

**Carol Stream Park District
Board of Commissioners
Regular Meeting
February 12, 2018
7:00pm**

1. Call to Order	Commissioner Sokolowski called the meeting to order at 7:00pm.
2. Roll Call and Pledge of Allegiance	Present: Commissioners Powers, Gramann, Sokolowski and Jeffery Staff: Executive Director Reuter, Directors Bachewicz, Rini and Rosenberg, Division Manager Waghorne, Health & Fitness Manager Murray, Athletics Manager Kenny and Recreation Supervisor Cipriano Absent: Commissioners Bird, Del Preto and Jaszka
3. Listening Post	None
4. Changes to the Agenda	None
5. Consent Agenda	<p>Commissioner Powers made a motion to accept the consent agenda. Seconded by Commissioner Gramann.</p> <p>Roll Call Vote:</p> <p>Commissioner Powers: Aye Commissioner Gramann: Aye Motion Passes 4 - 0 - 0</p> <p>Commissioner Sokolowski: Aye Commissioner Jeffery: Aye</p> <p>Commissioner Gramann made a motion to approve the consent agenda. Seconded by Commissioner Jeffery.</p> <p>Roll Call Vote:</p> <p>Commissioner Powers: Aye Commissioner Gramann: Aye Motion Passes 4 - 0 - 0</p> <p>Commissioner Sokolowski: Aye Commissioner Jeffery: Aye</p>
6. Action Items	<p>A. Ordinance No. 519 Park District Surplus Property</p> <ul style="list-style-type: none"> Executive Director Reuter noted the list of surplus property includes items no longer in use. We will trade, auction or sell. Commissioner Powers asked why the miles/hours are so low on the Pink Cybex. Health and Fitness Manager Murray explained that the miles and hours are reset when a new belt is installed. This particular treadmill had the belt replaced recently. All three treadmills were brought over from the Simkus Fitness Center. <p>Commissioner Powers made a motion to approve Ordinance No. 519 declaring certain Park District property as surplus. Seconded by Commissioner Jeffery.</p> <p>Roll Call Vote:</p> <p>Commissioner Powers: Aye Commissioner Gramann: Aye Motion Passes 4 - 0 - 0</p> <p>Commissioner Sokolowski: Aye Commissioner Jeffery: Aye</p>

B. Purchase of Toro Groundsmaster 5900 Mower

Director Rosenberg explained how the Illinois State contract with MTI will be handled by local distributor Reinders. We will try to auction the four mowers declared as surplus but if not offered more than the proposed trade-in price, we will opt for the trade-in credit with Reinders.

Commissioner Gramann made a motion to approve the purchase of the Toro Groundsmaster 5900 for \$77,103.60. Seconded by Commissioner Powers.

Roll Call Vote:

Commissioner Powers: Aye
Commissioner Gramann: Aye
Motion Passes 4 - 0 - 0

Commissioner Sokolowski: Aye
Commissioner Jeffery: Aye

7. Discussion Items

A. Annual Recreation Report 2017

- Health and Fitness Manager Murray began with review of Fitness revenue, individual memberships, corporate accounts and events. Commissioner Jeffery asked who pays for the corporate accounts. Murray explained it varies by corporation. Other highlights:
 - Murray is hoping the Nutrition Expo on March 10 will increase memberships.
 - Almost \$30,000 was transferred to the equipment repair and replacement fund. Commissioner Sokolowski asked about equipment wearing out. Murray remarked this is expected; some of the old equipment will be replaced with equipment powered by people, not electricity. They require less maintenance.
 - We are adding new TRX strength equipment.
 - Executive Director Reuter said we are looking into leasing equipment instead of buying it.
 - Director Rini commented we have almost \$100,000 in the dedicated Fitness Center Repair and Replacement fund.
- Athletics Manager Kenny reported that Youth Leagues have seen steady growth over the prior year. Adult Tournaments and Leagues have seen huge increases. Revenue from field rentals also saw huge increases while gym rentals remain consistent with the prior year.
- Director Bachewicz reported on ActivKids program. We received a \$1,000 grant which pays for health and fitness activities for children attending each location. Days-Off-Club provides childcare when schools are on holidays.
- The Preschool program at Elk Trail serves 122 students. They tried a new fundraiser this year, which was very successful, earning over \$3,000. The money will be used to update old games, toys and school equipment.
- Special events saw an increase in participation with Father's Day Fishing Derby, Filthy Fun, Middle School Bonfire and Holiday Trolley Express. Revenue exceeded budgeted projections. Just Play and CSBarks events will not be held in 2018; staff is developing a new event for 2019 that will be focused on residents.
- Recreation Supervisor Cipriano reported that Dance Recital classes saw a 12% increase in registration while adult dance classes saw a 23% increase in registration.
- Gymnastics classes saw an increase of 21% in revenue. The Springers Gymnastics Team had a huge increase of 43% over budgeted revenue. Our team always does a great job at competitions.
- Theater continues to be a popular program. Revenue exceeded \$38,000 last year.
- Cipriano reported on Awesome Adventure Camp, noting the new theme days and

special events.

- Forever Young program continues to grow. There were 110 day trips and a Spring and Fall overnight trip. "Bucket List" day trips were also added. Forever Young Coordinator Henness generated \$2,200 in unbudgeted revenue by partnering with Windsor Park and Countryside Park District in Glen Ellyn.
- Bachewicz reported that sponsors continue to be a valuable asset. Those who usually contribute to Just Play were sent letters offering to sponsor other programs or events. Our in-kind donations exceeded \$12,000.
- The Carol Stream Parks Foundation sponsors the ever popular Duck Race, which earned over \$2,200 in 2017. In total over \$81,000 was raised by the foundation last year.
- Division Manager Waghorne reported that rentals continue to grow at Fountain View and Simkus. The change to the alcohol policy will help market rentals at Fountain View for larger parties like wedding receptions. We are also marketing room rentals to corporations for meeting and training sessions during the day. Rental revenue at Simkus increased by over \$6,000 in 2017. While Simkus rooms don't have built in audio/visual equipment, they have all been renovated, include refrigerators in each room, and have more convenient parking. Youth Birthday parties continue to be popular with children, especially pool parties. There are several new party themes planned for 2018.

B. Concessions Report 2017

Division Manager Waghorne reviewed the results from the first year of in house concession operations. There were capital investments of \$167,500 to bring each of the five locations up to health code standards and purchase equipment. Revenue was about \$161,000 but expenses were just over \$238,000 for a net loss of approximately \$77,000. Lack of an alcohol permit had an impact on the financial results. We also learned a lot in 2017, in regard to staffing levels, and how much food to order. Grilled food was a huge hit, but DuPage County limits the number of days we can grill at each location. Not having alcohol sales in the mix last year made the learning curve easier. Plans for 2018 include restructuring staff, menu changes and the addition of alcohol sales.

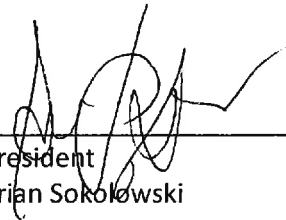
C. Capital Improvement as of December 31, 2017

Executive Director Reuter reviewed the Capital Improvement Plan. It is a fluid document that changes as needs arise and funds are allocated to different projects under Board direction. Carolshire Park is the big project for 2018, pending release of the CBDG funds. Work at Simkus includes the kitchen, landscaping and we are considering converting the locker rooms to storage. Geothermal recommissioning is in the works at Fountain View as well as LED lights for the pool. There was a leak identified in the main pool at Coral Cove, which will be repaired in the Spring. There are some parks that need attention, including Cambridge and Friendship Park. Commissioner Sokolowski asked about the turf at McCaslin. Executive Director Reuter reviewed the work done to two fields in 2017 and plans to repair the other two in 2018. We are considering having recreation attendants groom turf at McCaslin with a new piece of equipment that removes sunflower shells, while raking the turf. Commissioner Jeffery expressed concern about the unassigned balance of \$290,000 not being enough to cover all the projects on our list. Executive Director Reuter emphasized the key is to prioritize. Commissioner Gramann thanked staff for preparing the update in order to see the big picture.


D. Weekly Happenings (oral)

- Commissioner Gramann asked what the dugout shade is and how are we paying for it. Interim Director Bachewicz explained we received an \$8,000 grant from the American Association of Dermatologists and the American Cancer Society to protect against excessive sun exposure. We are looking at options.
- Commissioner Gramann remarked that putting a fence around the warm water therapy pool at Fountain View is a very good idea. Executive Director Reuter

	<p>recalled the visit to Elk Grove Park District to view their fence. It is effective and the color will match the floor tiles at Fountain View. By fencing off the therapy pool, we can eliminate costs for guarding that area when it is not in use.</p> <ul style="list-style-type: none"> • Commissioner Powers is looking forward to attending the Legislative Breakfast on March 9. All the commissioners agreed they would like to see all the Senators and Representatives who represent DuPage County attend. • Commissioner Jeffery provided the Memorial Park Task Force Update. The Candlelight Bowl is scheduled February 24. People can register to bowl and dine or just dine. There will also be raffles. Please register by February 19.
8. Closed Session	None
9. Action Pertaining to Closed Session	None
10. Adjournment	Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner Jeffery. Voice Vote taken. Motion passed 4-0-0. Meeting adjourned at 9:13 pm.



 President
 Brian Sokolowski



 Secretary
 Jim Reuter

February 26, 2018
 Date