

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, NOVEMBER 28, 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, Stephen M. Eckelberry, Nicholas A. Mostardo, Theodore J. Lewis, 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 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 Stocks led the Pledge of Allegiance.

**Approval of Minutes**

Mr. Mansfield moved to approve the minutes of the October 24, 2017 Board Meeting and the November 14, 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 October 2017, seconded by Ms. Palmer. Ms. Gunsteen asked about two expenses to E. Hoffman, Inc. for repairs to the retention pond. Ms. Fletcher replied that those invoices were for work done at Humbracht Park when the embankment needed repairs due to the erosion with flooding. **Motion carried.**

**Finance Committee Report, Mr. Mostardo Chairperson**

**Resolution 17-09, Estimate of Taxes to Be Levied**

Mr. Mostardo made a motion for the approval of Resolution 17-09, Estimate of Taxes to be Levied, seconded by Ms. Palmer. **Motion carried.**

**ROLL CALL VOTE:**

AYES: Stocks, Eckelberry, Mostardo, Lewis, Palmer, Mansfield and Gunsteen

NAYS: None

ABSENT: None

ABSTAIN: None

**Passed and Approved this 28<sup>th</sup> day of November 2017.**

**Ordinance 17-08, Surplus Property Ordinance**

Mr. Mostardo noted that the Finance Committee recommended approval of Ordinance 17-08. He explained that the property would be disposed of in the most appropriate manner benefiting the Park District. Mr. Mostardo moved to approve Ordinance 17-08 Surplus Property Ordinance, seconded by Mr. Lewis. **Motion carried.**

**ROLL CALL VOTE:**

AYES: Stocks, Eckelberry, Mostardo, Lewis, Palmer, Mansfield and Gunsteen

NAYS: None

ABSENT: None

ABSTAIN: None

**Passed and Approved this 28<sup>th</sup> day of November 2017.**

**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****PepsiCo Beverage Vending Agreement Renewal**

Mr. Mansfield explained that the Special Facilities Committee recommended approval to renew the Pepsi Beverage Vending Agreement for 3 years from February 2018 – February 2021. Pepsi will continue to provide a combination of full service and self-fill vending machines, bar guns and fountain machines, coolers and ice chests at multiple park district facilities including the Community Center, Bartlett Aquatic Center, Villa Olivia, Schrade Gym, Thomas C. White Administration Building and the Parks Department. Pepsi will provide an annual sponsorship fee of \$4,000, rebates on self-fill cases and bag-in-box products, and a commission of 25% on full service vending. Based on sales history, the sponsorship money combined with the rebates and commissions will generate an estimated annual revenue of \$8,850. Mr. Mansfield motioned to approve the renewal of the PepsiCo Beverage Vending Agreement, seconded by Ms. Gunsteen. **Motion carried.**

**Villa Olivia Committee Report, Mr. Lewis Chairperson**

No business.

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

Mr. Lewis stated that the Illinois Association of Park Districts requires the Park District Board to officially name delegates to their Annual Business meeting, scheduled for Saturday, January 20, 2018. The Personnel Committee recommended approval of the Credentials Certificate naming Ms. Palmer as the delegate with Mr. Eckelberry and Ms. Stocks listed as alternates. Mr. Lewis moved to approve the IAPD Credentials Certificate as presented, 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. Mostardo moved to approve the Bill List as presented, seconded by Mr. Mansfield. ***Motion carried.***

***BAC Family Changing Room***

Ms. Fletcher reminded the Board that earlier this fall, a resident attended a Board Meeting to discuss the lack of a family changing room at Bartlett Aquatic Center. Staff met with Tom LaLonde from Williams Architects, who was the original architect for the facility, and he came up with a plan to make this happen with the current bathhouse. The park district has now entered into an agreement with Williams Architects who will come up with an architectural drawing to start with. Ms. Fletcher said she hopes to have some plans to look at for the December meeting.

Mr. Mostardo asked if this work would include moving the lifeguard room. Ms. Fletcher said it did not, and explained that Mr. Littwin was present at the meeting with the architects, and he feels that what they are currently doing is working, so it was decided not to move the lifeguard room at this time. Ms. Fletcher noted that the plan is do one family changing room this year and possibly add more in the future.

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

Ms. Dasbach said that there are currently over 100 vendors signed up to participate in this year's Holiday Shopping Blitz Craft Fair. The event will take place Friday, December 8<sup>th</sup> from 5:30-9:30pm in the Bartlett Community Center gymnasium. Again this year, there will be a \$1 donation admission fee that will go to support the "Free to Be Me" Inclusive Playground.

**Superintendent of Villa Olivia Report, Mr. Pope*****New Banquet Sales Coordinator***

Mr. Pope reported that Michelle Wright has been hired as the new Banquet Sales Coordinator. Michelle has worked in the field as a Sales and catering Director/Manager at Indian Lakes Resort, St. Charles Country Club, and Seven Bridges Golf Club. She brings strong management and organizational skills, as well as Marketing & Social Media skills.

***Ski Patrol Update***

Mr. Pope stated that the Villa Olivia Ski Patrol held their Volunteer Orientation and Chairlift Evacuation Training on November 19<sup>th</sup>. The Villa Olivia grounds and maintenance staff and several tow/lift operators were also in attendance. Mr. Pope reiterated that the chairlift evacuation process would only be used if the other two backup power sources were to fail.

Ms. Gunsteen asked when Villa Olivia would begin the process of snow making. Mr. Pope replied that it depends on the weather, but it requires a minimum temperature of 27 degrees, and their hope is to get started around December 9<sup>th</sup>. Ms. Fletcher added that the majority of the snow gets made overnight, and as long as the temperature gets to a minimum of 27 degrees overnight, a lot of snow can be made.

**Superintendent of Parks and Planning Report, Ms. O'Brien*****Winter Maintenance – Snow Fencing***

Ms. O'Brien explained that park staff has begun to prepare for the winter season installing snow fencing at various locations. The snow fence is a barrier that forces windblown snow to accumulate in a desired area which reduces the need for plowing and helps to keep roadways and sidewalks safer by reducing snow drifts. The fencing installed on the sled hill at Community Park helps to guide sled hill users to stay on one side of the hill. Ms. O'Brien added that parks staff has also been busy putting up Christmas lights.

**Superintendent of Business Services Report, Mr. Romejko*****Request for Proposals (RFP) of Audit Services***

Mr. Romejko noted that the three-year engagement for audit services with Selden Fox Ltd. has been completed. A Request for Proposals (RFP) for audit services was sent out November 9<sup>th</sup> to seven different firms. Upon the deadline for completed proposals to be submitted on November 28<sup>th</sup>, four proposals were received. Mr. Romejko noted that he will review these with Ms. Fletcher and hopes to bring a recommendation to the Finance Committee in December.

**Superintendent of Special Facilities Report, Ms. Heathcote*****2017/18 Aquatics Operational Recap Report***

Ms. Heathcote provided an overview on the 2017/18 aquatics operations. The report reflects operational revenues and expenses for both the Bartlett Aquatic Center (BAC) and Splash Central. Both reports reflect data from May 1 through October 31, 2017. Ms. Heathcote noted that BAC was open fully for 95 out of 101 days, closed 6 full days, and closed early 15 other days which equals approximately 21% of the full season. Revenues for the 2017/18 season at BAC generated \$712,353 and expenses totaled \$449,919 which is equal to a 35% profit margin. The maintenance expenses totaled \$117,873 which fall under the Parks & Planning Dept., thereby bringing the grand total to a profit of \$144,561. Ms. Heathcote reported that the pool operated the 2017 season with very minimal leaks which therefore reduces the water bills and chemical expenses. Attendance for pass holders equaled 22,431 and a total of 2,966 passes were sold during 2017/18, noting a decrease from previous years for both. Ms. Heathcote pointed out that there has been a decline in group swim lesson participation, due in part to the changing demographics of the community and also the number of area competitors. Ms. Heathcote said that her department is working to improve the participation in swim lessons, and recently changed the ratios for instructors to swimmers to provide more one-on-one time. Mr. Mostardo noted that he had a few residents reach out about the changes that were made to the early-bird discount percentage, and asked if there had been any consideration on restructuring that? Ms. Heathcote said her department has discussed having a set price for early-bird passes rather than a percentage discount. She added that staff is currently looking at prices that would appear to be more attractive to patrons. Ms. Gunsteen asked if we keep track of resident vs. non-resident pool pass rates. Ms. Heathcote added that during a recent budget meeting that was brought up when discussing prices for the upcoming year. She said that Mr. Littwin does have this included in one of his reports and would be happy to share that with Ms. Gunsteen if requested. Ms. Fletcher added that the decision was made last year to refrain from increasing the price of the pool passes.

Ms. Heathcote noted that the bottom line for concession stands did significantly better this year than in previous years. Wages for 2017/18 finished in a savings compared to prior years, due in part to lower temperatures which resulted in fewer staff.

Ms. Heathcote stated that the report this year also included an overview of the accidents and incidents that are documented for both aquatic (in the water), requiring a lifesaving measure, and non-aquatic (not in the water). There were a reported 91 aquatic accidents/incidents and 31 non-aquatic accidents/ incidents. BAC did receive "exceeds" on all three audits from Ellis and Associates and two of our lifeguards were recognized as Golden Guards.

Ms. Heathcote said her department is looking into an aggressive marketing plan for BAC for the 2018/19 season that will target all areas including general admission, group sales, passes and rentals with a focus to advertise earlier in the season.

Mr. Mostardo added that, having been through the aquatics process, he believes that, at some point in the future, the park district should consider making another investment in the aquatic facility.

Ms. Heathcote stated that Splash Central is currently operating at a 12% higher margin than last year, with still six months left in the fiscal year. Early in the season there were unforeseen maintenance issues to the Dectron unit resulted in \$11,000 in expenses. To date there have been 52 Splash passes sold and attendance totals 2,962. Swim lessons and specialty classes are trending downward by 13%, however, the diving program continues to grow in popularity. Mr. Mostardo noted that the diving instructor had reached out with regard to some diving board issues, and asked if this had been looked at. Ms. Heathcote replied that Kelly Schroeder has reached out to the instructor and got information from him, and Ms. O'Brien is looking to budget for those items.

Wages for Splash Central have increased approximately 8% from the previous year, due to the increase in starting wages for lifeguards that began in May 2017.

Ms. Gunsteen complimented Ms. Heathcote on the lifeguard staff, noting that they are always cordial and pleasant. She asked about the number of lifeguard staff that is maintained at the outdoor pool, even in areas that were not being utilized by patrons at the time. Mr. Mostardo replied that the minimal staffing requirements are based on different areas of the pool and how much area can be visually covered by one person.

Ms. Stocks complimented Ms. Heathcote on the Aquatics Operational Recap Report.

#### **Old Business**

No business.

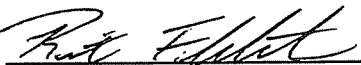
#### **New Business**

No business.

#### **Adjournment**

There being no further business, Mr. Mostardo moved to adjourn the meeting, seconded by Mr. Eckelberry. **Motion carried at 8:02pm.**

Minutes Approved by the Board on December 19, 2017.

By:   
Rita Fletcher, Board Secretary