

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, APRIL 24, 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, Theodore J. Lewis, James A. Mansfield, and Diana Gunsteen. Stephen M. Eckelberry, Nicholas A. Mostardo and Lori A. Palmer were absent.

Staff members present were 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. Executive Director Rita Fletcher was absent

Recording Secretary Kim Monforti took the minutes.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Volunteers to Review Closed Session Minutes

Ms. Stocks asked for two volunteers to do the semi-annual review of Closed Session minutes. Ms. Gunsteen and Mr. Lewis volunteered to review the Closed Session minutes.

Approval of Minutes

Mr. Lewis made a motion to approve the minutes of the April 10, Committee Workshop Meeting, seconded by Mr. Mansfield. ***Motion carried.***

Resident Comments

None.

Monthly Treasurer's Report, Mr. Mostardo Chairperson

Ms. Stocks made a motion to approve the Monthly Treasurer's Report for April 2018, seconded by Ms. Gunsteen. ***Motion carried.***

Finance Committee Report, Mr. Mostardo Chairperson

Resolution of 18-01 Appropriated Transfer of Funds

These transfers were budgeted and appropriated within the FY2017-18 Budget and Appropriation Ordinance. The Finance Committee is requesting approval of Resolution 18-01 Appropriated Transfer of Funds. Mr. Lewis made a motion to approve Resolution of 18-01, seconded by Ms. Gunsteen.

Motion carried

AYES: Stocks, Lewis, Mansfield, Gunsteen

NAYS: None

ABSENT: Eckelberry, Mostardo, Palmer

ABSTIAN: None

Passed and Approved this 24th day of April 2018.

Ordinance 18-01 Annual Budget and Appropriation Ordinance (Tentative)

Ordinance 18-01 Annual Budget and Appropriation Ordinance (Tentative) for the fiscal year commencing May 1, 2018 and ending April 30, 2019. The final Budget and Appropriation Ordinance is scheduled to be approved May 8, 2018 at a Special Board Meeting beginning at 7:15pm. The Finance Committee is requesting approval of Ordinance 18-01 Annual Budget and Appropriation Ordinance (Tentative). Mr. Lewis made a motion to approve Resolution of 18-01, seconded by Mr. Gunsteen. **Motion carried**

AYES: Stocks, Lewis, Mansfield, Gunsteen

NAYS: None

ABSENT: Eckelberry, Mostardo, Palmer

ABSTIAN: None

Passed and Approved this 24th day of April 2018.

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***Global Arts Festival***

Mr. Mansfield spoke about Arts in Bartlett requested to use Bartlett Park, the Gazebo and the Log Cabin the weekend of June 22-24, 2018 for their annual Global Arts Festival. Artists will set up tents along with a stage for a variety of entertainment throughout the day. They plan to sell food, wine and beer at the event. Arts in Bartlett will be responsible for providing a certificate of insurance, along with an amplified sound permit and appropriate liquor licenses. Park permit fees will be waived in exchange for being listed as a sponsor. The Special Facilities Committee recommended approval of the Arts in Bartlett request June 22-24, 2018 for their annual festival. Mr. Mansfield made a motion to approve, seconded by Mr. Lewis. **Motion carried.**

Bartlett Aquatics Center (BAC) Speaker System

Currently BAC has a speaker system consisting of 13 mounted speakers throughout the facility, with the amplifier housed in the Managers Office. The existing speaker system is functioning and operational but does not meet the needs of the facility since the expansion in 2013. Unfortunately it does not allow us to project sound to all areas of the facility and the output is low and competes with the ambient noise, particularly on a busy day. The two primary purposes of this system are to play music and to make announcements, which are particularly important for safety reasons. OSA Integrated Solutions will replace the existing 13 speakers with 25 JBL All-Weather Compact Coaxial Loudspeakers plus replacing the power amplifier. An additional 5 mount pole arms and 9 adapter dual poles are also required to mount the additional speakers. This is a 2018/19 capital project but given the necessity of scheduling the project to be completed before opening day on May 26th approval was requested in April. The Special Facilities Committee recommended approval of the BAC sound system project with OSA Integrated Solutions at a cost of \$24,111.50. Mr. Mansfield made a motion to approve, seconded by Ms. Stocks. **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. Dasbach recommended approval of the monthly Bill List. Mr. Lewis moved to approve the Bill List as presented, seconded by Ms. Stocks. ***Motion carried.***

Superintendent of Recreation Report, Ms. Dasbach***2018 Spring/Summer Youth Sports Update***

Ms. Dasbach reported that the Girls Summer Softball has joined a new league this year, the MRF League. We will be playing against local towns. Evaluations took place in March, followed by a coaches meeting in April. For U8 – U14 games are scheduled to begin April 21st and run through the end of June. The High School League will begin in late May & run through July. This year we have a total of 138 players which is up slightly from 2017.

Co-Ed High School Basketball League is running March – May. This year we have a total of 60 players which is down slightly from 2017. Next year there will be a change the registration process and offer a new way to register with a team, so the kids can sign-up to play with their friends. We will also take individual registrations and incorporate them into teams.

Spring Soccer was scheduled to begin with games April 14th however Mother Nature had different plans with soggy field conditions, cold temperatures and bitter winds. Games are scheduled through June. This year we have a total of 473 players which is up slightly from Fall 2017.

Girls Volleyball League began with practices in March and games began April 7th. The season will run through May. This year we have a total of 56 players which is up slightly from Fall 2017.

Superintendent of Villa Olivia Report, Mr. Pope***2017-18 Ski Season Recap***

Mr. Pope gave the Board a recap on the 2017-18 season. We were able to begin snow-making on December 6th, which was later than in previous years. By January 5th the entire facility was open. The operation closed for the season on Monday, March 5th. There was a total of 21,936 visits to the facility.

This year's revenues and net profit exceeded the previous three seasons, only exceeded by our best season in 2013/14. The season finished with revenue totaling \$659,185. After expenses which totaled \$414,682 this brought the bottom line profit to \$244,503. Biggest revenue contributors are ski, tubing and daily admissions are over \$266k. Tubing is the 2nd highest contributor at \$170,327. Merchandise generated \$12,166 in revenue this season. The biggest increase over previous years was in goggle and facemask sales. This was due to the extreme cold temperatures we experienced during the season.

The most significant expense is salaries and wages which totaled \$267,022 (64%). Ground equipment repairs were \$23,303. Fuel and oil was \$11,219 up from last year because of the 5 year replacement of all oils in chairlifts.

The Villa Olivia Ski Patrol (VOSP) is a group of highly dedicated Volunteers who provide invaluable service to our operation. They had 29 separate individuals on patrol this season, averaging 40 hours each. The total numbers of hours for the season was 1,144. They respond to any incidents or accidents, and are our liaison on EMT/Paramedic/Fire Department calls. This season they responded to 24 separate incidents throughout the season. The upcoming season will represent the 50th Anniversary of the VOSP. We are planning to promote and celebrate this milestone next fall and winter.

The Ski Café don't fall into the winter sports area of the budget, but the Café saw \$48,237 in revenue this past season.

Based on our experiences this year, we are able to confirm that the winter sports operation has potential to generate significant income for Villa Olivia when the weather cooperates. The popularity of Tubing continues to grow. Based on demand, limited competition in the Chicago area, and after benchmarking our pricing against other tubing facilities, we will be raising our rates next season. Night Tubing will increase by \$3 for both resident and regular guests, however there will be no 2-hour restriction on the tickets on Thursday and Friday nights. Weekend and Holiday admissions will increase \$3 for residents, and \$4 for regular admissions. Within the grounds operation next year, we will continue with annual projects, repairs, and improvements. One change will be the use of our snow-making chemical. This past year we embarked on a test to determine the effectiveness and benefits of using SnowMax, because it is a very expensive tool. We didn't use any SnowMax during the 2017/18 season, and we will be using it 100% of the time until we get the entire facility open. We will then be able to compare the dates we completed 100% coverage as well as the depth of our base. We are currently in the process of finalizing all of our marketing plans and timelines for next year as well.

Mother's Day Champagne Brunch

Mr. Pope reported that the Mother's Day Champagne Brunch will take place on Sunday, May 13th. The brunch features an expanded offering of menu items, with a complimentary glass of champagne. Seating's take place from 9:30am to 3:00pm. Reservations are coming in strong, with 284 three and a half weeks prior to the event. Last year 978 guests attended Mother's Day Brunch.

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

Facility Projects Update

Ms. O'Brien spoke about the facility staff being busy over the last few months completing several projects at the Bartlett Community Center and other facilities. At the Community Center Program rooms 1 & 2 got repainted with new colors. Repaired a foundation crack and replaced floor in front of gymnasium entrance. Oak Room Hallway had wall paper removed, walls and door frames were repainted with new colors, replaced all ceiling tiles and replaced lights with LED lighting. Wall repairs were completed with, touch up paint, repainted and add safety strips to the theater stairs in Oak Room. A company was hired to clean the air duct system in the Life Center. The Log Cabin and Apple Orchard clubhouse lights were replaced with LED lighting. The Administration Building men's and women's restroom flooring was replaced. All items were removed from Schrade Gym to prepare for the renovation project. Staff worked hard with a lot of behind the scene projects, they did a great job.

Superintendent of Business Services Report, Mr. Romejko**Public Hearing on FY2018-19 Budget and Appropriation Ordinance**

Mr. Romejko stated that a public hearing will be held on Tuesday, May 8 at 7:00pm with respect to the final combined annual Budget and Appropriation Ordinance (18-01). In accordance with Illinois law, a notice of public meeting will be published in the *Daily Herald* on Friday, April 27, 2018. The tentative combined annual Budget and Appropriation Ordinance was made conveniently available to public inspection beginning Friday, April 6, 2018, at the Administration Building and on the Park District website.

Superintendent of Special Facilities Report, Ms. Heathcote**Ladies Night Out**

Ms. Heathcote spoke about the 2nd annual Ladies Night Out will be held on Thursday, April 26th in the Oak Room wing at Bartlett Community Center from 6-9pm. This event will be an evening of shopping along with pizza, dessert and drinks (cash bar). The event has grown this year and expects approximately 35 vendors selling a wide variety of products and services.

Ms. Heathcote also reported that Dave Littwin, Aquatics Manager gave notice. His last day will be May 10th. His position is already posted.

Old Business

No business.

New Business

No business.

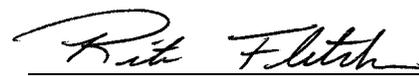
Adjournment

There being no further business, Ms. Stocks moved to adjourn the meeting, seconded by Mr. Lewis.

Motion carried at 7:57pm.

Minutes Approved by the Board on May 22, 2018.

By:



Rita Fletcher, Board Secretary