

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, APRIL 23, 2019**

Call to Order

Commissioner Palmer called the meeting to order at **7:32pm**.

Roll Call

President Stocks called for the roll. Commissioners answering present were: Susan Stocks, Lori Palmer, Theodore J. Lewis, James Mansfield, Diana Gunsteen and Dale Ann Kasuba. Commissioner Stephen Eckelberry 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, Superintendent of Business Services Kevin Romejko, and Superintendent of Special Facilities Lynsey Heathcote.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Presentation

President Stocks said we have a special presentation and asked Mr. Bob Mace, District employee, to join her in front of the Board. Ms. Stocks read the many changes that have occurred at the Bartlett Park District since the time Mr. Mace became an employee on April 17, 1989. At that time there were only 14 full time employees at the District. She stated the Board of Commissioners wants to thank him for all his years of hard work and for being a valued member of the staff. Mr. Mace was presented an engraved clock for his 30 years of service to the District.

Approval of Minutes

Ms. Palmer moved to approve the minutes of the April 9, 2019 Board and Closed Meetings and the March 19, 2019 Committee Workshop Meeting, seconded by Ms. Gunsteen. **Motion carried.**

Resident Comments

None

Monthly Treasurer's Report, Ms. Palmer Chairperson

Ms. Palmer moved to approve the Monthly Treasurer's Report for March 2019, seconded by Mr. Lewis. **Motion carried.**

Finance Committee Report, Ms. Palmer Chairperson

Resolution 19-01, Approving and Authorizing (1) PMA Financial Network, Inc. and PMA Securities, Inc. to Provide Investment Services and (2) Execution of the Declaration of Trust Establishing the Illinois Public Reserves Investment Management Trust (IPRIME).

Ms. Palmer stated this had been discussed at the Committee Meeting and motioned to approve, seconded by Mr. Lewis.

Roll call vote:

Ayes: Stocks, Palmer, Lewis, Mansfield, Gunsteen, Kasuba

Nays: None

Absent: Eckelberry

Abstain: None

Passed and Approved April 23, 2019

Resolution 19-02, Appropriated Transfer of Funds

Ms. Palmer stated the Finance Committee is recommending approval of Resolution 19-02, Appropriated Transfer of Funds. These transfers were budgeted and appropriated within the FY2018-19 Budget and Appropriation Ordinance. With no further discussion, Mr. Mansfield motioned to approve, seconded by Ms. Gunsteen.

Roll call vote:

Ayes: Stocks, Palmer, Lewis, Mansfield, Gunsteen, Kasuba

Nays: None

Absent: Eckelberry

Abstain: None

Passed and Approved April 23, 2019

Ordinance 19-03, Annual Budget and Appropriation Ordinance (Tentative)

Ms. Palmer said the last action item she had is for Ordinance 19-03, Annual Budget and Appropriation Ordinance (Tentative) for the fiscal year commencing May 1, 2019 and ending April 30, 2020. She mentioned that it is scheduled to be approved on May 14, 2019 at a Special Board Meeting beginning at 7:15pm. Ms. Palmer said the Finance Committee is requesting approval of Ordinance 19-03. There was no further discussion needed so Mr. Lewis motioned to approve, seconded by Ms. Gunsteen.

Roll call vote:

Ayes: Stocks, Palmer, Lewis, Mansfield, Gunsteen, Kasuba

Nays: None

Absent: Eckelberry

Abstain: None

Passed and Approved April 23, 2019

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**Bartlett Days (formerly known as Heritage Days)**

Mr. Mansfield stated the Bartlett Days Planning Committee requested to use a combination of Bartlett Park, the Log Cabin and the Gazebo on Friday, September 6 thru Sunday, September 8, 2019 for their annual Bartlett Days celebration. He said the committee is responsible to obtain and provide certificates of insurance, electricity, a permit, as well as comply with all Park District policies and procedures. He reminded everyone that just like previous years, the District will waive rental fees in exchange for being listed as an event sponsor. Mr. Mansfield recommended approval of the request for this annual festival. Ms. Palmer motioned to approve, seconded by Ms. Gunsteen. **Motion carried.**

Villa Olivia Committee Report, Mr. Lewis Chairperson**Drendel Property Management Agreement**

Mr. Lewis explained that the Villa Olivia Committee is recommending approval of a contract with Drendel Property Management, Inc. to oversee the golf and ski grounds maintenance operations from April 1, 2019 – March 31, 2020 in the amount of \$36,000.00. He asked if there were any additional questions. Since there were none, Mr. Mansfield motioned to approve, seconded by Ms. Gunsteen. **Motion carried.**

Personnel Committee Report, Mr. Lewis Chairperson

No Business

Community Relations and Legislative Issues Committee Report, Mr. Eckelberry, Chairperson

No Business

Executive Director's Report, Ms. Fletcher**Bill List**

Ms. Fletcher recommended approval of the monthly Bill List. Ms. Palmer moved to approve the Bill List as presented, seconded by Ms. Gunsteen. **Motion carried.**

Tree Risk Assessment

Ms. Fletcher made the Board aware that staff met with representatives from Graf Tree Care Company about a new program they were starting where they would come out and perform a Level 1 Tree Risk Assessment for all trees over 12" in diameter. She further explained that the District hired them to complete this assessment at Bartlett Park, due to the number of older trees there, as well as the upcoming project for the Inclusive Playground. Ms. Fletcher noted that since the project went so well and quickly, the company asked to expand the program to include Apple Orchard Community Park and Apple Orchard Golf Course, at no cost to the District. The report provided will help to develop a tree pruning/replacement program, she explained.

IAPD Power Play Grant

Ms. Fletcher made the board aware that earlier this month the Recreation Department received a \$1,000 Power Play Grant award from IAPD for our Summer Sports Camp Program. She conveyed how proud she was of Josh Handelsman, Recreation Manager

and Kim Dasbach, Superintendent of Recreation, who did a great job in securing this grant for our camp that starts in June.

Superintendent of Recreation Report, Ms. Dasbach **2019 Spring/Summer House Youth Sports Update**

Ms. Dasbach reported to the Board that Girls' Summer Softball is part of the MRF League with 5 other communities. She explained that games started this past Saturday (April 20th) and will run through July, with 126 players, which is slightly up from 2018. Ms. Dasbach continued with her report stating the Co-Ed High School Basketball League is running March – May. She said it is the first year staff tried a new format where participants sign-up as a team; this was a switch from the traditional evaluation and draft process. She said the format has been extremely successfully in some other communities with over 20 teams. Ms. Dasbach cited that this year there are a total of 47 players (which is down slightly from 2018), on a total of 6 teams (which is same as 2018). Next, Ms. Dasbach said the Girls' Volleyball League began with practices in March and games on April 6th; the season will run through mid-May. This year there are a total of 60 players, up slightly from last fall. Finally, she reported that Spring Soccer began with games April 13th and are scheduled through June. Participation is up significantly from the fall, with a total of 515 players.

Superintendent of Villa Olivia Report, Mr. Pope **2018-19 Winter Sports Recap**

Mr. Pope provided the Board a report of the winter season at Villa Olivia. He stated that the start of the season was challenging due to warmer temperatures and rain; citing they were closed for 8 days during the holiday session, which was significant. They continued to make snow whenever possible, all the way through January 31st. He explained that the operation closed for the season on March 3rd. Mr. Pope said that even with the weather challenges, the season ended with a profitable financial bottom line, exceeding 2 of the 3 previous seasons.

	FY2018/19	FY2017/18	FY2016/17	FY2015/16
Total Revenue	\$570,741	\$659,945	\$485,879	\$341,521
Total Expenses	\$389,596	\$411,953	\$394,171	\$316,360
Winter Sports Net	\$181,145	\$247,991	\$91,708	\$25,161

Mr. Pope highlighted the following information:

- There were a total of 17,498 visits to the facility
 - The largest revenue stream was daily admissions (skiing & snowboarding), followed by tubing, then equipment rental
- Salaries and wages made up 56% of operating expenses
- Additional major expenses included equipment repairs, replacing the tow rope and motor, and use of the snow making chemical, Snowmax
- There were 6,537 Ski & Snowboard daily participants, with revenue at \$178,208
 - 14% District residents
 - 86% Non-residents

- The Villa Olivia Ski Patrol (VOSP) is made up of highly-dedicated volunteers. There were 28 on patrol this season, averaging 55 hours volunteered each, for a total 1,533 hours. (This savings is significant as opposed to having employee wages; saving Villa Olivia over \$20K.)
- Total revenue for the Ski Café was \$33,377
- Drendel Property Management continues to help the winter grounds operation (such as pre-season preparation of snow guns, chairlift, tow ropes/motors, snow making and grooming process, etc.)

Mr. Pope summarized that tubing continues to be popular and there were no complaints with the price increase or a drop in attendance; season pass sales continue to decline year over year, due to the number of days open. He explained that due to this decreasing trend, they are going to be eliminating those passes. However, to offset this loss of revenue, there will be more marketing focused on 3- and 6-visit slope packages.

Ms. Gunsteen asked why there wasn't any expense for the snow making chemical the previous year. Mr. Pope explained that they conducted a test to see if they should continue with the use of chemicals to make snow; what was the effectiveness and yield compared to if they didn't use it. They concluded they did not see a significant increase so they have decided not to proceed with Snowmax (the snow-making chemical) for next year.

Ms. Palmer asked for clarification on the maximum days opened compared to visitors. Mr. Pope clarified there were 17,000+ visitors in 49 days open.

Ms. Kasuba asked why the resident usage rate is so much lower than the non-residents. Mr. Pope said he believes because we are the only facility in the area so we draw many people from the surrounding areas. Ms. Kasuba declared need to get more District residents to use Villa Olivia. Ms. Palmer said that sometimes when something is in your own backyard, you may take it for granted.

Superintendent of Parks and Planning Report, Ms. O'Brien **Facilities Staff Update**

Ms. O'Brien announced that the parks department welcomed Jeff Ulosovich, as full-time park and facility maintenance, to the team on April 8th. She said he is working closely with our Facility Maintenance Manager, John Zenino, helping to maintain facilities and aquatic systems day to day operations. She explained that both have been busy preparing for the spring season such as activating the Thorguard systems, opening the outdoor bathrooms at Community Park, turning drinking fountains on at various parks, and turning water on at BAC bathhouse to start preparing for pool season. Ms. Palmer asked if the department's full-time staff was 100% filled. Ms. O'Brien stated it is.

Superintendent of Business Services Report, Mr. Romejko **Public Hearing on FY2019-20 Budget and Appropriation Ordinance**

Mr. Romejko reminded the Board that a public hearing will be held on Tuesday, May 14th at 7:00pm for the final combined Annual Budget and Appropriation Ordinance (19-03). In accordance with Illinois law, proper steps have been taken for a notice of public meeting will

be published in the Daily Herald on Friday, April 26, 2019. The tentative combined annual Budget and Appropriation Ordinance was made available for public inspection beginning Friday, April 5, 2019, at the Administration Building, as well as on the Park District website.

GFOA Award Notification

Mr. Romejko made the Board aware that the Bartlett Park District has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada (GFOA) for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended April 30, 2018. This is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. He said this is not an award all Park Districts receive, however it marks the seventeenth consecutive year the Bartlett Park District has received this prestigious award. Ms. Stocks congratulated Mr. Romejko and the team.

Superintendent of Special Facilities Report, Ms. Heathcote

Bartlett Barracudas Swim Team Update

Ms. Heathcote highlighted the Bartlett Barracudas Swim Team, stating they will welcome 175 boys and girls, ages 8-18. There are already over 125 registered with a deadline of May 1st. She said the swimmers will start early morning practices in May and Bartlett Aquatic Center will host 5 home meets this summer. They are excited for a new coaching staff this season: Rachel Tomazin will be returning, but as Head Coach, with Emily Trenn as her assistant, along with two new staff coaches, Ross Urso and Nicole Levandowski.

Old Business

No Business

New Business

Resolution 19-03, Recognizing James A. Mansfield for 10 Years of Outstanding Service to the Bartlett Park District Board of Commissioners

Ms. Stocks asked Mr. Mansfield to join her in front of the Board. Ms. Stocks read Resolution 19-03 and asked for approval. Ms. Palmer motioned to approve, seconded by Ms. Gunsteen.

Roll call vote:

Ayes: Stocks, Palmer, Lewis, Gunsteen, Kasuba

Nays: None

Absent: Eckelberry

Abstain: Mansfield

Passed and Approved April 23, 2019

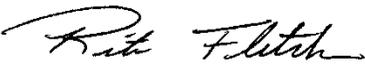
Ms. Stocks read and presented Mr. Mansfield with the signed Resolution and an engraved watch, thanking him for his service. Ms. Palmer read and gave Mr. Mansfield an Illinois State Senate Recognition of 10 Years of Service Certificate of Achievement, from Senator Tom Cullerton.

Mr. Mansfield said that the community has allowed him to be here through 2 elections. He said the staff made it easy to do the work and the 10 years went by quickly. He stated there isn't a better Board in the state, citing that the longevity of the Board members is amazing. Mr. Mansfield said he simply wanted to do his best for the residents and there was never a day he didn't want to come to work!

Adjournment

There being no further business, Ms. Palmer moved to adjourn the meeting, seconded by Ms. Gunsteen. **Motion carried at 8:14pm.**

Minutes Approved by the Board on May 14, 2019.

By:  _____

Rita Fletcher, Board Secretary