

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, MAY 23, 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, Lori A. Palmer, James A. Mansfield, Nicholas A. Mostardo and Diana Gunsteen. Commissioner Theodore J. Lewis 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 Stocks led the Pledge of Allegiance.

**Approval of Minutes**

Mr. Mostardo moved to approve the minutes of the May 9, 2017 Public Hearing, Annual Board Meeting, and Committee Workshop Meeting, seconded by Mr. Eckelberry. ***Motion carried.***

**Resident Comments**

None.

**Presentation**

Ms. Palmer was presented with a Certificate of Recognition from the State of Illinois Senator Thomas Cullerton for her 20 years of dedication to the Bartlett Park District Board of Commissioners. The State of Illinois House of Representatives by Christine Winger presented Ms. Palmer with Resolution No. 279 for her service to the Bartlett community. Also Ms. Palmer was informed that a commemorative bench would be placed in Humbracht Park in her honor from the Board. Ms. Palmer thanked everyone including the current Board and prior Boards, noting that a lot has been accomplished over the years. Ms. Palmer thanked the staff and Ms. Fletcher, along with her family. She also thanked the residents of Bartlett for continuing to believe in her over the years.

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

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

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

***Resolution 17-06 – Authorizing the Deposit of Park District Funds in Certain Depositories***

Mr. Mostardo noted that Resolution 17-06 Authorizing the Deposit of Park District Funds in Certain Depositories was previously presented to the Board. The District annually designates institutions as

depositories in which its funds may be deposited. Mr. Mostardo moved to approve Resolution 17-06, as recommended by the Finance Committee, seconded by Mr. Eckelberry. **Motion carried.**

**ROLL CALL VOTE:**

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

NAYS: None

ABSENT: Lewis

ABSTAIN: None

**Passed and Approved this 23<sup>rd</sup> day of May 2017.**

**Planning Committee Report, Ms. 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**

No business.

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

***Tracked Skid Steer***

Mr. Eckelberry stated that part of the capital replacement plan includes the purchase of a 2017 Bobcat tracked skid steer to replace the existing Case skid steer. Atlas Bobcat is able to offer the lowest price available through National Joint Powers Alliance (NJPA) Program in the amount of \$49,823. Mr. Eckelberry motioned to approve the purchase of a new Bobcat T650 through the NJPA Purchasing Program, seconded by Ms. Palmer. Mr. Mostardo asked what the park district would do with the old skid steer and Mr. Pope stated that it would be traded in towards the purchase of the new one. **Motion carried.**

**Personnel Committee Report, Mr. Lewis Chairperson**

No business.

**Community Relations and Legislative Issues Committee Report, Ms. Stocks, Chairperson**

President Stocks reminded the Board that the Memorial Day Parade will step off at 11:00am Monday, May 29<sup>th</sup> from Bartlett Park if any Commissioners are interested in participating.

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

***Bill List***

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

***Parks Foundation Golf Outing***

Ms. Fletcher announced that the Bartlett Parks Foundation is working hard to raise money for the Inclusive Playground at Bartlett Park. To help raise funds, a brand new golf outing will be held Friday,

July 28<sup>th</sup> at Villa Olivia. The Foundation is looking for both golfers and sponsors for the event, and Ms. Fletcher asked that the Commissioners spread the word about the event.

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

#### ***New Recreation Manager***

Ms. Dasbach introduced Josh Handelsman, the new Recreation Manager, as of May 1<sup>st</sup>. Josh oversees soccer, volleyball, after-school recreation, open gym, martial arts, sports camp, youth sports programs and other events and trips. Mr. Handelsman has a Recreation Management degree from Illinois State University and is a Bartlett resident.

#### ***2016-17 Donald H. Schrade Gymnasium Recap***

Ms. Dasbach noted that for more than 12 years, Schrade Gym has been a primary focus for sports rentals. The facility was previously scheduled by Lynsey Heathcote, until her transfer in position, and now Eric Eichholz oversees the gym rentals. Some of the different sports include soccer, cricket, basketball, baseball, softball and lacrosse. Schrade Gym is also rented for birthday parties, sports team picture days, equipment pick-up, registration events and more. Also available for rent are batting cages, a pitching machine, soccer goals, pitching mound, cricket wickets, Bownets and sports equipment packages. Rentals vary from 1 to 3 hour time periods, and traditionally the busy season is November thru March.

The 2016-17 income and expenses both came in under budget, and for the upcoming year there are 11 months of operation that will be budgeted for. Ms. Dasbach added that construction on the Schrade Gym will begin in April 2018.

Ms. Palmer questioned whether air conditioning would be added as part of the remodeling. Ms. Dasbach confirmed that it would be. Mr. Mostardo asked when the bidding and design work would begin. Ms. Fletcher stated that there would be a kick off meeting this week with the architect, and bidding would begin in January. Construction would begin in April 2018 in order to get the best use out of Schrade Gym. Ms. Fletcher said she hopes to have all construction complete by September 30, 2018.

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

#### ***Father's Day Barbecue Brunch and Golf Special***

Mr. Pope announced that Villa Olivia will offer a Father's Day Barbecue Brunch on Sunday, June 18<sup>th</sup> with seatings from 9:30am to 2:30pm. The menu will feature all of dad's breakfast favorites, BBQ items and desserts. Also there will be a 2 for 1 green fee special for dads on the golf course.

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

#### ***Bartlett Aquatic Center Opening***

Ms. O'Brien gave the Board an update on the work that has been done in preparation for the Memorial Day weekend opening at Bartlett Aquatic Center. Despite the recent rain, Ms. O'Brien noted that the crew has been able to get a lot of work done. The filters have been turned on, the water chemicals are balanced and the heaters turned on, and there are no signs of any leaks in the pools. The lazy river bridge did get re-stained, the bathhouse and concession buildings have been cleaned, the decks power washed, and lawn chairs are out as are the shade structures. Ms. O'Brien said everything is ready to open this upcoming weekend. Staff has also been out to the spray playgrounds and those are also ready.

**Superintendent of Business Services Report, Mr. Romejko****Employee Recruitment and Hiring Sources**

Mr. Romejko discussed the employee recruitment and hiring process that the Park District utilizes. He explained that the software the district uses is called Frontline Recruiting & Hiring which was formerly AppliTrack. During the previous 12 months, the Park District has posted 73 vacant positions via Frontline, and received 1,636 applications. Mr. Romejko remarked that it is interesting to note 72% of applicants learn of Park District vacancies from online sources such as Indeed, the park district website, Craigslist and IPRA. He also noted that 19% of applicants learn of vacancies through current employees.

Mr. Mostardo asked about the \$2,700 in ski receipts from April on the monthly comparison by year. Mr. Romejko noted the revenue posted was from the liability account holding prior year unused Groupon ski certificates.

**Superintendent of Special Facilities Report, Ms. Heathcote****Health & Fitness Club Manager Update**

Ms. Heathcote introduced Johnny Pacheco as the new Health & Fitness Club Manager as of April 10<sup>th</sup>. She noted that Johnny has a Bachelor's degree in Parks and Recreation Administration from Northern Arizona University. Johnny is passionate about health and fitness and holds multiple fitness training certifications. Johnny is also a Bartlett resident.

The Board welcomed Mr. Pacheco and Mr. Handelsman.

**Old Business**

No business.

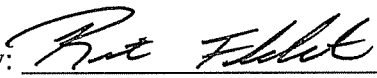
**New Business**

No business.

**Adjournment**

There being no further business, Mr. Eckelberry moved to adjourn the meeting, seconded by Mr. Mostardo. **Motion carried at 7:55pm.**

Minutes Approved by the Board on June 27, 2017.

By:   
Rita Fletcher, Board Secretary