

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, FEBRUARY 28, 2018**

Call to Order

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

Roll Call

Vice President Eckelberry called for the roll. Commissioners answering present were: Stephen M. Eckelberry, Nicholas A. Mostardo, Theodore J. Lewis, Lori A. Palmer, James A. Mansfield, and Diana Gunsteen. President Susan M. Stocks was not present.

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.

Also present was Alan Smith and Felipe Mancera.

Pledge of Allegiance

Vice President Eckelberry led the Pledge of Allegiance.

Presentations

Approval of Minutes

Mr. Lewis moved to approve the minutes of the January 23, 2018 Board Meeting, February 13, 2018 Committee Workshop Meeting, and the February 13, 2018 Closed Session Meeting, seconded by Ms. Palmer. **Motion carried.**

Resident Comments

None.

Monthly Treasurer's Report, Mr. Mostardo Chairperson

Mr. Mostardo moved to approve the Monthly Treasurer's Report for January 2018, seconded by Mr. Lewis. **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**Beaver Pond Boardwalk Installation Bid Approval**

Ms. Palmer stated that staff was able to obtain references for the Beaver Pond Boardwalk Installation. It was recommended that Nettle Creek Nursery, Inc. be hired to remove 70 feet of existing asphalt path/paving bricks and replace with the 70' x 6' boardwalk at Beaver Pond. Ms. Palmer made a motion to approve the hiring of Nettle Creek Nursery, Inc. for the amount of \$24,600 to complete this work, seconded by Mr. Mostardo. Mr. Mostardo asked if the project would begin soon, and Ms. O'Brien replied that once everything dries out, they will begin work. The project should only take a few days. **Motion carried.**

Recreation Committee Report, Ms. Gunsteen Chairperson**National Night Out 2018**

Ms. Gunsteen said that the Recreation Committee recommended the approval of the Village of Bartlett's request to use several areas and facilities, as part of the Bartlett Police Department's annual National Night Out events, scheduled for August 3-9, 2018. The schedule is still tentative, as they are in the process of confirming all dates and times. Ms. Gunsteen made a motion to approve the request as presented, seconded by Mr. Lewis. **Motion carried.**

Special Facilities Committee Report, Mr. Mansfield Chairperson**Bartlett Summer Festival**

Mr. Mansfield reported that the Special Facilities Committee recommended approval of the Fire Department request to use Bartlett Park, the Log Cabin and the Gazebo for Bartlett Summer Festival (Ignite the Courage) from Friday, August 10 through Sunday, August 12th 2018. The requested times include set-up, festival hours, and clean up. Approval is contingent on the Fire Department acquiring all the necessary and requested certificates of insurance, permits, and licenses. Mr. Mansfield made a motion to approve the request, as presented, seconded by Ms. Palmer. **Motion carried.**

BAPS Charity

Mr. Mansfield noted that the Special Facilities Committee recommended approval of the BAPS Charities request to use Bartlett Park, the Log Cabin and the Gazebo on Sunday, June 10th, 2018 from 6am to 1pm for their annual walkathon. BAPS estimates approximately 1,000 participants. Approval is contingent on BAPS acquiring all the necessary and requested certificates of insurance, permits, and licenses. Mr. Mansfield made a motion to approve the request, as presented, seconded by Ms. Palmer. **Motion carried.**

Village Church of Bartlett

Mr. Mansfield said that the Special Facilities Committee recommended approval of the Village Church of Bartlett request to use Bartlett Park, the Log Cabin and the Gazebo for their Annual Easter Egg Hunt on Saturday, March 31st, 2018 from 8am-2pm. This is a large event and the Church works in conjunction with the Police Department, Bartlett Elementary School and Metra to ensure adequate parking and road crossing safety. Approval is contingent on the Village Church of Bartlett acquiring all the necessary and requested certificates of insurance, permits, and licenses. Mr. Mansfield made a motion to approve the request, as presented, seconded by Ms. Palmer. **Motion carried.**

Heritage Days

Mr. Mansfield stated that the Special Facilities Committee recommended approval of The Bartlett Heritage Days Planning Committee request to use a combination of Bartlett Park, the Log Cabin and the Gazebo from Friday, September 7th to Sunday, September 9th, 2018 for their annual Heritage Days celebration. Approval is contingent on The Bartlett Heritage Days Planning Committee. Mr. Mansfield made a motion to approve the request, as presented, seconded by Ms. Palmer. **Motion carried.**

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

Joint Taxing District Meeting

Ms. Fletcher announced that the annual Joint Taxing District Meeting with the Fire District, Library District, School District, Village of Bartlett, etc. is scheduled for Wednesday, April 11, 2018 at 7:00pm. This is the meeting that each agency will discuss what they have going on within their organization. Ms. Fletcher said she is looking for a couple of board members to attend and represent the park district. Ms. Palmer and Mr. Mostardo said they would attend, and Mr. Mansfield said he will also try to get there. Ms. Fletcher will email a reminder closer to the April 11th date.

Superintendent of Recreation Report, Ms. Dasbach***Eagle Scout Project – Sign***

Ms. Dasbach shared that Eagle Scout Scott Dudek from Troop #66 in Bartlett raised \$33,000 and coordinated volunteers to build a new sign at the entrance of the James "Pate" Phillip State Park on Stearns Road. The sign is 22 feet long and 8 feet high. The Park District will be able to display banners for upcoming events, and IDNR is in the process of ordering lettering and partnership logos for the sign. The Board thanked Scott and everyone who worked on this project.

Superintendent of Villa Olivia Report, Mr. Pope***Villa Olivia 2017/18 Food & Beverage Recap***

Mr. Pope provided a report on the Food and Beverage operations at Villa Olivia. He said he continues to be pleased with the positive comments received about the food quality and service at Villa Olivia. Banquets are the largest and most profitable part of revenue at Villa, although he has seen a decline in revenue since 2015/2016, which was our biggest year. Mr. Pope noted that staff continues to evaluate every aspect of the operation, and shared that a lot of couples opt to do smaller weddings or destination weddings, which attributes to the drop in sales. Currently, there are 29 guaranteed bookings for the remainder of 2018, and

staff continues to attend wedding shows in an effort to obtain more sales. Staff is focused on driving additional revenue while trying to do a better job at keeping the expenses down. Salaries and food costs continue to take up most of the expenses, and staff has put several new control measures into place and evaluates every purchase, and monitors portion sizes. Villa Olivia has offered several new special events in order to expose more of the community to the facility. Mr. Pope said they will continue to market through The Knot and Wedding Wire and will also host a Wedding Open House on April 14th, in an attempt to showcase the venue. He said the staff has focused on expanding the use of social media and also offers a frequent diner punch card. The other main focus, at this point, is to continue the outreach with local businesses, clubs, and organizations. This will be a big part of the job description for the new Food & Beverage Manager and Sales Coordinator.

Mr. Pope stated that they are looking to do some significant update to the banquet facilities, including new carpeting, painting walls with some different colors and possibly updating light fixtures.

Ms. Gunsteen asked if the Sales Coordinator position had been filled, and Mr. Pope replied that they are still in the screening process for that position.

Superintendent of Parks and Planning Report, Ms. O'Brien
BCC Gymnasium Air Duct Cleaning Project

Ms. O'Brien told the Board that staff hired Mr. Duct, Inc. to come to BCC and clean the air duct system in the gymnasium. They removed and power-washed all supply registers and return air grills, extracted all inside dust and debris from air handler units and ventilation ducts. They cleaned all supply and return air plenums, heat exchanger, and air washed evaporator coils and furnace. The company sent 10 guys and 2 lifts to accomplish the work, and they spent approximately 10 hours on the task. Staff was present for the entire project and will be regularly monitor the HVAC system in the gymnasium to keep the ducts clean and free of debris. Mr. Mostardo asked what the cost for this project was, and Ms. O'Brien replied that it was \$6,700 and shared that it was a fair price for the number of hours spent there.

Superintendent of Business Services Report, Mr. Romejko
GFOA Award Notification

Mr. Romejko shared that the Bartlett Park District has received the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ending April 30, 2017. This Certificate is the highest form of recognition in the area of governmental accounting and financial reporting and represents a significant accomplishment by a government and its management. This is the 16th consecutive year that the Bartlett Park District has received this prestigious award. Mr. Romejko thanked all of the staff, especially the Business Services Department for all of their hard work. Mr. Lewis congratulated Mr. Romejko and his staff on this achievement.

Superintendent of Special Facilities Report, Ms. Heathcote
President's Day Sale – Bartlett Aquatic Center Season Passes

Ms. Heathcote reported that the Bartlett Aquatic Center Season Pass President's Day Sale was an extreme success this year. On February 19th, the Park District offered 19% off season passes for one day only. The Registration Office and Aquatics Managers did a great job

preparing for this sale and getting patrons through quickly and smoothly. She noted that nearly 1,100 passes were sold. The Early Bird Sale will begin March 1st and go through April 30th.

Mr. Mostardo ***

Ms. Gunsteen shared that she heard some very good feedback about well things ran that day. She also asked what the current sales are compared to last year. Ms. Heathcote said Mr. Littwin is currently working on a report that will compare this year to previous years, and would be happy to share with the Board once it is complete. Last year at the end of March, Ms. Heathcote said there were 1,400 passes sold, including South Elgin.

Old Business

No business.

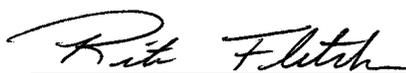
New Business

Mr. Lewis thanked the staff for their hard work at the Foundation's 4th Annual Wine and Beer Tasting last Friday. He added that it turned out really nice and has been growing each year since it started. Ms. Fletcher stated that there were nearly 200 people in attendance, and this was our biggest crowd to date.

Adjournment

There being no further business, Commissioner Mostardo moved to adjourn the meeting, seconded by Ms. Gunsteen. **Motion carried at 8:01pm.**

Minutes Approved by the Board on March 27, 2018.

By: 
Rita Fletcher, Board Secretary