

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, JANUARY 23, 2018**

**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, and Superintendent of Business Services Kevin Romejko.

Recording Secretary Stephanie Baxter took the minutes.

**Pledge of Allegiance**

President Stocks led the Pledge of Allegiance.

**Approval of Minutes**

Mr. Lewis moved to approve the minutes of the December 19, 2017 Board Meeting, December 19, 2017 Closed Session Meeting, and the January 9, 2018 Committee Workshop Meeting, seconded by Mr. Eckelberry. **Motion carried.**

**Resident Comments**

None.

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

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

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

No business.

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

***Schrade Gym Update***

Ms. Fletcher said that staff has been working behind the scenes on different aspects of work for the Schrade Gym project. W-T Engineering has been hired to help solve the drainage issues that Schrade Gym has previously experienced with flooding in the gymnasium. W-T did some drainage work on the Apple Orchard Golf Course several years ago, and they feel that some of the issues at Schrade could be tied in together.

Also, True North Consultants have been hired to complete a hazardous materials survey for any possible concerns with regard to asbestos in the building because of its age. Also, work for the entire project will go out to bid February 20<sup>th</sup>, and staff will bring those bid results to the Board in March. Mr. Lewis asked what year Schrade Gym was built, and Ms. Fletcher responded that it was built in the 1980's, but part of the concern is the old pool and locker rooms that were built prior to that.

Mr. Mostardo asked if the pricing estimates have come in on target. Ms. Fletcher replied that some of them came in high, so the construction management team went back and made changes, and they are now back on target. She noted the only change in plans is the location of the elevator. The original plan was to move the elevator, however, now the elevator will stay in its current location. Ms. Fletcher noted that this will save a few hundred thousand dollars and will also reduce some roofing costs.

Mr. Mostardo asked how many bid packages would go out, and Ms. Fletcher stated that FQC is currently working on that. The results would then be presented to the Board in March.

**Superintendent of Recreation Report, Ms. Dasbach*****Winterfest 2018***

Ms. Dasbach announced that Winterfest will once again take place at the Bartlett Nature Center on Saturday, February 10<sup>th</sup> from 12-4pm. Dog sledding will be the main event and will take place with or without snow. Those in attendance can learn about the history of the dogs and can participate in snow painting and snow shoeing.

**Superintendent of Villa Olivia Report, Mr. Pope*****Apple Orchard 2017/2018 Golf Season Recap***

Mr. Pope provided a report on the operations at Apple Orchard Golf Course for the fiscal year 2017/2018. This was the first season that Villa Olivia was involved with the operations at

Apple Orchard, working very closely with the Parks Department. The overall revenue and expenses were very similar to last year at this time, however, the operations revenue is down by approximately 3% and total rounds, compared to last year, are down about 14%. Mr. Pope said he attributes the variances to the changes that were made in operations, and the department is looking at new ways to improve, using social media and the website and doing some cross marketing. Mr. Pope explained that greens fees account for the biggest portion of revenue and season passes and punch cards are their biggest deficit. They have continued to see a decline in both, down 11% from the prior year, and staff is re-evaluating the season passes and overall price points. A combined punch card for Villa Olivia and Apple Orchard Golf Courses was created this past year, and Mr. Pope said they would like to try that again this upcoming season. Mr. Pope pointed out that they have noticed a decrease in youth and adult lessons this year and the numbers were down slightly for attendance, but the profit margin was higher. This season, Mr. Pope explained that a youth beginner class will be added and a 2<sup>nd</sup> evening session will also be offered.

Overall, the concession revenues and expenses for 2017/18 were in line with the previous three years. The two biggest challenges this past season were declining rounds and program participation, both of which are being addressed for the upcoming 2018 season.

Mr. Pope mentioned that the Parks Department continues to investigate and implement procedures, products and equipment to improve day-to-day maintenance, as well as overall course improvements. This past season there were some unexpected repairs to the irrigation system, and staff had to replace the heat exchanger on the irrigation pump and also make significant repairs to the irrigation remote satellite unit. Staff also purchased and installed a new pond aerator on Hole #9, removed several willow tree roots from the pond drain pipe, and pruned pine trees.

Mr. Mostardo complimented Mr. Pope on his report and asked why the drop in youth season pass sales. Ms. Fletcher responded that the growth of youth leagues has increased. Mr. Eckelberry asked what the open days were like this past season compared to last year. Mr. Pope replied that May and June were very wet and the end of the season was cold and rainy.

### ***Villa Olivia 2017/2018 Golf Season Recap***

The golf season at Villa Olivia was fully open for 28 weeks, benefitting from an early opening date, however, May and June proved to be extremely wet. League rounds for 2017/18 increased significantly, although outings were on the decline. There were two "Group Golfer" campaigns offered this past year, and over 2,000 vouchers were sold. Mr. Pope said revenue was down about 6.5% which coincides with overall rounds being down.

On the expenses side, salary and wages continue to make up the biggest part of overall expenses. A considerable amount of money was spent this past year on golf carts and mower repairs, the purchase of a new Bobcat Skid Steer, new dump trailer, and tree removals and replacements. The Capital Projects fund also allowed for the replacement of 20 new golf carts.

Mr. Pope noted that round counts and revenue are problematic, although he does believe that the course conditions are continually being improved, and staff continues to receive more positive feedback about the course than in years past. Staff is in negotiations with another large league who is interested in moving over to Villa Olivia. Also, the new Sales Coordinator

has some very strong connections with some outing groups from the courses she previously worked at. Villa Olivia will continue to host the Foundation golf outing fundraiser and annually reaches out to the Chamber of Commerce to discuss the possibility of hosting their golf outing event on a rotating basis with Bartlett Hills. Mr. Pope noted they are developing some stronger corporate marketing with businesses, clubs, and organizations with the intention of bringing them in for outings.

Mr. Mostardo asked Mr. Pope how much we are down year to date for the loss. Mr. Pope said it depends on the weather, but hopefully it will be a nice spring which can be a positive impact to that bottom line.

### **Superintendent of Parks and Planning Report, Ms. O'Brien** ***2017 Parks Department Recap***

Ms. O'Brien provided a report on the 2017 Parks Department operations. She said it was an exciting year with the promotion of Dan Touzios to Athletic Fields Manager and Mike Moretti to Facility Maintenance Level I. Another new staff member was hired, which provided the opportunity to coach and train the new staff, who continue to bring new ideas and knowledge to the department.

The Parks Department maintains 43 parks including 36 playgrounds, 3 spray playgrounds, 12 picnic shelters, 8 facilities, and a 9-hole golf course.

One of the larger projects this year was the playground replacement at Humbracht Park after we were awarded a \$30,000 grant. Ms. O'Brien also shared that the old playground equipment will be sent to Cambodia. Staff implemented and updated the turf maintenance plan at Koehler football field, spending a lot of time there working on the conditions, and has received positive feedback. Mulch was added to landscape beds and tree rings throughout various parks and playground mulch was spread at 13 playgrounds. The Park District's recycle program has expanded, adding 8 new cans and will soon be adding them at Bartlett Park.

The Parks Department was also involved in a number of special events throughout the year including National Night Out, Twilight Golf Outing, Apple Blossom Run, and Bartlett's High School cross country meet at Sunrise Park. Ms. O'Brien shared that a new float was built for the 4<sup>th</sup> of July parade this past summer. Unfortunately, the ice rinks and sled hills have not done well since 2014/15.

Ms. O'Brien complimented her staff who does a great job keeping up with maintenance standards, especially during all of the Garba events that were held at Bartlett Community Center. This past year, there were several projects completed including new carpet on the 3<sup>rd</sup> floor at BCC, repainting the gymnasium at BCC, replacing the compressor on rooftop unit #1 at BCC, updating the women's restroom at the Administration building, and major repairs to the Dectron unit at Splash Central. Bartlett Aquatics Center had another great season with no reported leaks and the staff also re-stained the lazy river bridge at the beginning of the 2017 season.

Ms. O'Brien added that her department continues to look at ways to improve efficiencies and has developed work logs this past year which helps track maintenance hours and how their time is spent. She shared that she hopes to bring a breakdown to the Board halfway through

the upcoming season for review. The Parks Department is looking forward to the Schrade Gym renovation project, the Beaver Pond boardwalk installation, and improvements at Bartlett Park.

Ms. Stocks complimented Ms. O'Brien on her report.

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

**End of Calendar Year Reporting**

Mr. Romejko said that staff has been busy preparing and completing end of the calendar year tasks. The W-2 forms are being sent to all staff tomorrow and full time staff will also receive their 1095-C tax forms. Last week, 1099 tax forms were mailed to vendors.

**Superintendent of Special Facilities Report, Ms. Heathcote**

**Ellis & Associates Award**

Ms. Heathcote announced that Dave Littwin, Aquatics Manager, received the prestigious Ellis & Associates "Platinum International Aquatic Safety Award" for 2017. This award is presented to only 10% of Ellis & Associates clients, so this shows what a great job Dave, Kelly and the staff do at Bartlett Aquatic Center and Splash Central. Ms. Heathcote said that Stephanie FitzSimons is currently working a press release.

Mr. Eckelberry asked that Ms. Heathcote congratulate everyone on behalf of the Board.

**Old Business**

No business.

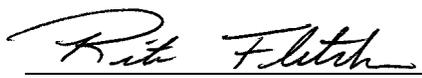
**New Business**

No business.

**Adjournment**

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

Minutes Approved by the Board on February 27, 2018.

By:   
Rita Fletcher, Board Secretary