

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

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, Nicholas A. Mostardo, Theodore J. Lewis, Stephen M. Eckelberry, 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 Business Services Kevin Romejko and Superintendent of Special Facilities Lynsey Heathcote.

Recording Secretary Stephanie Baxter 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 June 27, 2017 Regular Board Meeting and the July 11, 2017 Committee Workshop Meeting, seconded by Mr. Lewis. **Motion carried.**

Resident Comments

None.

Monthly Treasurer's Report, Mr. Mostardo Chairperson

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

Finance Committee Report, Mr. Mostardo Chairperson

No business.

Planning Committee Report, Mr. Eckelberry Chairperson

No business.

Building and Grounds Committee Report, Ms. Palmer Chairperson

Decktron Unit Repair

Ms. Palmer told the Board that the Building and Grounds Committee recommended approval of hiring Daikin Applied in the amount of \$11,072.80 for the repairs to the Decktron Unit at Splash Central. Ms. Palmer motioned to approve this expense, seconded by Ms. Stocks. **Motion carried.**

Recreation Committee Report, Ms. Gunsteen Chairperson***Challenger Sports***

Ms. Gunsteen reported that the Recreation Committee had recommended approval of a purchase order not to exceed \$11,129.00 to Challenger Sports for payment of fall soccer uniforms and shipping. Mr. Mostardo made a motion to approve this request, seconded by Mr. Eckelberry. **Motion carried.**

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

Mr. Mansfield noted that the Special Facilities Committee recommended approval of the Cyclocross Bicycle Race on Saturday, October 21st and Sunday, October 22nd in Sunrise Park. Mr. Mansfield made a motion to approve this request, seconded by Mr. Mostardo. **Motion carried.**

Lohana Association of Greater Chicago (LAGC) Request

Mr. Mansfield announced that the Special Facilities Committee had recommended approval for LAGC to use Community Park (Apple Orchard #3 & #4) and Jim Jensen Pavilion for their annual kite flying event on Saturday, August 19th. Mr. Mansfield motioned to approve this request, seconded by Mr. Lewis. **Motion carried.**

LIFECENTER Equipment Purchase

Mr. Mansfield reported that the Special Facilities Committee recommended approval of three purchase orders for the replacement of 17 pieces of LIFECENTER equipment. The orders included the amount of \$28,171.25 to Direct Fitness Solutions/Precor, an order in the amount of \$8,636.91 to Life Fitness/Cybex, and an order for \$7,050.58 to Matrix. Mr. Mansfield made a motion to approve the three purchase orders, totaling \$43,858.75, 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

Ms. Stocks reminded the Board about the Bartlett Parks Foundation Drive “Fore” the Playground Golf Outing that will take place Friday, July 28th. Ms. Fletcher added that there are still spots available for golfers.

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

Ms. Fletcher recommended approval of the July 2017 Bill List. Mr. Eckelberry moved to approve the Bill List as presented, seconded by Mr. Lewis. **Motion carried.**

Storm Damage

Ms. Fletcher reported that during the week of July 12th, there was over 3 inches of rain received that resulted in some flooding and damage to Park District property. Apple Orchard Golf Course was closed for 1½ days during the week of July 12th due to rain and flooding, and Saturday, July 22nd they were also closed for ½ day due to more rain and flooding. At Bartlett Aquatic Center, the rain caused the surge pit to overflow in the filter building which resulted in damage to the variable frequency drive motor which controls the operation of the filter pump for the lazy river, zip line, drop slide, body slide

and tube slide. Ms. Fletcher added that staff worked with PDRMA and LJ Shaw to get the motor replaced once it was discovered that this could not be repaired. Ms. Fletcher also added that the back side of the pond at Humbracht Park fell in due to all of the recent rain. Staff is working with the Village to bring in a company to fix the issue because the Park District is unable to get equipment back to the location. Mr. Mostardo asked about the replacement motor at the filter building, and Ms. Fletcher explained this occurred because of the amount of rain that was received and the motor could not handle the amount of water that was coming in. Mr. Eckelberry asked what the cost was to replace the motor at the filter building, and Ms. Fletcher replied that the new motor cost over \$4,000.

Superintendent of Recreation Report, Ms. Dasbach

Infant & Toddler Sleep Education Class

Ms. Dasbach announced that a new Infant & Toddler Sleep Education Class is scheduled for Saturday, August 12th. The class will be taught by a certified infant and toddler sleep consultant. This class is geared for parents with children 4 months to 4 years old, and will provide research-based sleep information to guide participants to solid sleep.

Superintendent of Villa Olivia Report, Mr. Pope

Drive-In Movie at Villa Olivia

Mr. Pope announced that the Recreation Department is working with Villa Olivia to put together a drive-in movie event. On Friday, August 25th, the movie *Happy Gilmore* will be shown at Villa Olivia beginning at dusk. The event is free and participants can bring a blanket to sit on the lawn or golf carts can be rented for \$5. A cash bar and food will be available for purchase.

Superintendent of Business Services Report, Mr. Romejko

Cash Audits

Mr. Romejko explained that cash audits are periodically performed by the Business Services Department at any location that receives, disburses, or keeps cash on hand. The areas audited are Registration, **LIFECENTER**, Splash Central, Bartlett Aquatic Center, Apple Orchard Golf Course, Nature Center, Administration Office and Villa Olivia. Results of the audits performed are provided to and retained by the Accounting Manager, and any variances noted during an audit are immediately reported to the Superintendent of Business Services, who in turn, will investigate and communicate the results to the Executive Director and appropriate Superintendent. Ms. Gunsteen asked Mr. Romejko how often variances come up, and he replied they are not often, and most times the difference will balance out within a day or so. He added that the staff does a nice job managing the cash.

Superintendent of Special Facilities Report, Ms. Heathcote

2016/17 LIFECENTER Operational Recap Report

Ms. Heathcote provided the Board with the operational recap report for the **LIFECENTER** for 2016/17. She did note that the report reflects the fiscal year 2016/17. The past fiscal year operated at a 51% profit margin after revenue and expenses were taken into account. Although revenue was down slightly from the last couple of years, **LIFECENTER** was able to manage costs and save money which actually made the operation more profitable than the two previous years. Membership numbers have remained steady with approximately 2,432 current members. In the last fiscal year, the new SilverSneakers Program has contributed to the increase in new memberships with 238 current members. The new Elite membership includes unlimited flex classes and the new schedule is being created for this Fall with some additional classes and new instructors. The specialty programs have continued to be successful reported Ms. Heathcote, and this is a good area to expand on with new trends. New equipment is being purchased for the **LIFECENTER** and the floor layout will soon be re-

designed. With a new Health and Fitness Club Manager and new Superintendent in place, **LIFECENTER** is looking forward to some positive changes in the upcoming year. The Kids Stop area will soon be receiving a new makeover which will hopefully bring in some additional revenue. The marketing materials are also being created using the new membership names. A new Membership Office will be created where staff can sit with potential new or renewing members to process their membership on the spot. The paper punch cards will also be phased out with a scan pass system within RecTrac. This will be more efficient, an improvement for tracking purposes, and will save money by not purchasing punch cards. Ms. Heathcote finished by recognizing that the health and fitness industry continues to become more competitive with new private facilities opening, and the **LIFECENTER** is committed to discover new ways to attract new members, while retaining existing ones, and focusing on improving operational efficiencies.

Mr. Mostardo complimented Ms. Heathcote on the recap report that was presented. He also asked if the Capital Replacement Plan for the **LIFECENTER**, moving forward will still run with approximately \$40-50,000 per year. Ms. Heathcote said that Johnny Pacheco has been working on that with Ms. Fletcher, and has some different visions. Mr. Mostardo suggested increasing the amount if it can be afforded. Ms. Heathcote agreed that would be a great idea if it is possible. Ms. Fletcher reminded the Board that the equipment has one more year left on its lease. Mr. Mostardo added that there is a lot of competition out there, and he would like to take a closer look at the facility's needs during the budget process.

Ms. Gunsteen asked what the advantages are for leasing equipment as opposed to purchasing it outright. Ms. Fletcher said this is because of the upfront cost. After the lease is up, we would have the option to replace it or buy it outright. Because cardio equipment gets used so frequently, Ms. Fletcher said sometimes it is easier to continue with the lease option.

Ms. Fletcher reminded the Board that the **LIFECENTER** will be closed the week of July 31st for annual maintenance and cleaning.

Old Business

No business.

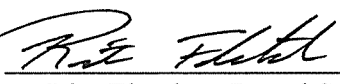
New Business

No business.

Adjournment

There being no further business, Mr. Eckelberry moved to adjourn the meeting, seconded by Mr. Mostardo. **Motion carried at 7:57pm.**

Minutes Approved by the Board on August 22, 2017.

By: 
Rita Fletcher, Board Secretary