

BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, OCTOBER 24, 2017

Call to Order

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

Roll Call

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

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.

Recording Secretary Stephanie Baxter took the minutes.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Presentation

President Stocks presented Ms. Palmer with a 20-year board member service anniversary award and Certificate of Appreciation from the Illinois Association of Park Districts. Ms. Palmer was congratulated and thanked for her service.

Approval of Minutes

Mr. Eckelberry moved to approve the minutes of the September 19, 2017 Board Meeting and the October 10, 2017 Committee Workshop Meeting, seconded by Mr. Mostardo. **Motion carried.**

Resident Comments

Robert Hain, of Hanover Park, explained that he has been a Bartlett Park District resident for 41 years. He said that many people do not realize that there is a small portion of Hanover Park that is within the Bartlett Park District boundaries. He proposed that the Park District purchase a small parcel of land at Stearns and Redford in Hanover Park that is currently for sale by the Arch Dioceses of Joliet. He said that this property is within the park district boundaries, and suggested that possibly a playground or sports field could be put on the property. Mr. Mostardo asked Mr. Hain if the church property is currently a vacant lot now, and Mr. Hain replied that it is and is currently posted with a "for sale" sign. Ms. Palmer stated that at one time the land was being considered for senior housing. She also noted that there is a sliver of Hanover Park, in Mayfair, located within Bartlett Park District, and there is a park there. Mr. Lewis noted that there is currently a park that belongs to Bartlett Park District within the Hanover Park boundaries. The Board thanked Mr. Hain for his time.

Monthly Treasurer's Report, Mr. Mostardo Chairperson

Mr. Mostardo moved to approve the Monthly Treasurer's Report for September 2017, seconded by Mr. Eckelberry. **Motion carried.**

Finance Committee Report, Mr. Mostardo Chairperson**Revision of Policy 5.50 – Staff Purchasing Policy**

Mr. Mostardo reported that the Finance Committee had recommended a modest increase to the purchasing limits of designated employees as outlined in Policy 5.50. Mr. Mostardo motioned to approve the revision of Policy 5.50 – Staff Purchasing Policy, seconded by Mr. Eckelberry. **Motion carried.**

Planning Committee Report, Mr. Eckelberry Chairperson**Bartlett Park Playground**

Ms. Fletcher explained that staff has been working with the Bartlett Parks Foundation to raise money to build the playground at Bartlett Park. In order to move forward with the next part of this project, staff and the Foundation are requesting approval to hire a landscape architect. The Park District has worked with Joe Brusseau in the past on several projects, and he is has recently joined Hitchcock Design Group. A motion was made by Mr. Eckelberry to hire Joe Brusseau of Hitchcock Design Group in the amount of \$30,830 for the landscape architect work at Bartlett Park Playground. The motion was seconded by Ms. Palmer. **Motion carried.**

Schrade Gym Construction Management Firm

Ms. Fletcher reported that staff met with three different firms and received proposals to work on the Schrade Gym renovation project. Staff has made the recommendation to hire Frederick Quinn Corporation (FQC) as a part-time site supervisor since this is not a large project. Frederick Quinn Corporation is currently working with the Village of Bartlett on a project, therefore a cost savings will be received as the firm is already working in Bartlett. References were checked on recreation projects that have been completed by FQC and they came back with positive recommendations. Mr. Eckelberry made a motion to hire Frederick Quinn Corporation as the construction management firm for the Schrade Gym renovation project at a cost of \$107,000, seconded by Mr. Lewis. Ms. Gunsteen asked Ms. Fletcher what other firms were considered. Ms. Fletcher advised they were Prairie Forge and Corporate Construction. **Motion carried.**

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**Rockford Boys and Girls Club Basketball Tournament**

Mr. Mansfield said that the Special Facilities Committee recommended approval for Rockford Boys and Girls Club to use Bartlett Community Center Gymnasium (Courts 1, 2 and 3) on Friday, Saturday, and Sunday, August 3-5, 2018 to host the National Summer Classic – a boys and girls basketball tournament for players 9-15 years old. The tournament would run from 3-9pm on Friday; 9am-8pm on Saturday, and 9am-5pm on Sunday (approximately) with an estimated 150 players expected. An admission fee will be charged and Rockford Boys

and Girls Club will provide a certificate of insurance. Mr. Mansfield made a motion to approve this request, seconded by Mr. Eckelberry. **Motion carried.**

Villa Olivia Committee Report, Mr. Lewis Chairperson
Irrigation Improvements

Mr. Lewis explained that each year we continue to replace and add irrigation components to the golf course system. During this phase of improvements, Villa Olivia will be adding the ability to water five greens (Holes 2, 6, 7, 9, and 18) more effectively and efficiently. Various Rainbird parts, such as valves, swing joints, heads, pvc pipe and fittings, and control wires will be purchased and staff at Villa Olivia will complete the installation. Mr. Lewis made a motion to approve the Villa Olivia Committee's recommendation to purchase irrigation components in the amount of \$13,598.65 from Arthur Clesen, Inc., seconded by Mr. Eckelberry. **Motion carried.**

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. Mostardo moved to approve the Bill List as presented, seconded by Mr. Eckelberry. **Motion carried.**

Schrade Gym Renovation

Ms. Fletcher reminded the Board that at the October Committee Meeting, during the presentation by Williams Architect, a question was asked regarding the size of the program rooms at Schrade Gym compared to the rooms at the Community Center. Ms. Fletcher noted the room sizes as follows:

BCC

Program Room 1 = 780 SF

Program Room 2 = 900 SF

Program Room 3 = 450 SF

Program Room 4 = 675 SF

Schrade Gym

Program Room 1 = 574 SF

Program Room 2 = 462 SF

Ms. Fletcher also told the Board that Ms. Gunsteen had asked for a tour of Schrade Gym. They will be doing a walk-through after tonight's meeting and invited the other Commissioners to join them.

Superintendent of Recreation Report, Ms. Dasbach

2017 Recreation Programs Recap Report

Ms. Dasbach discussed the Recreation Programs Recap Report that was presented to the Board. She started by noting that the report covers all areas of the Recreation Department, except for Schrade Gymnasium and the Nature Center, which have their own reports. Ms. Dasbach said the Recreation Department is actively involved within the community working with the Village of Bartlett, Bartlett Police and Fire Departments, Bartlett Library, Arts in Bartlett and local youth athletic organizations. Between May 1, 2016 and April 30, 2017, the

Recreation Department employed 108 part-time staff and over 330 dedicated volunteers spent an estimated 16,700 hours volunteering with multiple sports and other events. There were over 1,160 individual classes offered during this time with 109 of those programs being new to Bartlett Park District. General program participation is at 5,600 so far this year, and the Department is on pace with last year at this time. Both Administration and Marketing are on track with this year's budget, and new opportunities for marketing are the focus through Facebook posts, the Welcome Wagon, local church directories, and convention and visitors brochures. Preschool is seeing stronger numbers than last year and is on track to exceed this year's budgeted income. Arts and Crafts came in above budget and expenses are under budget. There are a few programs such as Youth Cooking, Music Lessons, Kindermusik, Dance and CPR that have struggled and staff is working on improving those. Athletics for 2016-2017 look good and youth and adult leagues have been successful. Soccer programs have shown a downward trend and Ms. Dasbach noted that surrounding park districts have also experienced this decline. General programs are looking strong, as are Day Camps, School Day-Off Camps, After-School Recreation and Adult Trips. There has been a struggle with Lego/Computer Classes and Chess Programs. Field Rentals came in below budget overall, however the numbers are slightly ahead of this time last year.

Overall this year, Ms. Dasbach highlighted that enrollment numbers look good and the very favorable bottom line of more than \$150,000 shows that an excess of \$16,000 was netted over budget. District-wide there were over 3,043 camp registrations during the 10-week period. Ms. Dasbach said that the Recreation Department continues to offer new programs, revamp current programs and make changes to better serve the community.

Superintendent of Villa Olivia Report, Mr. Pope ***End of Season Closures at Golf Courses***

Mr. Pope announced that the "back nine" of the Villa Olivia Golf Course will close for the season on Wednesday, November 1st. The front nine will remain open as long as weather permits. The grounds crew will then begin the major aspects involved in setting up the ski hill. Some of the tasks include hanging the chairs back on the lift, installing tow ropes and motors, re-installing towers for lights and snow guns, and installing enclosures and fencing.

Apple Orchard Golf Course will close for the season on Wednesday, November 1st as well. Staff will remove and store tables and chairs, benches, pull carts, ball washers, etc. They will also complete various turf maintenance tasks, continue mowing as needed, winterize the irrigation system, install goose barriers around the greens, and various other end-of-season tasks.

Superintendent of Parks and Planning Report, Ms. O'Brien ***Parks Fall Update***

Ms. O'Brien stated that Custodial staff was able to balance putting in extra time setting up and cleaning for several Garba events this fall while staying on top of the routine cleaning schedule at the Community Center. Facility staff is in the process of winterizing the outdoor pool and spray playgrounds, and next week they will begin shutting down drinking foundations. Park staff have started on fall clean-up, removing annual flowers, pruning back shrubs, and cleaning landscape beds. They also spread 480 yards of playground mulch at 13 playgrounds and 105 yards of mulch around trees and landscape beds in more than 11 parks.

Superintendent of Business Services Report, Mr. Romejko**CPI Rate for 2017 Tax Extension**

Mr. Romejko explained that the Consumer Price Index (CPI) "cost of living" or inflation percentage to be utilized in computing the 2017 tax extension, payable in 2018, under the Property Tax Extension Limitation Law (PTELL) is 2.1%. This gets utilized with respect to the levy in conjunction with Equalized Assessed Value (EAV). CPI was 0.7% for the 2016 tax extension and this year is the highest it has been since 2012. Mr. Mostardo asked what new growth is looking like. Mr. Romejko replied that he has only received information from Kane County, which was low. He said, unfortunately, he does not expect a lot because so much of the growth on the DuPage side is within the TIF District which expires in 2022.

Superintendent of Special Facilities Report, Ms. Heathcote**Silver Sneakers Update**

Ms. Heathcote said the Silver Sneakers program, established in October 2016, got off to a great start. To date, the Silver Sneakers program has reached 94% of their budgeted revenue for 2017/18 with 6 months still left in this fiscal year. There are currently 283 members taking advantage of this program. Staff is also now investigating somewhat of a similar partnership with United Healthcare where participants on that health insurance plan can get reimbursed up to \$20/month for visiting the health club. Ms. Heathcote added that they hope to see some additional memberships and increased revenue.

Old Business

No business.

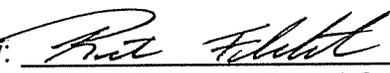
New Business

No business.

Adjournment

There being no further business, Mr. Mostardo moved to adjourn the meeting, seconded by Mr. Eckelberry. **Motion carried at 8:00pm.**

Minutes Approved by the Board on November 28, 2017.

By: 
Rita Fletcher, Board Secretary