

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, JANUARY 24, 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 Special Facilities Steven Karoliussen, Superintendent of Recreation Kimberly Dasbach, Superintendent of Villa Olivia Peter Pope, Superintendent of Parks and Planning Kelly O'Brien and Superintendent of Business Services Kevin Romejko.

Recording Secretary Stephanie Baxter took the minutes.

**Pledge of Allegiance**

President Lewis led the Pledge of Allegiance.

**Approval of Minutes**

Mr. Woods moved to approve the minutes of the December 20, 2016 Regular Board Meeting and the January 10, 2017 Committee Workshop Meeting, seconded by Mr. Mostardo. **Motion carried.**

**Resident Comments**

None.

**Monthly Treasurer's Report, Mr. Woods Chairperson**

Mr. Woods moved to approve the Monthly Treasurer's Report for December 2016, seconded by Mr. Mansfield. **Motion carried.**

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

No business.

**Planning Committee Report, Ms. Stocks Chairperson**

**Humbracht Playground Replacement**

Ms. Stocks stated that site plans for Humbracht Park were provided to the Board. Upland Design has designed the playground layout, pathways, and landscaping and provided the Board with a site plan. Ms. Stocks announced that Michelle Kelly from Upland Design was present to discuss the plan and options for playground equipment. The park district was recently notified that we have been awarded a matching grant through IPRA/Playcore/GameTime for \$60,000 to be used for playground equipment. Normally the Park District would spend \$45,000 on equipment, so this grant will allow for extra equipment to be purchased.

Ms. Kelly pointed out that the outside border of the playground is currently a concrete curb, which is in good shape so that will be able to be saved and re-used. The current playground equipment will be removed and recycled by “Kids Around the World” and this will save the Park District money because we will not need to pay for removal.

Ms. Kelly said the existing asphalt path is currently not ADA accessible so that will need to be replaced. Also, there is an area that has a sloped walk which is approximately 15-18 inches off the ground which does not meet the current ADA standards. This area will be taken out and a small replacement curb will be installed along with a bench. She noted that the current shelter that looks like a train station needs to be removed and another bench will be added to that area. Most of the landscaping around the outside is in good shape and will be saved. The receptacle will be replaced as well and a new bike rack will be added.

Next Ms. Kelly discussed two different concept drawings that were provided to the Board. She noted that the playground equipment can be any color.

Concept A includes plenty of circuits and methods to go up and down the equipment, and there are pods along the front that connect to the playground in multiple ways. Ms. Kelly said this option is more innovative with triangular pieces and allows children to use their imagination. The other pieces that are included in this option include a 4-unit swing set with 3 belt swings and 1 tot ADA swing, and a tot spring ride airplane.

Ms. Palmer asked how many swings are currently at the playground, and Ms. Fletcher noted there are now 4 belt swings and 4 tot swings. Ms. Kelly pointed out that swings take up so much space and reducing the number of swings will allow for more play value.

Concept B has a more modern look with fun art pieces. Some of the proposed equipment displays shadows on the ground when the sun hits it. Ms. Kelly noted that this option includes multiple climbing apparatuses and children can sit on top of the center piece. This option also includes a 4-unit swing set, a two-seat spring seesaw and a saddle spinner.

Ms. Kelly noted that both options are relatively similar in price and that different pieces from each option can be chosen for the playground. Mr. Woods asked if the plan is to raise the base of the playground area to meet the same elevation of the curb for wheelchair accessibility. Ms. Kelly replied that the plan is to add a small ramp that will go deeper into the wood chips which is an approved ADA surface.

Mr. Mostardo asked Ms. Fletcher to provide more details about the grant. Ms. Fletcher said this is a new program where IPRA, Playcore, and GameTime joined together to create a 100% matching grant. By receiving this grant, when we spend \$60,000, they will give us \$30,000 towards equipment. Mr. Mostardo asked if this will impact bidding and Ms. Fletcher said it will not because the equipment has already gone out to bid through US Communities.

Mr. Mostardo asked about the quality of the equipment presented, and Ms. Fletcher noted that we have used this company in the past and have had no problems.

Ms. Fletcher pointed out that things in the plans can be moved around if there are other pieces of equipment that the Board would like to see instead. Ms. Palmer said she was a little disappointed in the choices that were offered because in the past there have been more options to choose from. Ms.

Fletcher explained that four manufacturing companies were contacted, however, the only option that was presented to the Board was the one plan that had at least \$60,000 in equipment, because with the grant we had to spend that amount to receive the maximum dollar amount in grant funding. Only the GameTime Equipment was presented to the Board so that we did not lose out on \$15,000 of equipment. President Lewis explained that we asked four companies for plans, giving them the original budget price, but then GameTime came up with the grant funding and the other companies did not offer this option. Ms. Kelly said that there are other pieces of playground equipment that can be looked at. She explained that since Humbracht Park is a very large sized playground, their plans included a lot of ground level equipment which allows kids to have more room.

Mr. Mostardo asked Ms. Kelly if any similar projects had been completed in this area. She noted that something similar was done in Geneva last year with the ground-level equipment, deck with slide, and swings.

Ms. Stocks made a motion to move forward with Concept A, replacing the whirling seat with the jumbo flyer airplane, and replacing the double slide with a spiral slide. Mr. Mostardo seconded the motion. ***Motion carried.***

**Building and Grounds Committee Report, Mr. Mansfield Chairperson**

No business.

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

No business.

**Special Facilities Committee Report, Mr. Eckelberry Chairperson**

***BAPS Charities Park Request***

Ms. Palmer announced that the Special Facilities Committee recommended approval for BAPS Charities to use Bartlett Park on Sunday, June 11, 2017 for their annual walkathon. They have requested to use the park from 6am – 1pm and estimate approximately 1,000 participants. Ms. Palmer motioned to approve this request, seconded by Ms. Stocks. Mr. Woods noted that this would be contingent upon BAPS receiving approval from the Village of Bartlett for parking and amplified sound permits, along with providing a certificate of insurance, permit fees, electricity and portable toilets. ***Motion carried.***

**Villa Olivia Committee Report, Ms. Palmer Chairperson**

No business.

**Personnel Committee Report, Ms. Palmer Chairperson**

***Resolution 17-01 Regulating Travel, Meal and Lodging Expenses in Accordance with the Local Government Travel Expense Act***

Ms. Palmer reported that a new law was signed into effect called the Local Government Travel Expense Control Act that states that non-home rule local public agencies are required to determine and regulate travel expenses of elected officials and employees. The Personnel Committee has recommended approval of Resolution 17-01, and Ms. Palmer made a motion to approve this Resolution seconded by Mr. Mansfield. Ms. Stocks asked if this is different from what the Park District had been doing all along, and Ms. Fletcher noted that it is the exact same, however, due to a new law, we now have to specify the guidelines in an official Resolution.

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

NAYS: None

ABSENT: Eckelberry

ABSTAIN: None

*Passed and Approved this 24<sup>th</sup> day of January 2017.*

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

President Lewis again thanked the BAPS Charities for their very generous donation of \$10,000 towards the Inclusive Playground and for their continued support.

**Executive Director's Report, Ms. Fletcher**

***Bill List***

Ms. Fletcher recommended approval of the January 2017 Bill List. Mr. Woods moved to approve the Bill List as presented, seconded by Ms. Palmer. ***Motion carried.***

***Bartlett Parks Foundation Wine & Beer Tasting Event***

Ms. Fletcher announced that the Bartlett Parks Foundation will host their annual Wine & Beer Tasting Event on Friday, February 24 from 7-10pm at Villa Olivia. The proceeds will benefit the inclusive playground project at Bartlett Park. The Board was invited to attend the event and bring their friends. Registration can be done in advance or at the door.

President Lewis added that the Foundation could use donations for the silent auction if anyone would like to contribute toward the basket raffles.

**Superintendent of Special Facilities Report, Mr. Karoliussen**

***Splash Central Locker Update***

Mr. Karoliussen announced that as of Friday, January 13<sup>th</sup>, the final phase of the locker replacement has been completed. The project included replacing one row of lockers in both the men's and women's locker rooms and the lockers in the family changing lobby area. The lockers in the family changing area were replaced with 18 inch wide lockers instead of the standard 12 inches which reduced the number of lockers by six. Mr. Mostardo asked if all of the lockers have now been replaced. Mr. Karoliussen responded that there was one set in the men's locker room that were not being used, and instead of spending money to replace the lockers, they are planning to put in some benches.

**Superintendent of Recreation Report, Ms. Dasbach**

***Youth Basketball***

Ms. Dasbach reported that youth basketball season is in full swing. There are currently 43 house teams and there are high school leagues that will begin in April and May. She added that some changes were made this year based on the feedback and surveys that were received.

**Superintendent of Villa Olivia Report, Mr. Pope**

***Ski Season Financial Update***

Mr. Pope discussed the financial status from this year's ski season following the recent committee meeting. Figures were provided to the Board that detailed the different revenues and expenses year-to-date compared to the budgeted amounts. Mr. Pope noted that the overall revenue is at 53% of the budget and 49% of expenses. He said they are expecting to hit the budget for the year and hopefully even exceed it. The last two years have been down due to weather conditions, and they are only a

little off from 2013/2014 which was the most recent successful year for ski and snowboarding season.

Mr. Woods inquired about the decreased number of groups during December and January. Mr. Pope responded that most of the group outings do occur after the holiday season and he expects that group participation numbers will increase and reach close to the budgeted amount. Ms. Fletcher said that traditionally we have very few groups during December.

Mr. Mostardo noted that the net income year to date seems tighter than budgeted. He said it is his understanding that surplus revenue from the ski operations will go to help pay some of the insurance expenses for the whole facility. If we have the same net income and miss the budgeted amount, how will that affect the administrative part of it?

Mr. Pope stated that we are about halfway through the season and he hopes to net approximately \$300,000 which would be right in line with the budget.

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

#### ***2016 Parks Department Recap Report***

Ms. O'Brien discussed the 2016 Parks Department Recap Report that was provided to the Board. She commended the Parks Department staff for keeping up with day-to-day operations despite a few challenging weather issues. Ms. O'Brien remarked that she has been very happy with promoting Steve Groboske and hiring Larry Mann in the Facility Maintenance Manager positions. Some of the projects this year consisted of developing a monthly recycling program which they are planning to continue by adding more recycle cans. The pavilion at Jim Jensen was re-stained, the basketball courts at Sunrise Park were resurfaced, and a new native seed species was implemented in the natural areas. The ice rinks at Community Park and Leiseberg Park were both opened and maintained. The HVAC heating and cooling coils were cleaned at the **LIFECENTER**, the pool boiler was replaced at Splash Central, and the sidewalk improvement project at the south entrance of BCC was completed. This upcoming year, Ms. O'Brien reported that the Parks Department is looking to replace the pathways at Sunrise Park and Trails End Park.

Mr. Woods asked Ms. O'Brien about the detectable warning pad on the sidewalk at Leiseberg Park. Ms. O'Brien explained that there was previously a handicap parking spot on the south end of the park near the playground. When the parking lot was resurfaced, a small portion of the sidewalk was re-done which made it ADA accessible.

Mr. Mostardo asked Ms. O'Brien how the splash pads have been holding up, and Ms. O'Brien commented that they have been great given all of the use they received last summer.

Mr. Woods inquired about the difficulties at Blue Heron Park developing the ice rink. He asked if there were any different plans for next year. Ms. O'Brien said she and her team are looking at different options, whether it be possibly installing a liner or doing some grading. Ms. Fletcher said given that this was a new concept, everyone will continue to explore different ideas.

### **Superintendent of Business Services Report, Mr. Romejko**

#### ***End of Calendar Year Reporting***

Mr. Romejko reported that the business services staff has been preparing and completing the end of calendar year reporting documents for all employees and vendors. He noted there will be 794 W-2 forms issued to employees for 2016. The total gross wages for the year were just over \$4.4 million.

As required by law, employees paid \$286,369 of their wages to FICA and \$67,626 of their wages to Medicare. Additionally, as required by the Patient Protection and Affordable Care Act, the Park District will distribute 60 1095-C tax forms.

The business office will also issue 69 1099-Miscellaneous Income tax forms to vendors that qualify. The total dollar amount issued is \$358,246.

### **Old Business**

None.

### **New Business**

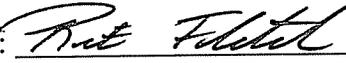
Mr. Mostardo mentioned that it would be nice if the staff who recently helped save the gentleman's life could attend a meeting so they could be commended. Ms. Fletcher agreed and announced that she is very proud of the staff and that the Park District is very fortunate. She clarified that during a game of racquetball the previous week, a gentleman collapsed. Four staff members did CPR and used the AED to save the man's life. Ms. Fletcher noted that staff recently spoke with him, and he is home doing much better. Mr. Woods commented that the paramedics who were there had very positive things to say about the staff members who responded.

Ms. Palmer congratulated Ms. Fletcher on becoming Chairman of IPRA for the upcoming year.

### **Adjournment**

There being no further business, Commissioner Mostardo moved to adjourn the meeting, seconded by Mr. Woods. **Motion carried at 8:22pm.**

Minutes Approved by the Board on February 28, 2017.

By:   
Rita Fletcher, Board Secretary