

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, MARCH 28, 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, Stephen M. Eckelberry, Lori A. Palmer and Nicholas A. Mostardo. Commissioner James A. Mansfield was absent.

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 Lewis led the Pledge of Allegiance.

**Approval of Minutes**

Mr. Eckelberry moved to approve the minutes of the February 28, 2017 Regular Board Meeting, the February 28, 2017 Closed Session Meeting, and the March 14, 2017 Committee Workshop Meeting, seconded by Ms. Stocks. **Motion carried.**

**Resident Comments**

Art Pierscionek asked the Board if the pathway at Beaver Pond is going to be fixed. Mr. Woods responded that work there has not been approved because the FY2017-18 budget has not yet been passed.

Mr. Pierscionek also expressed his concerns that Villa Olivia is losing money and suggested possibly selling it or leasing it out. President Lewis explained that the Park District could close down Villa Olivia, but it would still be open space that we would be required to maintain. Mr. Lewis also explained that because of the weather conditions the past two winters, Villa Olivia has lost revenue on the ski operations.

President Lewis said he would be willing to speak to Mr. Pierscionek more in depth at a later date, adding that he would be open to listen to any suggestions.

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

Mr. Woods moved to approve the Monthly Treasurer's Report for February 2017, seconded by Mr. Eckelberry. **Motion carried.**

Mr. Mostardo commented that the general fund is well ahead of budget and asked Mr. Romejko if there would be any large payments coming out of the remaining 2016-17 fiscal year. Mr. Romejko said there was nothing that comes to mind, and luckily the Park District has not had anything occur

where there have been large expenses. He also remarked that the Parks Department has been short staffed so there has been a savings in payroll. Mr. Romejko also noted that a large amount of tax revenue was received in March from Cook County.

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

#### ***Ordinance 17-02 Declaring Surplus Property***

Mr. Woods noted the Finance Committee recommended approval of Ordinance 17-02, adding that the property would be disposed of in the most appropriate manner benefiting the Park District. Mr. Woods moved to approve Ordinance 17-02, seconded by Mr. Eckelberry.

#### ROLL CALL VOTE:

AYES: Lewis, Stocks, Woods, Eckelberry, Palmer and Mostardo

NAYS: None

ABSENT: Mansfield

ABSTAIN: None

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

#### ***Purchase Orders Between \$2,500 and \$10,000***

Presented to the Board was a list of approved purchase orders between \$2,500 and \$10,000 for the time period of December 2016 through February 2017. Mr. Woods moved that the Board approve these Purchase Orders. Mr. Eckelberry seconded the motion. ***Motion carried.***

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

No business.

### **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**

#### ***Annual Arts Festival Request***

Mr. Eckelberry announced that Arts in Bartlett has requested to use Bartlett Park, Gazebo and Log Cabin for their Annual Arts Festival Friday, June 23, 2017 through Sunday, June 25, 2017. Arts in Bartlett will be responsible for providing a certificate of insurance, and also be required to obtain a Village sound permit and appropriate liquor licenses. Mr. Eckelberry motioned to approve their request, seconded by Ms. Palmer. ***Motion carried.***

#### ***Ignite the Courage Fest Request***

Mr. Eckelberry said the Special Facilities Committee recommended approval of the Ignite the Courage Organization's request to host their "Ignite the Courage Fest" in Bartlett Park on Saturday, August 12, 2017, as well as August 11<sup>th</sup> for setup and August 13<sup>th</sup> for take down and cleanup. Mr. Eckelberry moved to approve this motion, seconded by Ms. Stocks. ***Motion carried.***

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

Ms. Palmer said the Villa Olivia Committee recommended approval of a contract with Drendel Property Management, Inc. to oversee the golf and ski grounds maintenance operations from April 1, 2017 to March 31, 2018. Ms. Palmer moved that the Board approve this contract in the amount of \$36,000, seconded by Ms. Stocks. Mr. Mostardo asked if this contract was paid monthly or quarterly. Mr. Pope responded that it is a monthly fixed payment. **Motion carried.**

**Personnel Committee Report, Ms. Palmer Chairperson****Full-Time Salary Ranges for FY2017-18**

Ms. Palmer announced the Full-Time Salary Ranges for FY2017-18 were presented at the March 14 Committee Workshop Meeting, and the Personnel Committee recommended approval. Ms. Palmer motioned to approve the Full-Time Salary Ranges for FY2017-18, seconded by Ms. Stocks. **Motion carried.**

**Part-Time Salary Ranges for FY2017-18**

Ms. Palmer announced the Part-Time Salary Ranges for FY2017-18 were presented at the March 14 Committee Workshop Meeting, and the Personnel Committee recommended approval. Ms. Palmer motioned to approve the Part-Time Salary Ranges for FY2017-18, seconded by Ms. Stocks. **Motion carried.**

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

President Lewis thanked the Bartlett Park District for participating with the Hanover Township Black Tie Event which benefitted seniors in Hanover Township.

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

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

**Joint Taxing District Meeting**

Ms. Fletcher announced that the annual Joint Taxing District Meeting with the Fire District, Library District, School District, Village of Bartlett, etc. is scheduled for Wednesday, April 12<sup>th</sup> at 7:00pm at Bartlett Public Library. Mr. Lewis and Ms. Palmer have both indicated that they will attend. If there are other board members who plan to attend, they should please notify Ms. Fletcher.

**Superintendent of Recreation Report, Ms. Dasbach****Spring Basketball Open Gym**

Ms. Dasbach reported that there has been an interest in basketball open gym offered year round. This year spring sessions will be offered April 2<sup>nd</sup> – May 28<sup>th</sup>.

**Superintendent of Villa Olivia Report, Mr. Pope****Apple Orchard Golf Operations**

Mr. Pope reported that since Mr. Karoliussen's retirement, it has been decided that Jason Poblocki, Golf & Ski Operations Manager at Villa Olivia will oversee the day-to-day operations, programming and marketing at Apple Orchard Golf Course. Mr. Pope said he will supervise Jason's work and be involved in budgeting and reporting for the operation. The golf course maintenance will remain with the Parks Department.

***Easter Brunch***

Mr. Pope reported that Easter Brunch will be held on Sunday, April 16<sup>th</sup> and has been filled for all seating times. He anticipates that approximately 1,000 guests will attend.

Mr. Mostardo asked Mr. Pope if Apple Orchard Golf Course will continue to be in the Recreation Fund or if it would be moved to the Villa Olivia fund. Mr. Pope responded that the Apple Orchard account will remain where with the Recreation Fund.

**Superintendent of Parks and Planning Report, Ms. O'Brien*****Park District Ponds***

Ms. O'Brien discussed the improvements and changes to some of the park district's ponds, as part of a strategic planning goal. She announced that there are 16 ponds that total just over 61 acres of land. Staff currently contracts out services to maintain pond weeds and algae at 6 ponds: Beaver Pond, Kermit's Korner, Leiseberg, Oak Grove, Sunrise, and Windy Oaks. Staff also works with outside companies restoring & maintaining pond shorelines at Beaver Pond, Hilltop, Leiseberg, Kermit's Korner, and Oak Grove. Park staff will continue to evaluate current pond conditions and hope to develop a pond maintenance plan to help control pond erosion, invasive weeds, and water quality.

**Superintendent of Business Services Report, Mr. Romejko*****FY2017-18 Proposed Annual Budget***

Mr. Romejko reported that staff has been hard at work on the FY2017-18 Proposed Annual Budget since October 2016. The FY2017-18 Proposed Annual Budget will be presented at the April 11<sup>th</sup> Committee Meeting. Staff will then post the Tentative Budget and Appropriation Ordinance at the Administration Building, in accordance with Illinois law. The final Budget and Appropriation Ordinance is scheduled to be approved May 9<sup>th</sup> at the Special Board Meeting.

Mr. Romejko also added that in response to Mr. Mostardo's earlier question, there are budgeted internal transfers from the corporate fund totaling approximately \$625,000 which will be made April 30, 2017.

**Superintendent of Special Facilities Report, Ms. Heathcote*****Ladies Night Out***

Ms. Heathcote announced that on Thursday, April 27<sup>th</sup> the first "Ladies Night Out" event will be held in the Oak Room from 6-9pm. There will be 10-15 local businesses that will participate as vendors to sell their products and promote their services. There is no admission fee and shoppers will enjoy free appetizers, pizzas, desserts, and music while they shop and socialize. Ms. Heathcote noted that this will be a great opportunity to showcase the Bartlett Community Center, specifically the Oak Room. Julie Kapadoukakis will also have a presentation on Party Place and discuss other rentals that are available.

The Board welcomed Lynsey in her new position of Superintendent of Special Facilities and also to her first board meeting.

**Old Business**

None.

**New Business**

None.

**Closed Session**

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(c)(1) of the Open Meetings Act for the purpose of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. Mr. Woods seconded the motion.

**ROLL CALL VOTE:**

AYES: Lewis, Stocks, Woods, Eckelberry, Palmer and Mostardo

NAYS: None

ABSENT: Mansfield

ABSTAIN: None

**Motion approved at 7:57pm.**

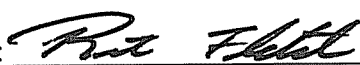
**Reconvening of Regular Board Meeting**

President Lewis called the meeting back to order at 8:45pm and called for the roll. Present were Theodore J. Lewis, Susan M. Stocks, Kenneth N. Woods, Stephen M. Eckelberry, Lori A. Palmer and Nicholas A. Mostardo. Commissioner James A. Mansfield was absent.

**Adjournment**

There being no further business, President Lewis moved to adjourn the meeting, seconded by Commissioner Eckelberry. **Motion carried at 8:46pm.**

Minutes Approved by the Board on April 25, 2017.

By:   
Rita Fletcher, Board Secretary