

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, OCTOBER 23, 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, Lori A. Palmer, Theodore J. Lewis, 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: Dale Ann Kasuba

Recording Secretary Kim Monforti took the minutes.

**Pledge of Allegiance**

President Stocks led the Pledge of Allegiance.

**Approval of Minutes**

Mr. Eckelberry moved to approve the minutes of the October 9 Committee Workshop Meeting, seconded by Mr. Lewis. **Motion carried.**

**Resident Comments**

None

**Swearing In of New Board Member**

President Stocks swore in Dale Ann Kasuba as the newly appointed Commissioner for the Bartlett Park District.

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

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

**Finance Committee Report, Ms. Palmer**

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**

Mr. Lewis stated that two key pieces of equipment for our winter operation are our Piston Bullys. The vehicles are used to push out piles of snow, and groom the snow surfaces. We have a 2000 Piston Bully 200, and a 1999 Piston Bully 300. We've spent \$11,203 in repairs annually over the past four years. Because of the complexity of those repairs, and not having the welding equipment to repair the frame, we are proposing sending the vehicles to the manufacturer's headquarters and maintenance facility. Staff is asking for approval of a purchase order for Kassbohrer All Terrain Vehicles, Inc., not to exceed \$22,500.00. Mr. Lewis made a motion to approve, seconded by Mr. Eckelberry. **Motion carried**

**Personnel Committee Report, Mr. Lewis Chairperson Mr. Lewis**

Mr. Lewis said the Full-Time Employee Personnel Policy Manual has been updated. The Manual was last revised January 2013. The Personnel Committee is requesting approval of the revised Full-Time Employee Personnel Policy Manual. Mr. Lewis moved to approve, seconded by Mr. Eckelberry. **Motion carried**.

**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 Mr. Mostardo. **Motion carried**.

**Schrade Gym Renovation**

Ms. Fletcher gave an update on Schrade gym. Ms. Fletcher stated it is nearing completion but has been very challenging in the last month as not everything has gone as smoothly as planned. The installation of the elevator did not go as planned as it was scheduled to be delivered in August and it did not arrive until October. As of today 90% of it has been installed, the telephone line has to be hooked up and the sump pump underneath has to be installed. Once that is done the elevator adjustor comes out and then the elevator inspector. If it goes according to schedule it will be done on Friday. Then we had a problem with DeGraff Concrete, they have filed bankruptcy. It is impacting us because the stairs inside and sidewalks outside still need to be complete. We are going to court tomorrow morning to see if we can secure another contractor to get the work done because we are under deadline from the Department of Natural Resources. The attorney were working with from Robin Schwartz feels very confident that once the judge looks at the dollar amount versus the grant amount that he will give the go ahead and we have a contractor to start Thursday. Ms. Gunsteen asked if FQC was required to get a surety bond? Ms. Fletcher said yes they were but the surety company is holding things up a little bit, because they said yes to go forward but then the contractor filed bankruptcy, once they filed it froze everything and delayed the project. Ms. Gunsteen asked how much the total contract was for. Ms. Fletcher said the total is \$48,000 and \$22,500 has already been paid. Total amount of we're talking about is \$8500, that is why we feel the judge will allow us to move forward. Ms. Gunsteen asked if there has there been any loss of revenue, Ms. Fletcher said there has not.

**Superintendent of Recreation Report, Ms. Dasbach****Annual Report**

Ms. Dasbach gave an overview of 2018 Recreation Department Annual Report with exception of Schrade Gym and the Nature Center. From May 1, 2017 – April 30, 2018, we had 105 part-time staff, 422 volunteers, 1120 classes, and 68 new programs. We ended our year slightly lower with our total participation numbers at 15,600 but we did end our year with a very favorable bottom line as we brought in over \$97,000. For the current year which started May 1, 2018 – Sept 30, overall participating is looking good at slightly over 6,000. Five months into the budget we are at 49% of our

budgeted revenue and 33% of our budgeted expenses. Ms. Dasbach gave an brief overview of the areas, administrative and marketing are on track, PreSchool enrollment is similar to last year, the section with crafts, cultural, education and special events are ahead of where we were last year and we should meet or exceed this year's budget. Athletics are on track, General Programs are ahead, and field rentals are ahead. We continually try to create new programs and revamping existing programs. Some new ones that we have added is the Home School Swim and Gym, Hot Shots, Before School Care at Centennial and flute and clarinet lessons are doing very well. We have started a new marketing partnership with Derick Dermatology. The marketing department has hired a part time marketing associate specializing in social media. Our camps for 2018 had a great summer with a new teen camp that had a field trip and service project. The teen camp received great feedback so we are looking into expanding it next summer.

Overall this year we have had solid enrollment numbers in most of our areas. We are happy to see enrollment numbers up in programs such as Youth Fall Soccer League, Youth Dance, Nutcracker, Dog Obedience and many more. We continue to offer new programs are revamp current ones and make changes to better serve the community. Department wide we are experiencing challenges with filling open positions. This has resulted with Full-Time Managers stepping in to teach classes and oversee program areas more regularly than in the past. We are doing our best to creatively advertise and recruit staff. Currently the Marketing Manager and staff from different departments are working on a recruitment video, yard signs and a full page ad in the Winter Brochure to advertise the job opportunities throughout the entire park district.

**Superintendent of Villa Olivia Report, Mr. Pope**  
**Flooring Update**

Mr. Pope said staff have been working with Libertyville Tile & Carpet to complete the order. The manufacturer has informed us that the delivery is expected the week of November 19th. We are working with Libertyville Tile to coordinate the timeline in order to complete the install immediately, and have it completed by December 14<sup>th</sup>, at the latest.

**Superintendent of Parks and Planning, Ms. O'Brien**  
**Fall Turf Care**

Ms. O'Brien reported that Fall is a great time to perform turf care practices that improve the health of athletic field turf and the turf in general park areas. Staff aerified, fertilized the fields once the programs were over. Good management practices at this time of year give the turf a strong start for spring and create a healthy turf that can better weather the heat and dry times of the following summer.

**Superintendent of Business Services Report, Mr. Romejko**  
**Joint Review Board**

Mr. Romejko Staff attended the annual Joint Review Board meeting for the Village's three Tax Increment Financing (TIF) Districts. The meeting consisted of a review of TIF financial activities and an update on TIF redevelopment activities. There wasn't too big of a change from last year. Brewster Creek, Business Park TIF District which is in DuPage and Cook, continues to grow up \$4,974,870 from last year's JRB meeting. This is the bond were excited about coming to an end in 2022. The IL Route 59/Lake Street TIF District which is in Cook County, continues to struggle and is under water right now it is currently scheduled to expire in 2027, but may need to be re-set if any commercial development would be proposed at the site. Bluff City TIF District which is in Kane County, we only have a small portion but is starting to grow to up \$3,143,466 from last year's report. This TIF will conclude in 2032, with 14 more years to run. Ms. Gunsteen asked if we are pretty confident because of the Brewster Creek TIF, if it will stick to the 2022 date. Mr. Romejko said they are fairly confident that it will be terminated in 2022.

**Superintendent of Special Facilities Report, Ms. Heathcote**  
**Aquatics Fitness Class Update**

Ms. Heathcote reported that there was a Community Input meeting earlier this year staff has made some significant changes to the aquatic fitness classes at Splash Central due to the feedback. We

have made changes to the class prices, schedule, and payment options, we are offering a 10 or 20 punch card or a 12 week unlimited card .We are confident that this customer service friendly approach will be well received and we hope to increase class participation. Staff is looking forward to adding more aquatic specific fitness classes to the schedule in the future.

**Old Business**

No business.

**New Business**

No Business

**Adjournment**

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

**Motion carried at 7:52 pm.**

Minutes Approved by the Board on November 27, 2018.

By: *Rita Fletcher*  
Rita Fletcher, Board Secretary