

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, NOVEMBER 22, 2016**

**Call to Order**

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

**Roll Call**

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

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

Recording Secretary Stephanie Baxter took the minutes.

**Pledge of Allegiance**

President Lewis led the Pledge of Allegiance.

**Presentation**

President Lewis announced that he was honored to present Ms. Valerie Salmons of the Village of Bartlett with Resolution R-16-06. Ms. Salmons has worked as the first full-time Village Manager for Bartlett for 35 years, and has always been a leader and an active supporter of the Bartlett Park District. Mr. Lewis noted that Valerie has worked with 37 different elected officials at the Village and has always led by example. She has also started many programs that continue to take place every year. To celebrate all that she has done and to celebrate her love of animals, a tree has been planted in Valerie's honor at Riley's Run Park. Ms. Salmons thanked the Board and the Park District for the wonderful partnership that has been established with the Village. She added that Bartlett is a great place to live, work and play. A motion was made by Ms. Palmer to approve Resolution R-16-06, Recognizing Valerie Salmons for 35 Years of Outstanding Service to the Village of Bartlett. Ms. Stocks seconded the motion.

**ROLL CALL VOTE:**

**AYES:** Lewis, Stocks, Woods, Eckelberry, Palmer, Stocks, Mansfield

**NAYS:** None

**ABSENT:** Mostardo

**ABSTAIN:** None

***Passed and Approved this 22<sup>nd</sup> day of November 2016.***

**Approval of Minutes**

Mr. Eckelberry moved to approve the minutes of the October 25, 2016 Regular Board Meeting and the November 8, 2016 Committee Workshop Meeting, seconded by Ms. Palmer. **Motion carried.**

**Resident Comments**

None

**Monthly Treasurer's Report, Mr. Woods, Chairperson**

Mr. Woods moved to approve the Monthly Treasurer's Report for October 2016, seconded by Ms. Stocks. ***Motion carried.***

**Finance Committee Report, Mr. Woods Chairperson**

***Resolution 16-05 Estimate of Taxes to be Levied***

The Finance Committee requested Board approval of Resolution 16-05. Mr. Woods moved to approve this Resolution, seconded by Mr. Eckelberry.

AYES: Lewis, Stocks, Woods, Eckelberry, Palmer, Stocks, Mansfield

NAYS: None

ABSENT: Mostardo

ABSTAIN: None

***Passed and Approved this 22<sup>nd</sup> day of November 2016.***

**Planning Committee Report, Ms. Stocks Chairperson**

No business.

**Building and Grounds Committee Report, Mr. Mansfield Chairperson**

No business.

**Recreation Committee Report, Mr. Mostardo Chairperson**

***Brochure Printing Bid Approval***

Mr. Eckelberry reported that the Recreation Committee recommended approval of the bid for the printing of brochures to John S. Swift Company, Inc. in the amount of \$124,948.00. This bid is for 3 years and includes 12 program brochures total, 4 program brochures per year from Spring 2017 to Winter 2020. The quantity includes 16,500 for Spring, Summer, Fall & Winter. Mr. Eckelberry moved to approve the brochure printing bid, seconded by Mr. Woods. ***Motion carried.***

**Special Facilities Committee Report, Mr. Eckelberry Chairperson**

***Locker Replacement Approval***

Mr. Eckelberry announced that the Special Facilities Committee had recommended approval of the proposal from Lowery McDonnell Company in the amount of \$17,401.73 for the final phase of the replacement of lockers at Splash Central. Mr. Eckelberry moved to approve this motion for approval, seconded by Mr. Mansfield. ***Motion carried.***

**Villa Olivia Committee Report, Ms. Palmer Chairperson**

***Engineering Services Proposal***

Ms. Palmer stated that in order for restrooms and showers to be installed at the outside maintenance building (located off Rose Lane), water and sewer service needs to be connected to the public water main and brought to the building, and engineering services are needed for this utility work. CEMCON, Inc. has provided budget estimates and now can provide topographic and planimetric surveying, engineering plans, and construction phase services (including layout and record drawings). The Villa Olivia Committee has recommended that the Park District hire CEMCON, Inc. at a cost of \$13,300 for these services, and Ms. Palmer moved to approve such motion. Ms. Stocks seconded the motion. ***Motion carried.***

**Personnel Committee Report, Ms. Palmer Chairperson*****IAPD Credentials Certificate***

Ms. Palmer said that the Illinois Association of Park Districts requires the Park District Board to officially name delegates to their Annual Business meeting scheduled to be held Saturday, January 21, 2017. The Personnel Committee recommended approval of the Credentials Certificate naming Ms. Palmer, Mr. Eckelberry and Mr. Lewis as delegates. Ms. Palmer moved to approve the IAPD Credentials Certificate as presented, seconded by Mr. Eckelberry. **Motion carried.**

**Community Relations and Legislative Issues Committee Report, Mr. Lewis, Chairperson**

No business.

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

Ms. Fletcher recommended approval of the November 2016 Bill List. Mr. Woods moved to approve the Bill List as presented, seconded by Ms. Palmer. **Motion carried.**

***Accreditation***

Ms. Fletcher shared that on October 26, 2016, members of the IAPD/IPRA Joint Distinguished Agency Committee spent the day reviewing the district's operation. Ms. Fletcher reported that we have achieved accreditation with an adjusted score of 498 out of a possible 500 points. Less than fifty park districts in the state of Illinois are accredited agencies and Bartlett Park District will be recognized at the IAPD/IPRA Conference luncheon in January. Ms. Fletcher thanked the Board and the staff for all of their hard work.

***2016-2017 Goals and Objectives Update***

Ms. Fletcher noted that the Board was provided a 2<sup>nd</sup> quarter update of this year's goals and objectives. Staff has been making progress on their goals and should be on target to complete this year's goals by the end of April 2017.

**Superintendent of Special Facilities Report, Mr. Karoliussen*****2016 Aquatics Operational Recap Report***

Mr. Karoliussen discussed the Aquatics Operational Recap Report that was presented to the Board. Mr. Karoliussen highlighted that lifeguards continue to strive to receive scores that exceed standards on the Ellis audits. One lifeguard received a golden guard award for excellence, and 131 lifeguard rescues were performed. BAC had a very successful season this year. Expenses were controlled and budgeted goals were exceeded for revenue. Pass revenues were down but admission fees were up substantially. Pool attendance was up this year by 7%. Revenues are expected to finish 4% better than the previous year. Operational expenses are expected to finish less than budgeted. There were no major leaks or repairs required this year which resulted in lower maintenance and chemical costs this season. Overall the BAC revenues will finish much better than were budgeted, and operational expenses for the remainder of this year will stay fairly consistent.

Splash Central revenues are tracking approximately 20% lower, but with changes in programming, Mr. Karoliussen noted they are hoping the revenue will increase over the next few months. Pass revenues are trending downward and funds will be transferred from the health club to help offset the elimination of platinum memberships. He also noted that they are monitoring the impact that the changes in membership and the SilverSneakers Program will have on Splash Central. Admission fees are down slightly, but Mr. Karoliussen expects to make up for the decrease with the upcoming

holidays and school day off camps. Operational expenses are at about 18% compared to last year and maintenance expenses are on track at this time. The biggest factor facing both facilities is finding ways to increase programming.

Ms. Palmer asked Mr. Karoliussen if he feels the decrease in participation is due to a change in population. Mr. Karoliussen said there are fewer children taking swimming lessons and more local competition. A recent report from the National Sporting Goods Manufacturer showed nationally that there has been a decline in swimming activities. Mr. Karoliussen said he and his staff will continue to adjust programs and look for new activities to replace these numbers.

Ms. Palmer asked if the expenses for concessions for the outdoor pool included salaries. Mr. Karoliussen said the number did include salaries and the price of all supplies.

Mr. Eckelberry inquired if other districts have seen the same decline in their participation numbers. Mr. Karoliussen noted that Mr. Littwin is involved in a roundtable with other park districts and other districts are also struggling with the same types of issues.

### **Superintendent of Recreation Report, Ms. Dasbach**

#### ***Volunteer Recognition Program***

Ms. Dasbach mentioned that the Park District utilizes volunteers to enhance and improve the quality of our overall operations. In the fall of 2016, qualified volunteers that have reached over 10 hours of services began receiving a volunteer t-shirt and she announced that we will continue to hand out these shirts to volunteers.

### **Superintendent of Villa Olivia Report, Mr. Pope**

#### ***Ski Patrol Update***

Mr. Pope announced that the Villa Olivia Ski Patrol is gearing up for the upcoming winter sports season. Mr. Pope recently completed the Volunteer Orientation and the annual patrol meeting and chairlift evacuation training was recently held. Grounds maintenance staff from Villa Olivia also attended the training along with several tow/lift operators and ski school instructors. Mr. Pope explained that the training refreshes everyone on the process used to manually evacuate guests from the chairlift, although the process would only occur if the two other backup power sources for the chairlift were to fail. Mr. Pope noted that over the recent weekend, staff did make some snow and tested out the systems. Ms. Palmer asked if operations were ready to open should we get snow, and Mr. Pope announced that they are way ahead of schedule and will be ready to go on December 16<sup>th</sup> or sooner.

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

#### ***IPRA Professional Development Workshop***

Ms. O'Brien reported to the Board that she recently attended an IPRA workshop who teamed up with Playcore and Gametime to learn about statewide action grant funding opportunities and research-based best practices about playground design and implementation. Ms. O'Brien said with Humbracht Park playground currently in the budget and scheduled to be replaced in Spring 2017, she is currently working on an application to submit towards this grant opportunity.

### **Superintendent of Business Services Report, Mr. Romejko**

#### ***Full-Time Staff Longevity***

Mr. Romejko said that the human resource department is responsible for attracting, motivating and retaining the most qualified employees to ensure the effective operations of the Bartlett Park District.

A pie chart illustration was provided that shows the current longevity of full-time Park District employees. Mr. Romejko said it was interesting to point out that approximately 50% of staff has been with the Park District under 5 years and 50% of staff has worked 5 or more years.

**Old Business**

None.

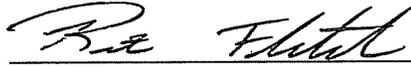
**New Business**

None.

**Adjournment**

There being no further business, Commissioner Eckelberry moved to adjourn the meeting, seconded by Ms. Stocks. **Motion carried at 8:04pm.**

Minutes Approved by the Board on December 20, 2016.

By:   
Rita Fletcher, Board Secretary