

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, MAY 22, 2018**

Call to Order

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

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, Superintendent of Business Services Kevin Romejko and Superintendent of Special Facilities Lynsey Heathcote.

Guests: Dan Mitchell, Raquel Mancera and John Zenino

Recording Secretary Kim Monforti took the minutes.

Presentations

Resolution 18-05 Dan Mitchell 20 Year Anniversary

President Stocks asked the Board for a motion to approve Resolution R-18-05, Recognizing Mr. Dan Mitchell for 20 Years of Outstanding Service to the Bartlett Park District. Mr. Eckelberry motioned to approve such Motion, seconded by Mr. Palmer

ROLL CALL VOTE:

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

NAYS: None.

ABSENT: None.

ABSTAIN: None.

Passed and Approved this 22nd day of May 2018.

President Stocks then presented Mr. Dan Mitchell with the Resolution which highlighted his 20 years of service to the Park District. The Board thanked Mr. Mitchell for his service and dedication.

President Stocks acknowledged Ms. Raquel Mancera for her 15 years of full-time service to the Bartlett Park District with a letter. President Stocks and the Board thanked Ms. Mancera for her hard work and dedication.

Monthly Treasurer's Report, Mr. Mostardo Chairperson

Mr. Mostardo made a motion to approve the Monthly Treasurer's Report for April 2018, seconded by Mr. Eckelberry. **Motion carried.**

Finance Committee Report, Mr. Mostardo Chairperson***Resolution 18-02, Authorizing the Deposit of Park District Funds in Certain Depositories***

Mr. Mostardo stated that Resolution 18-02, Authorizing the Deposit of Park District Funds in Certain Depositories. The District annually designates institutions as depositories in which its funds may be deposited. The Finance Committee is requesting approval of Resolution 18-02, Authorizing the Deposit of Park District Funds in Certain Depositories. Mr. Mostardo made a motion to approve Resolution of 18-02, seconded by Mr. Eckelberry. **Motion carried**

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

NAYS: None

ABSENT: None.

ABSTIAN: None

Passed and Approved this 22nd day of May 2018.

Planning Committee Report, Mr. Eckelberry Chairperson***Resolution 18-03: Temporary Construction Easement Agreement and a Permanent Easement Agreement with the Village of Bartlett for Water Main Improvements at Apple Orchard Community Park***

Mr. Eckelberry stated that as part of the Village of Bartlett's switch to Lake Michigan water they need to make a number of water main improvements. This resolution will allow work to be completed on both Apple Orchard Golf Course and Community Park. The Planning committee recommended approval of Resolution 18-03. Mr. Eckelberry made a motion to approve Resolution 18-03, seconded by Mr. Mostardo. **Motion carried**

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

NAYS: None

ABSENT: None.

ABSTIAN: None

Passed and Approved this 22nd day of May 2018.

Resolution 18-04: Intergovernmental Agreement between the Bartlett Park District and the Village of Bartlett for the Construction, Operation and Maintenance of Water Main Improvement at Villa Olivia Golf Course

This Resolution is also connected to the new water mains the Village of Bartlett needs for the Lake Michigan water project. This part of the project will not take place until late fall to keep impact to golf operations to a minimum. The Planning Committee recommended approval of Resolution 18-04. Mr. Eckelberry made a motion to approve Resolution 18-04, seconded by Mr. Lewis. **Motion carried**

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

NAYS: None

ABSENT: None.

ABSTIAN: None

Passed and Approved this 22nd day of May 2018.

Building and Grounds Committee Report, Ms. Palmer Chairperson**Apple Orchard West- Tennis Court Resurfacing**

Ms. Palmer stated that as part of our capital improvement plan, Apple Orchard West Park tennis court is scheduled to be resurfaced this year. The Building & Grounds Committee recommends the approval of hiring U.S. Tennis Court Construction Co. for the amount of \$19,500 to resurface the tennis courts. Ms. Palmer made a motion to approve, seconded by Mr. Mostardo. **Motion carried.**

Production Mower Replacement

Ms. Palmer stated as part of our capital replacement plan, the parks department is seeking to purchase a 2018 Toro Groundmaster 5900 production mower. Reinders, Inc. is able to offer the park district the lowest price available through the State of Illinois Contract Pricing Program. The Building & Grounds Committee recommended the approval to purchase a new 2018 Toro Groundmaster 5900 production mower through the State of Illinois Contract Pricing Program for the amount of \$77,554.49. Ms. Palmer made a motion to approve, seconded by Mr. Eckelberry **Motion carried.**

Recreation Committee Report, Ms. Gunsteen Chairperson

No business.

Special Facilities Committee Report, Mr. Mansfield Chairperson**Cyclocross**

Mr. Mansfield stated that the Special Facilities Committee recommended approval of The Athletes By Design Cycling Club request to use Sunrise Park for their annual Cyclocross Bicycle Race on the following days and times, Saturday, October 20, 2018 at 3-8pm for setup. On Sunday, October 21, 2018, 6-8am (prep time) followed by the race from 8am-7pm. Approximately 700 people are expected to attend the event. As in previous years, they are asking for approval to have a local food vendor/restaurant sell food. They will also be making arrangements for parking at Sycamore Elementary School, portable toilets, food permits and coordinating with the police department regarding street parking. Athletes By Design Cycling Club will obtain all approvals, permits and a certificate of insurance. Mr. Mansfield made a motion to approve, seconded by Mr. Eckelberry. **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. Eckelberry moved to approve the Bill List as presented, seconded by Ms. Stocks. **Motion carried.**

Water Tower at Villa Olivia

Ms. Fletcher reported that the Village of Bartlett has approved the hiring of a company located in Michigan to paint the water tower at Villa Olivia. The project will start in the middle of June and last 10 -12 weeks as they will be painting both the inside and outside of the tower. Staff has met with the

Village on site to see how we can continue to keep our golf carts in the same area that the water tower is located during the painting process and we feel we can make everything work out.

Earlier this spring we discussed putting the Villa Olivia name on the stem of the water tower when it gets re-painted. The price to have that done was included as an addendum in the bid done by the Village. The cost to add Villa Olivia would be \$12,200. The Village is on a program that water towers be painted every 20 years so from a marketing stand point the cost per year would be approximately \$600. Ms. Fletcher found out that the stem is going to be painted royal or navy blue with white lettering. We also discussed the idea of changing the name and two things have been brought up since we talked. The first is that lots of people associate the name with the ski and tubing operation and they talk about learning to ski there and how they are bringing their children to Villa Olivia to learn to ski. The other point brought up was some places might change part of the name of their operation but keep part, for example Popular Creek Golf Course became the Bridges of Popular Creek. If we decide at a later date we want to change the name of the golf course or banquet operation we could do that and have listed in smaller print - located at Villa Oliva. What makes this water tower unique is that it is located at our facility and is viewed by a large volume of traffic going by on Lake Street and Naperville Road. Mr. Lewis asked how much the entire project would cost. Ms. Fletcher stated that the entire cost is over \$556, 000 to paint the water tower.

Memorial Day Walk

Ms. Fletcher reminded the Board the Memorial Day Walk is Monday at 11:00 am with the lineup starting at Bartlett Park at 10:30 am.

Superintendent of Recreation Report, Ms. Dasbach

Donald H. Schrade Gymnasium Update

Ms. Dasbach spoke about the revenue and expenses for the operations of Donald H. Schrade Gymnasium May 1, 2017 to April 30, 2018. In September of 2004 the Bartlett Park District began using this facility primarily for sports rentals. Rentals primarily consist of activities including: soccer, cricket, basketball, baseball, softball and lacrosse. This location is also rented for birthday parties, sports team picture days, equipment pick-up, registration events and more. We also rent: batting cages, pitching machine, soccer goals, pitching mound, cricket wickets, Bownets and sports equipment packages.

One of the ways facility usage is tracked is by the number of rentals. For Schrade Gym, rental times can vary from 1 hour to 12 hours but in our records it is counted as one rental.

Traditionally, the busy season is November thru March and slower months have been April thru October. In 2017 we saw a nice increase in October. When we experience inclement or cold weather the first few weeks of April we are able accommodated many last minute rental requests. Softball and Baseball were the two largest rental areas with a total of 73% of the rental time. At peak time (December through March) there is rarely any gym time available. New this year we have totaled the rental hours to help support that although the number of rentals are down, the usage (by hour) of the facility is up over Fiscal Year 2016-17. The total number of hours in Fiscal Year 2016-17 were 884, while Fiscal year 2017-18 had 993 rental hours.

Revenue comes from sport specific rentals, birthday/team parties, sports team picture days, equipment pick-up, registration events. Donald H. Schrade Gymnasium is still being used for limited programing (early childhood sports classes and a rain location for many summer programs). Revenue from programs are not considered rental income but program income. Typically programming is scheduled during non-peak rental times.

Fees are set following the Comprehensive Revenue Policy established by the Park District. Similar to other facility and program areas in the Recreation Budget these numbers do not show the overhead costs. These overhead costs are absorbed in other sections of the budget. The numbers are subject to change due to final budget audit. Overall the income came in over budget and the expenses came in under budget. The favorable bottom line of \$41,291 shows we brought in over \$3,150 net than what was budgeted.

Staffing wages cover a gym supervisor being at each rental. On average we employ 6 part-time staff to cover the weekly shifts. The scheduling of the facility and staff is handled by Eric Eichholz, Recreation Manager.

Over the last 13 years of operation, as a sports training facility, we have seen a steady net income each year. We feel this facility is able to provide a great service at a reasonable price point to our community and users. For the upcoming year we have budgeted for 7 months of operation (October 2017–April 2018) and are excited for the completion of the PARC grant construction in September 2018. Ms. Gunsteen asked if the number of uses will be intended to include softball and baseball. Ms. Dasbach stated that it there has been a high demand for that especially during the winter months. The elevator air conditioning and program rooms will give more opportunities for rentals.

Superintendent of Villa Olivia Report, Mr. Pope

Equipment Technician

Mr. Pope reported that the previous Equipment Technician, Jeremy Jernigan, accepted a new position and his last day with us was April 13th. We are pleased to announce the hiring of Nick Nourtsis as our new mechanic. Nick has experience with many types of equipment including automotive, small engines, and diesel. We will provide additional training on ski equipment and specialized golf course equipment. Nick started on May 14th, and has jumped right in on various repairs, and maintenance of the equipment.

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

Facilities Maintenance Manager

Ms. O'Brien reported that John Zenino is our new Facility Maintenance Manager. John started with the Park District on May 7th and brings over 20 years of facility maintenance experience. He's been a huge help at BAC. We are very excited to welcome John and believe he will be a great asset to the parks department and to our district. The Board welcomed John.

Superintendent of Business Services Report, Mr. Romejko

Full-Time Staffing Updates

Mr. Romejko reported that the Human Resources Manager and Safety Coordinator Judy Artos and her husband Jim have made the decision they are done with the cold weather and are relocating to the Valley of the Sun in Buckeye, Arizona. Judy's last day with the District will be Friday, June 22, 2018. We thank Judy for her dedication over the past almost 9 years. Her accomplishments are many and greatly appreciated, she will be missed. The Human Resources Manager job announcement has been posted with a closing date of June 4, 2018.

Additionally, the interview process for the full-time HR/Accounting Specialist role is progressing. Staff is targeting making an offer to a prospective candidate this week or next week.

Superintendent of Special Facilities Report, Ms. Heathcote**Apple Blossom Run**

Ms. Heathcote reported that on Saturday, May 12th the 39th Annual Blossom Run took place and 268 runners registered. Despite the anticipated inclement weather that morning we were very pleased with the number of participants and are pleased to report this is 48 more runners than 2017. With a change to the course, new chip finish, re-designed medals for 1st place winners in each division, and trophies for the overall 5K and 10K winners, the race was a huge success – and it didn't rain! We also raised \$1606 For the Bartlett Park Foundation "Free To Be Me Inclusive Playground". This amount includes \$5 each from each runner's registration fee plus additional online donations through Race Roster. Staff was also able to secure \$3400 in sponsorship. We are already excited for 2019 and hope to continue to improve the race experience for everyone! Ms. Gunsteen stated that she heard great feedback for the race.

Old Business

No business.

New Business

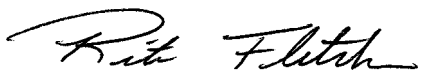
No business.

Adjournment

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

Motion carried at 8:02pm.

Minutes Approved by the Board on June 26, 2018.

By: 
Rita Fletcher, Board Secretary