

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

<b>1. Call to Order</b>	Commissioner Sokolowski called the meeting to order at 7:00pm.																
<b>2. Roll Call and Pledge of Allegiance</b>	Present: Commissioners Powers, Gramann, Bird, Sokolowski, Del Preto, and Jeffery. Commissioner Jaszka arrived at 7:03 pm. Staff: Executive Director Reuter, Directors Bachewicz, Rini and Rosenberg																
<b>3. Listening Post</b>	Brian Hesik addressed the Board with concerns about soccer fields. He has two children in youth soccer and is coaching. He expressed concern about the condition of soccer fields, asked that they be lined, clean and dry. He suggested some areas need sod and complained about holes in some of the fields. He also asked for volunteer coaches to receive a discount.																
<b>4. Changes to the Agenda</b>	Commissioner Powers made a motion to add Closed Session: Personnel 2(c)(1) to agenda under item 8. Motion seconded by Commissioner Gramann. All in favor. Motion carried.																
<b>5. Consent Agenda</b>	<p>Commissioner Gramann made a motion to accept the consent agenda. Seconded by Commissioner Jeffery.</p> <p>Roll Call Vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Commissioner Powers: Aye</td> <td style="width: 50%;">Commissioner Sokolowski: Aye</td> </tr> <tr> <td>Commissioner Gramann: Aye</td> <td>Commissioner Jeffery: Aye</td> </tr> <tr> <td>Commissioner Bird: Aye</td> <td>Commissioner Del Preto: Aye</td> </tr> <tr> <td>Commissioner Jaszka: Aye</td> <td></td> </tr> </table> <p>Motion Passes 7 - 0 - 0</p> <p>Commissioner Bird made a motion to approve the consent agenda. Seconded by Commissioner Del Preto.</p> <p>Roll Call Vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Commissioner Powers: Aye</td> <td style="width: 50%;">Commissioner Sokolowski: Aye</td> </tr> <tr> <td>Commissioner Gramann: Aye</td> <td>Commissioner Jeffery: Aye</td> </tr> <tr> <td>Commissioner Bird: Aye</td> <td>Commissioner Del Preto: Aye</td> </tr> <tr> <td>Commissioner Jaszka: Aye</td> <td></td> </tr> </table> <p>Motion Passes 7 - 0 - 0</p>	Commissioner Powers: Aye	Commissioner Sokolowski: Aye	Commissioner Gramann: Aye	Commissioner Jeffery: Aye	Commissioner Bird: Aye	Commissioner Del Preto: Aye	Commissioner Jaszka: Aye		Commissioner Powers: Aye	Commissioner Sokolowski: Aye	Commissioner Gramann: Aye	Commissioner Jeffery: Aye	Commissioner Bird: Aye	Commissioner Del Preto: Aye	Commissioner Jaszka: Aye	
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<b>6. Action Items</b>	<p><b>A. Request for Proposal for Concessions Items</b></p> <p>At the January 22 meeting, the Board rejected all bids to the Concessions Request for Proposal and asked staff to resubmit in hopes of attracting more quotes. A new Request for Proposal was sent to five vendors. Two were returned by the February 14, 2018 due date. Staff anticipates purchasing from both respondents, Gold Medal and Performance Food Services and also Sam's Club to reduce the price of food and</p>																

concession item expenses. Performance Food Services has been a very good resource with prior experience working in the concessions business. Commissioner Jeffery asked if it will be hard to manage several vendors. Director Bachewicz explained the spreadsheet we use is color coded and inventory is loaded in ActiveNet. Commissioner Bird asked how long we plan on using these vendors. Bachewicz wants to start with one year to determine feasibility and success. Commissioner Del Preto commented that a longer term may net lower prices. Commissioner Powers asked how deliveries are handled. Bachewicz clarified that Concessions staff will be scheduled to work on delivery days to put food away at Coyote Crossing Mini Golf.

Commissioner Powers made a motion to approve the purchase of concession items from multiple vendors based on the Request for Proposals. Seconded by Commissioner Jaszka.  
Roll Call Vote:

Commissioner Powers: Aye  
Commissioner Gramann: Aye  
Commissioner Bird: Aye  
Commissioner Jaszka: Aye

Commissioner Sokolowski: Aye  
Commissioner Jeffery: Aye  
Commissioner Del Preto: Aye

Motion Passes 7 - 0 - 0

#### **B. Affiliate Agreement with Carol Stream Youth Football Association**

Staff and Commissioner Bird met with the CSYFA to discuss the use of the Public Address system to announce the Carol Stream Youth Football Association games. The Association was not aware of a problem and was open to additional training to ensure proper use of the PA system. Assistant Principal at Glenbard North confirmed that the system works properly. Commissioner Powers detailed other concerns. He said Thorguard does not work; and that kids continue to play during storms. He wants to know that someone is following up with the Association to make sure they submit their financials, minutes and the remaining items on the contract in a timely fashion. Commissioner Powers would like to see consequences for abusing the PA system included in the Agreement. Commissioner Gramann likes many things about CSYFA, but not that all games are at Glenbard North. She is concerned with field usage. Commissioner Jeffery asked why only CCSD93 are included in the non-resident calculation, and not Benjamin 25, U46 or Wheaton 200. Executive Director Reuter agreed we should look at that for next year, noting that consistency is important. Commissioner Del Preto asked why the Usage Fee is less for CSYFA compared to CSYSA. Director Bachewicz explained that soccer uses the fields in spring and fall, while football is only one season. Executive Director Reuter added that CSYFA also contributes toward the Turf Replacement Fund. Commissioner Jaszka would like to see a checklist to verify that all the things the Association agrees to do are being done. Director Bachewicz reassured him that the Athletic Manager is in charge of that and all required documentation is on file.

Commissioner Bird made a motion to approve the 2018 affiliate agreement with the Carol Stream Youth Football Association. Seconded by Commissioner Gramann

Roll Call Vote:

Commissioner Powers: Opposed  
Commissioner Gramann: Aye  
Commissioner Bird: Aye  
Commissioner Jaszka: Aye

Commissioner Sokolowski: Aye  
Commissioner Jeffery: Aye  
Commissioner Del Preto: Aye

Motion Passes 6 -1 - 0

**C. Lifeguard Services Agreement with Jeff Ellis Management, LLC.**

Staff obtained information from two vendors for Lifeguard Services. Staff recommends Jeff Ellis Management (JEM) based on them being more thorough, very professional, quick to respond and their proposal accurately represents pool hours. JEM will hire current staff and will seek out local applicants. Staff is confident that contractual lifeguards will improve staff morale, fill operational time slots and create a safe, professional and efficient aquatic facility. The time it takes to re-hire staff for the upcoming season will be greatly reduced with JEM taking over those employees. We are currently asking JEM to provide only lifeguards; they also offer staff for swim lessons, pool management and maintenance if necessary. Commissioner Gramann asked if there were any negative marks on their record. Director Bachewicz checked with Waukegan, Rolling Meadows, Fox Valley and Village of Libertyville. We were pleased with the references provided by other local park districts that use their services. Commissioner Del Preto expressed concern with item 15.01 Non-Solicitation for employment. He asked that our attorney modify that part of the agreement. Commissioner Jeffery asked about waiving the new client paperwork fee and how it works if we terminate the agreement before the end of three years. Director Rini explained we would have to repay that amount. Commissioner Jaszka emphasized that safety must come first, then cleanliness. They must meet our standards. He would also like the termination clause loosened up. If we are not satisfied, we need a way out. Commissioner Bird is looking forward to better coverage to accommodate our operating hours and getting our supervisory staff back in the office and off the pool deck.

Commissioner Bird made a motion to approve a three year Services Agreement with Jeff Ellis Management LLC. Orlando, Florida for contractual guard services pending final corporate attorney review. Seconded by Commissioner Gramann.

Roll Call Vote:

Commissioner Powers: Aye  
Commissioner Gramann: Aye  
Commissioner Bird: Aye  
Commissioner Jaszka: Aye

Commissioner Sokolowski: Aye  
Commissioner Jeffery: Aye  
Commissioner Del Preto: Aye

Motion Passes 7 - 0 - 0

**Discussion Items**

**A. Utility Cost Plan**

Executive Director Reuter asked staff to run a comparison of utility costs from the last five years for Elk Trail, Fountain View, Simkus and Maintenance. Staff compared gas, water and electricity. McCaslin water usage was included, but only for the last three years. All the Commissioners like the report, especially the charts. The detail provided as backup is valuable as well. Commissioner Jeffery is pleased to know that staff is monitoring utility costs and checking on the reason if there is a spike or dip in costs from month to month. Executive Director explained how staff questioned the water bill last summer, which revealed there was a leak at Coral Cove Water Park. Staff continually monitors the utilities. These graphics reflect the trends over the years. We will continue to provide this information to the Board annually and report trends as

they emerge.

**B. Cost Recovery Model**

The Cost Recovery Model for Elk Trail, CCWP, CCMG and Concessions was presented. McCaslin Sports Complex will become a stand-alone cost center in the 2018 budget. We have been tracking expenses for these facilities by cost center since 2014. The charts compare revenue to expenses and reflect the subsidy to offset any shortfall. All the Commissioners were happy to see the information presented this way, finding the charts useful and the budget pages to drill down for details. Executive Director Reuter emphasized this is a tool staff and the board can use to see if we are on track to meeting our budgetary goals. Commissioner Bird asked how the profit margins are set. Director Rini said the norm is 35% but not all programs can meet that goal. We set specific guidelines for each program to set realistic, specific and attainable goals. Commissioner Jaszka commented that he sees this tool evolving as we put it to use across all park district operations. It was noted that Preschool does not make a profit. It would be interesting to analyze how kid's involvement in our program impacts future registration as those kids age. Commissioner Sokolowski noted that CCWP never makes a profit but the recreation it provides to the community make the subsidy worth the cost. He would like to see some of these reports in the District's annual Year-in-Review so the public understands how tax dollars are spent to provide recreation to the community.

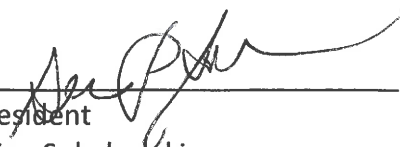
**C. Financial Policy Amended**

The Financial Policy has been in place since 2004 and sets parameters for financial processes. It is a fluid document that is revised or amended to meet changing laws or best financial practices. We are involved with industry groups that notify us if statutory changes require any changes. Commissioner Bird asked if sections that are being noted can be highlighted on the cover page so it is apparent what has been updated. Commissioner Sokolowski asked if the auditors look at the policies. Director Rini verified they look at it every year, which sometimes leads to changes in policy.

**D. Weekly Happenings (oral)**

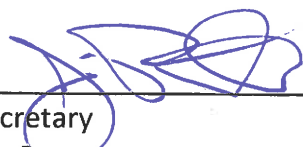
- Commissioner Gramann congratulated staff on a successful Legislative Breakfast event. Everything was first class and the discussion was lively and bi-partisan.
- Executive Director Reuter noted that Director Rosenberg has announced his retirement effective March 30, 2018. Everyone wished him well.

<b>Closed Session</b>	Commissioner Powers made a motion to move to closed session to discuss Personnel under Section 2(c)(1). Commissioner Jaszka seconded the motion. Closed session began at 9:15 pm Arose from Closed session at 9:35 pm
<b>Action Pertaining to Closed Session</b>	None
<b>Adjournment</b>	Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner Bird. Voice Vote taken. Motion passed 7-0-0. Meeting adjourned at 9:36 pm.



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President  
Brian Sokolowski



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Secretary  
Jim Reuter

April 9, 2018  
Date