

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, NOVEMBER 27, 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, Lori A. Palmer, James Mansfield and Diana Gunsteen. Commissioners Ted Lewis and Dale Ann Kasuba were absent

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.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Approval of Minutes

Mr. Eckelberry moved to approve the minutes of November 13, 2018 Committee Workshop Meeting, seconded by Ms. Palmer. **Motion Carried**

Resident Comments

None

Monthly Treasurer's Report, Ms. Palmer Chairperson

Ms. Palmer made a motion to approve the Monthly Treasurer's Report for October 2018, seconded by Mr. Eckelberry. **Motion Carried.**

Finance Committee, Ms. Palmer Chairperson

Resolution 18-08, Estimate of Taxes to Be Levied

Ms. Palmer stated the Finance Committee is recommending approval of Resolution 18-08, Estimate of Taxes to Be Levied. Mr. Eckelberry made a motion to approve, seconded by Ms. Gunsteen.

Roll Call Vote:

Ayes: Stocks, Eckelberry, Palmer, Mansfield, Gunsteen

Nays: None

Absent: Lewis, Kasuba

Abstain: None

Passed and Approved on November 27, 2018

Planning Committee, Mr. Eckelberry Chairperson

No Business

Building and Grounds Committee, Ms. Palmer Chairperson**BCC, Building Heating Boiler #1 Replacement**

Ms. Palmer said as part of our capital improvement plan, the building heating boiler #1 is scheduled to be replaced. The Building and Grounds Committee recommended the hiring of Dennis Curtis Boiler Service & Sales, Inc. for the amount of \$24,821.

Ms. Palmer made a motion to approve and Mr. Eckelberry seconded. **Motion carried.**

Recreation Committee, Ms. Gunsteen Chairperson

No Business

Special Facilities Committee, Mr. Mansfield Chairperson

No Business

Villa Olivia Committee, Mr. Lewis Chairperson

No Business

Personnel Committee, Mr. Lewis Chairperson**IAPD Credentials Certificate**

Ms. Stocks stated the Illinois Association of Park Districts (IAPD) requires the Park District Board to officially name delegates to their Annual Business meeting scheduled to be held on Saturday January 26, 2019. Since Lori Palmer is on the IAPD Board the Personnel Committee is recommending she be listed as the delegate followed by Steve Eckelberry and Susan Stocks as alternates. Mr. Eckelberry made a motion to approve, seconded by Ms. Gunsteen. **Motion carried.**

Community Relations and Legislative Issues Committee, 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. Gunsteen. **Motion Carried**

IDNR Visit

Ms. Fletcher stated that on Tuesday November 20th a representative from the Illinois Department of Natural Resources came up from Springfield to see the renovations at Schrade Gym for the PARC grant. They also toured Bartlett Park as part of the OSLAD review. The IDNR said they received over \$35 million in grant submissions and only have \$29 million to award so it's a very competitive process. Ms. Fletcher stated that the district should know in January if they have advanced to the second round of the grant process.

Superintendent of Recreation Report, Ms. Dasbach**Holiday Shopping Blitz**

Ms. Dasbach reported the 5th Annual Holiday Shopping Blitz Craft fair is scheduled for Friday December 7th at the Bartlett Community Center from 5:00 – 9:30pm. This year there will be over 100 vendors taking part and a wide variety of items will be available for shoppers to explore.

Superintendent of Villa Olivia Report, Mr. Pope

Golf & Ski Operations Manager

Mr. Pope introduced Karen Haywood our new Golf & Ski Operations Manager. Ms. Haywood has been working as a Ski Instructor at Villa Olivia since 1994 and more recently has worked for the park district as the Ski School Coordinator. Ms. Haywood is a graduate of Northern Illinois University and holds certifications in Ski Instruction from the Professional Ski Instructors of America.

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

Winter Maintenance Update

Ms. O'Brien reported the parks department had been very busy getting ready for winter and it was good timing since all the snow that arrived on Sunday. Staff had gotten the sledding hills and fencing all set up so there were lots of families having fun sledding on Monday at both Leiseberg Park and Apple Orchard Community Park.

Superintendent of Business Services Report, Mr. Romejko

Natural Gas Contracts

Mr. Romejko explained that the district has been working with Rock River Energy Services since 2015 to broker its acquisition of natural gas energy for park district facilities. Rock River Energy works with various natural gas suppliers that purchase blocks of energy from the wholesale market. The current District contracts expire in May 2019 so staff has started the process of obtaining and evaluating pricing options. Mr. Mansfield asked if the district is contacted prior to the contract expiring or is there an automatic roll over of the contract. Mr. Romejko stated we are contacted by Rock River.

Superintendent of Special Facilities Report, Ms. Heathcote

2018/19 Aquatic Operational Recap Report

Ms. Heathcote stated that she would be giving a brief recap on the aquatics operations report that the board has received in their packet. The Bartlett Aquatic Center numbers showed the pool was open 97 days in 2018 and was only closed 14% percent of the season compared to 21% in 2017. The overall revenue numbers came in positive, we did see a decrease in the number of passes sold which is a trend that is happening at pools in the surrounding areas. The number of paid daily admissions was higher than the previous year which helped offset the decrease in pass sales. The participation numbers for swim lessons was down slightly while the concession sales were better than the previous year. Overall it was another strong season at BAC.

Ms. Heathcote explained the numbers for Splash Central only represent six months of the operation since our fiscal year is May thru April. At this point in time the numbers are in line with where we were last year. The biggest change this year is we have had some repairs that had to be made which included \$8,500 to repair a leak and \$6500 to make repairs to the Decktron unit. The busiest time at Splash Central is coming up with holiday breaks and special events bringing in lots of business. Ms. Heathcote said she feels confident the numbers will continue to go up over the next five months.

Ms. Stocks thanked Ms. Heathcote for the detailed report.

Old Business

None

New Business**Volunteers to review Closed Session**

Ms. Stocks asked for volunteers to complete the semi-annual review of closed session minutes. Ms. Palmer and Mr. Mansfield volunteered.

Adjournment

There being no further business, Mr. Eckelberry moved to adjourn the meeting, seconded by Ms. Gunsteen **Motion carried at 8:03 pm.**

Minutes Approved by the Board on December 18, 2018.

By: *Rita Fletcher*
Rita Fletcher, Board Secretary