

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, DECEMBER 20, 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, Stephen M. Eckelberry, Lori A. Palmer, James A. Mansfield, and Nicholas A. Mostardo. Commissioner Kenneth N. Woods 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, and Superintendent of Business Services Kevin Romejko.

Also present was Larry Mann.

Recording Secretary Stephanie Baxter took the minutes.

Pledge of Allegiance

President Lewis led the Pledge of Allegiance.

Approval of Minutes

Mr. Eckelberry moved to approve the minutes of the November 22, 2016 Regular Board Meeting and the December 13, 2016 Committee Workshop Meeting, seconded by Ms. Palmer. **Motion carried.**

Resident Comments

Ms. Diana Gunsteen introduced herself as a candidate for the upcoming Park District Board election.

Monthly Treasurer's Report, Mr. Woods Chairperson

Mr. Eckelberry moved to approve the Monthly Treasurer's Report for November 2016, seconded by Mr. Mostardo. **Motion carried.**

Finance Committee Report, Mr. Woods Chairperson

Ordinance 16-06 Annual Tax Levy

The Finance Committee requested Board approval of Ordinance 16-06 Annual Tax Levy. Mr. Eckelberry moved to approve this Ordinance, seconded by Ms. Palmer.

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

NAYS: None

ABSENT: Woods

ABSTAIN: None

Passed and Approved this 20th day of December 2016.

Ordinance 16-07 Annual Abatement of Taxes for Series 2008C Bonds

The Finance Committee requested Board approval of Ordinance 16-07 Annual Abatement of Taxes for Series 2008C Bonds. Mr. Eckelberry moved to approve this Ordinance, seconded by Ms. Stocks.

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

NAYS: None

ABSENT: Woods

ABSTAIN: None

Passed and Approved this 20th day of December 2016.

Purchase Orders Between \$2,500 and \$10,000

Presented to the Board was a list of approved purchase orders between \$2,500 and \$10,000 for the time period of September 2016 through November 2016. Mr. Eckelberry moved that the Board approve Purchase Orders between \$2,500 and \$10,000 for the time period of September 2016 through November 2016. Ms. Palmer seconded the motion. **Motion carried.**

Planning Committee Report, Ms. Stocks Chairperson

No business.

Building and Grounds Committee Report, Mr. Mansfield Chairperson

D.A.R.E. Family Fishing Derby Request

Mr. Mansfield reported that the Building and Grounds Committee had recommended approval of the use of Beaver Pond by Bartlett Police Department for their annual “Family Fishing Derby” on Saturday, May 13, 2017 (with a rain date of Saturday, June 3, 2017) from 9:00 to 11:00am. Mr. Mansfield motioned to approve the request, seconded by Mr. Eckelberry. **Motion carried.**

Recreation Committee Report, Mr. Mostardo Chairperson

No business.

Special Facilities Committee Report, Mr. Eckelberry Chairperson

No business.

Villa Olivia Committee Report, Ms. Palmer Chairperson

No business.

Personnel Committee Report, Ms. Palmer Chairperson

No business.

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

President Lewis wished everyone a healthy and happy holiday.

Executive Director’s Report, Ms. Fletcher

Bill List

Ms. Fletcher recommended approval of the December 2016 Bill List. Mr. Mansfield moved to approve the Bill List as presented, seconded by Mr. Eckelberry. **Motion carried.**

Schrade Gym Renovation Schedule

Ms. Fletcher announced that we have received notification that we can move forward with the PARC Grant for the Schrade Gym renovation. Staff has met with Williams Architects and developed a new schedule to get the work completed which was provided to the Board. This information has been submitted to the IDNR asking for an extension to complete the project as we did not have the money allocated in this year's budget. Ms. Fletcher added that hopefully work will begin in May 2017 and everything will be completed by September 2018. Mr. Mostardo asked if reimbursement will be progressive or at the end of the project for the grant portion. Ms. Fletcher replied that IDNR has said they will reimburse us 50% but we must be 50% completed with the project so we may be able to complete the project 100% and receive the full reimbursement.

Superintendent of Special Facilities Report, Mr. Karoliussen
2016 Apple Orchard Golf Course Operational Recap Report

Mr. Karoliussen discussed the Apple Orchard Golf Course Operational Recap Report for 2016 that was presented to the Board. Mr. Karoliussen highlighted that the 2016 season had a decrease of 8% in total rounds of golf when compared to 2015. Greens fees were calculated to be down by 2% but 3% better than 2014. Season pass sales continue to decline and punch card sales were down 18%. Programming revenue was up monetarily, but down in participation. The fiscal year 2016 golf season represents an 84% overall revenue, however the total season will probably end up short of the budgeted goals. Mr. Karoliussen added that staff is working on the 2017 spring brochure and trying to come up with ways to attract more business while reducing costs where possible. It was noted that Pheasant Run and Indian Lakes are both closing their golf courses so we may actually be able to attract some new business. Currently work is in progress for a promotional video, updates to the website, advertising on social media and readjusting some of the twilight and replay rates to encourage golfers to come out later in the day. Apple Orchard and Villa Olivia have teamed up to create a co-op punch card and Mr. Karoliussen said he thinks this will be a nice way to create interest in both courses. Golf lessons for the upcoming season will be contracted out to a nearby golf course that can hopefully help expand and rebuild the program. For the 2017 concession sales, some new food products will be offered as well as some combo packages to hopefully increase sales. Mr. Karoliussen added that work is being done to market to some active senior living complexes and new signage is being developed to promote usage and sales.

President Lewis asked about the option of offering the park district bus to pick up groups at the senior living residences. Mr. Karoliussen pointed out that usually the senior living facilities have their own transportation, but suggested that possibly there could be designated days for them to come out and play golf or offer discounts to encourage them to come to Apple Orchard and play.

Superintendent of Recreation Report, Ms. Dasbach
Snowshoe and Cross Country Ski Rentals

Ms. Dasbach announced that the Bartlett Nature Center has snowshoes and cross country skis that can be rented during the winter. Everything is on a first come basis and equipment can be rented during the normal Nature Center hours, however, the use of the trails is open seven days a week.

Superintendent of Villa Olivia Report, Mr. Pope
2016-2017 Golf Season Recap

Mr. Pope discussed the recap of the 2016-2017 golf season which was presented to the Board. Mr. Pope stated that the season at Villa Olivia began early due to the mild winter last year. The front nine was open in late February and the back nine opened in mid-April which was a few weeks early, allowing the season to be extended. The front nine remained open through December 9th, therefore

this season was longer than normal. Revenue is currently up 10% over last years at this time. Mr. Pope said that the boost in revenue demonstrates that customers are willing to pay the full rate as we offered fewer discounts this year than last. The grounds expenses are expected to exceed what was spent last year after the prior year was significantly low. This year a new informal ladies league was acquired and they have committed to playing again this upcoming year. Outings were up slightly this year and appear to be decreasing in size. Groupons were offered again this year bringing the total rounds to 12,730. The EZ Links trade rounds decreased significantly because the software provider was switched at the beginning of the season. Now the staff is using GolfNow which also allows online tee time scheduling. Overall revenues are up 10% from last year and there is currently a positive bottom line taking expenses into account. Mr. Pope said the staff is doing more to market to businesses, clubs and organizations. Grounds and operational salaries and wages are pretty consistent with prior years, but the salaries and wages do make up 50% of the overall golf expenditures. Capital expenses this year included the golf cart lease and replacement of irrigation component heads and control panels. The Capital Projects Fund provided for the purchase of a new greens mower and the beginning of tree removals. Both of these positively impacted Villa Olivia overall.

Mr. Pope said that more positive comments about the course conditions have been received from golfers who fill out the comment cards. GolfNow seems to expose the golf course to more golfers, but, at the same time, those golfers are also seeing other courses as well. Several steps have been taken to improve the marketing for online booking and several promotions using e-mail blasts and social media. The focus for the Golf Operations Manager in the upcoming year will be to improve the marketing and reach out to local clubs, businesses and organizations to acquire more outings. Mr. Pope added that further profitability can be accomplished through continued work on the turf, irrigation, carts and playability of the course.

Mr. Mansfield asked if the concessions revenue was part of Mr. Pope's recap report. Mr. Pope reported that the Halfway House reports to Food & Beverage so those numbers would be reflected in that report. Mr. Mostardo asked why salaries were lower in 2014/2015 compared to 2015/2016. Mr. Pope replied that it was likely a combination of eliminating the grounds manager and the way that the payroll schedules fell. He added that the groundskeeper has been very valuable on the golf side in terms of turf and chemical applications, and he has picked up well in the ski area as well. Mr. Pope gave kudos to his grounds and lead maintenance guys for all their hard work.

Mr. Mostardo asked why only FY 2015/16 had insurance expenses noted on the report. Mr. Pope explained that this year a change was made to include all audited numbers; some of the reports in the past did not always include health insurance figures.

Mr. Mostardo asked Mr. Pope if he was projecting a positive bottom line. Mr. Pope replied that he is hoping to have a good spring season in March and April.

Mr. Pope also added that Villa Olivia recently received some great publicity when WCIU TV came out recently and did several live shots on the "You & Me" morning show. The hill was opened and the reporter did some interviews as well as some skiing and tubing. The interviews can be seen on the WCIU TV website.

Superintendent of Parks and Planning Report, Ms. O'Brien***New Facility Maintenance Manager – Custodial & Building Maintenance***

Ms. Fletcher introduced our new Facility Maintenance Manager Larry Mann. Larry began with the Bartlett Park District on November 21st and brings 15 years of experience working both at Hoffman Estates Park District and Sun City Community Association. Mr. Mann has been doing a great job. He has been keeping busy looking at every facility, noting some changes he would like to see, and he is enjoying getting to know the staff.

Mr. Mann said it is a pleasure to be working here. His daughter has taken years of swim and karate lessons and now it is his home. He wished everyone a happy holiday season. The Board welcomed Mr. Mann.

Mr. Mostardo asked Ms. Fletcher if the other Facility Maintenance Manager position has been filled. Ms. Fletcher reported that Steve Groboske was promoted up to the position and an offer has just been made for Mr. Groboske's replacement, promoting a current part-time employee to Steve's old position. He will begin full time next week.

Ice Rink Update

Ms. Fletcher said that the recent cold weather has allowed for great conditions to set up the ice rinks. Community Park ice rink was opened December 13th and Leiseberg ice rink opened December 14th. There have been plenty of people out enjoying the ice rinks lately. Blue Heron ice rink is still being worked on.

Superintendent of Business Services Report, Mr. Romejko***Preparation for Villa Olivia Ski Season***

Mr. Romejko reported that the business services staff has been hard at work assisting Villa Olivia prepare for the opening of ski season. Human Resources has provided orientation training for approximately 115 ski operation employees and also processed their re-hire/new hire employee paperwork. Information Technology has installed, updated and tested the software and hardware necessary to operate the ski lodge and ski café. Cash Management staff has been busy providing cash handling training to the cashiers as well as preparing and delivering the cash and change bags.

Mr. Mostardo asked how the budget process is moving along and Mr. Romejko responded that staff is doing a nice job and there have been several good meetings held. He added that he is excited to present the 2017/2018 budget to the Board in a couple of months.

Old Business

None.

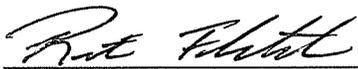
New Business

President Lewis presented Mr. Eckelberry with an IAPD Certificate of Appreciation for his 20 years of service to the Bartlett Park District. He thanked him for his outstanding service.

Adjournment

There being no further business, Commissioner Mostardo moved to adjourn the meeting, seconded by Commissioner Stocks. ***Motion carried at 7:58pm.***

Minutes Approved by the Board on January 24, 2017.

By: 
Rita Fletcher, Board Secretary