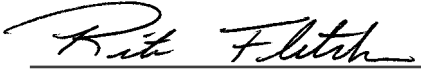
No business.

Adjournment

There being no further business, Mr. Eckelberry moved to adjourn the meeting, seconded by Ms. Gunsteen.

Motion carried at 8:08pm.

Minutes Approved by the Board on August 14, 2018.

By: 
Rita Fletcher, Board Secretary