

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, APRIL 25, 2017**

Call to Order

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

Roll Call

President Lewis called for the roll. Commissioners answering present were: Theodore J. Lewis, Susan M. Stocks, Kenneth N. Woods, Lori A. Palmer, James A. Mansfield and Nicholas A. Mostardo. Commissioner Stephen M. Eckelberry was 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.

Recording Secretary Stephanie Baxter took the minutes.

Pledge of Allegiance

President Lewis led the Pledge of Allegiance.

Volunteers to Review Closed Session Minutes

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

Approval of Minutes

Mr. Woods moved to approve the minutes of the March 28, 2017 Regular Board Meeting and the April 11, 2017 Committee Workshop Meeting, seconded by Mr. Mostardo. **Motion carried.**

Resident Comments

None.

Monthly Treasurer's Report, Mr. Woods Chairperson

Mr. Mostardo moved to approve the Monthly Treasurer's Report for March 2017, seconded by Mr. Mansfield. **Motion carried.**

Finance Committee Report, Mr. Woods Chairperson

Resolution 17-02 – Appropriated Transfer of Funds

Mr. Woods indicated that approval of Resolution 17-02 Appropriated Transfer of Funds was recommended by the Finance Committee. These transfers were budgeted and appropriated within the FY2016-17 Budget and Appropriation Ordinance. Mr. Woods moved to approve Resolution 17-02, seconded by Ms. Palmer. **Motion carried.**

ROLL CALL VOTE:

AYES: Lewis, Stocks, Woods, Palmer, Mansfield and Mostardo

NAYS: None

ABSENT: Eckelberry

ABSTAIN: None

Passed and Approved this 25th day of April 2017.***Resolution 17-03 – Abolishing Working Cash Fund***

Mr. Woods said that approval of Resolution 17-03 Abolishing Work Cash Fund was recommended by the Finance Committee. He noted that these funds have not been used for the last 3-4 years, and staff has requested that the monies be moved to the Corporate Fund. Mr. Woods motioned to approve Resolution 17-03 Abolishing Working Cash Fund, seconded by Ms. Stocks. **Motion carried.**

ROLL CALL VOTE:

AYES: Lewis, Stocks, Woods, Palmer, Mansfield and Mostardo

NAYS: None

ABSENT: Eckelberry

ABSTAIN: None

Passed and Approved this 25th day of April 2017.***Resolution 17-04 Approving and Directing Fund Transfer from Recreation Fund and Corporate Fund to Capital Projects Fund***

Mr. Woods announced that approval of Resolution 17-04 Approving and Directing Fund Transfer from Recreation Fund and Corporate Fund to Capital Projects Fund was recommended by the Finance Committee. At the end of the fiscal year, the District is able to transfer any funds on hand to the capital improvement fund if the funds proposed for transfer are not pledged for or allocated to a particular purpose. It has been determined the sum of \$100,000 in the Recreation Fund and \$54,702.99 in the Corporate Fund are eligible for transfer to the Capital Projects Fund. The Recreation Fund and Corporate Fund will maintain Fund Balance Policy targets. Mr. Woods made a motion to approve Resolution 17-04 Approving and Directing Fund Transfer from Recreation Fund and Corporate Fund to Capital Projects Fund. Ms. Stocks seconded the motion. **Motion carried.**

ROLL CALL VOTE:

AYES: Lewis, Stocks, Woods, Palmer, Mansfield and Mostardo

NAYS: None

ABSENT: Eckelberry

ABSTAIN: None

Passed and Approved this 25th day of April 2017.***Ordinance 17-03 Annual Budget and Appropriation Ordinance (Tentative)***

Mr. Woods referred to Ordinance 17-03, the Annual Budget and Appropriation Ordinance (Tentative) for fiscal year commencing May 1, 2017 and ending April 30, 2018, that was recommended for approval by the Finance Committee. The final Budget and Appropriation Ordinance is scheduled to be approved May 9, 2017 at a Special Board Meeting beginning at 7:15pm. Mr. Woods mentioned that p.1 of the Ordinance should be corrected to read:

WHEREAS, a public hearing is scheduled to be held as to such Budget and Appropriation Ordinance on the 9th day of May 2017 and notice of said hearing will be given at least one week prior thereto as required by law, and all other legal requirements have been complied with;”

Mr. Woods motioned to approve Ordinance 17-03 Annual Budget and Appropriation Ordinance (Tentative), seconded by Mr. Mostardo.

ROLL CALL VOTE:

AYES: Lewis, Stocks, Woods, Palmer, Mansfield and Mostardo

NAYS: None

ABSENT: Eckelberry

ABSTAIN: None

Passed and Approved this 25th day of April 2017.

Planning Committee Report, Ms. Stocks Chairperson

No business.

Building and Grounds Committee Report, Mr. Mansfield Chairperson

No business.

Recreation Committee Report, Mr. Mostardo Chairperson

Suburban Umpires Association

Mr. Mostardo noted that the Recreation Committee had recommended approval of a purchase order not to exceed \$10,290.00 for the Suburban Umpires Association. This is for umpiring league games for the adult Men's and Co-ed softball that will take place May through August 2017. Mr. Mostardo made a motion to approve this purchase order, seconded by Mr. Mansfield. Ms. Palmer inquired if we would actually pay the \$10,290 amount, and Ms. Fletcher clarified that we are not paying this up front, as Suburban Umpires will only receive payment once services are rendered and an invoice is received. ***Motion carried.***

Special Facilities Committee Report, Mr. Eckelberry Chairperson

No business.

Villa Olivia Committee Report, Ms. Palmer Chairperson

No business.

Personnel Committee Report, Ms. Palmer Chairperson

No business.

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

President Lewis congratulated Mr. Woods on his retirement from the Park District Board of Commissioners, and thanked him for his years of service.

Executive Director's Report, Ms. Fletcher

Bill List

Ms. Fletcher recommended approval of the April 2017 Bill List. Mr. Mansfield moved to approve the Bill List as presented, seconded by Ms. Stocks. ***Motion carried.***

Chamber Breakfast Meeting

Ms. Fletcher announced that the Chamber will host their annual breakfast with the Villages on May 11th, which is a month earlier than usual. The meeting will take place at Bartlett Hills at 7:30am. If there are any Board members interested in attending, please let Ms. Fletcher know by May 1st.

Superintendent of Recreation Report, Ms. Dasbach***Managing Food Allergies Input Meeting***

Ms. Dasbach reported that a community input meeting has been scheduled for Tuesday, May 2nd from 7-8pm at the Bartlett Community Center to discuss managing food allergies. Ms. Dasbach noted that over 750 emails have already been sent to invite parents of students in our current programs, pre-school, and camps. She also said she shared our current procedures with PDRMA and they had no other recommendations or suggestions. NWSRA will send some of their staff to the meeting for their input. At this meeting, the park district will review current procedures and practices. Attendees will have the opportunity to make recommendations for improvements. The meeting will be held in the Arts & Craft Room, and if people are unable to attend the meeting but have ideas, they can contact staff via phone or email. Staff that will attend this meeting are Ms. Dasbach, Ms. Katie Mix, and Mr. Nick Serritella. Commissioner Mr. Mostardo will also be in attendance.

President Lewis asked if any contact had been made with U-46 about their current procedures. Ms. Fletcher said there has not been, but Ms. Dasbach will follow up with them.

Superintendent of Villa Olivia Report, Mr. Pope***2016-17 Ski Season Recap***

Mr. Pope gave the Board a recap on the 2016-17 ski season. He began by reminding the Board that December 16th marked opening day for the season. Operations, unfortunately, came to an end by February 12th due to the warm temperatures and lack of snowfall. Mr. Pope reported that with the loss of participation in January and February, Villa Olivia fell short of their budgeted revenue, although expenses were reduced as well. Mr. Pope said it was interesting to note that 81% of the revenue for ski season occurred in the first month of operations. The season finished with revenue totaling \$485,879. After paying salaries and wages which totaled \$258,849 and repairs and expenses for the season, this brought the bottom line profit to \$91,708.

Mr. Pope reported that, looking to the future, staff has learned what an impact the weather conditions can make to the overall operations and the impact it puts on revenues and profits. The operational hours will remain the same for the 2017-18 season – closing at 9:30pm during the week and remaining closed on Monday and Tuesday evenings (with the exception of holidays). Mr. Pope said that staff will continue replacing the old snow-making hydrants and making electrical improvements. He also noted that staff is in the process of finalizing the marketing plans and timelines for next year.

Mr. Mostardo remarked that the tubing participation and revenue is impressive. Mr. Pope noted that the tube shaper that was purchased last year helped tremendously with keeping the lines moving along. Mr. Mostardo also asked Mr. Pope about the tow rope replacement costs, inquiring if the figure provided was the total replacement cost. Mr. Pope said that total was for partial repairs, and there will still be some expenses above and beyond. Finally, Mr. Mostardo asked which fund the electricity expenses come from at Villa Olivia. Mr. Pope replied that utilities are paid from the Admin fund at Villa Olivia.

Mr. Woods asked if all of the ski lessons were completed this year. Mr. Pope said several different sessions were held, and all of them were completed except for the last week of the final session. He indicated that refunds were issued for the final week that was cancelled.

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

Spring Update

Ms. O'Brien gave the Board an update on some of the work that the Parks Department has been doing to prepare for the spring season. Landscape beds have been cleaned up and herbicide applied; additional garbage cans and picnic tables were brought out to the parks; and there has been thorough cleanup on all of the playgrounds. Mowing has started in the parks; soccer field layouts are complete and goals are set in place; and ball fields are being groomed daily. The bi-annual park inspections are complete; Thorguard lightning detection systems are active; and drinking fountains at various parks have been turned on. The water has been turned on at BAC bathhouse and lane line repairs have begun; the irrigation system at Apple Orchard Golf Course will be turned on April 27th. Routine maintenance has begun including mowing the greens, tee boxes and fairways; and aeration and topdressing the greens is scheduled for May 2nd. Ms. O'Brien noted that staff has been working very hard to prepare for the warm weather activities. Mr. Mostardo asked if the water fountain at Riley's Run Dog Park has been turned on. Ms. O'Brien replied that the dog bowl is working, but the other fountain is waiting for parts to come in and be repaired. Mr. Mostardo also inquired about the significant repair that was done last year at Bartlett Aquatic Center, and whether or not it is working properly and/or leaking. Ms. O'Brien reported that so far everything has been working with no leaks.

Superintendent of Business Services Report, Mr. Romejko

Public Hearing on FY2017-18 Budget and Appropriation Ordinance

Mr. Romejko reported that a public hearing will be held on Tuesday, May 9th at 7:00pm with respect to the final combined annual Budget and Appropriation Ordinance 17-03. A notice of public meeting will be published in the *Examiner* on April 26th and the tentative combined annual Budget and Appropriation Ordinance was made conveniently available to public inspection on April 7th at the Administration Building.

Superintendent of Special Facilities Report, Ms. Heathcote

Aquatic Update

Ms. Heathcote announced that the staff at Bartlett Aquatic Center is preparing for the May 27th opening day. Managers are continuing to interview and hire lifeguards, deck attendants, cashiers and concession staff for the summer season. Staff training will primarily take place in early to mid-May, and it is anticipated that approximately 220 total staff will be hired to operate Splash Central and BAC for the 2017 season.

Old Business

Ms. Palmer wanted to publicly thank the Lions Club for providing the hearing and vision screenings for our preschool program. Ms. Dasbach added that the children did make a very nice card to send to the President of the Lions Club.

New Business

President Lewis announced that Resolution 17-05 Recognizing Ken Woods for 15 years of service was being presented. Mr. Mansfield made a motion that Resolution 17-05 be approved. Ms. Stocks seconded the motion. ***Motion carried.***

ROLL CALL VOTE:

AYES: Lewis, Stocks, Woods, Palmer, Mansfield and Mostardo

NAYS: None

ABSENT: Eckelberry

ABSTAIN: None

Passed and Approved this 25th day of April 2017.

President Lewis thanked Mr. Woods for being a part of the Board of Commissioners and for everything that he has done for the Bartlett Park District. Mr. Woods thanked the Board for all of their help and for their friendship. He also thanked the staff at Bartlett Park District.

Adjournment

There being no further business, Ms. Stocks moved to adjourn the meeting, seconded by Mr. Mostardo. **Motion carried at 8:07pm.**

Minutes Approved by the Board on May 23, 2017.

By: _____
Rita Fletcher, Board Secretary