

**BARTLETT PARK DISTRICT  
COMMITTEE WORKSHOP MEETING MINUTES  
TUESDAY, JUNE 13, 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, Nicholas A. Mostardo and Diana Gunsteen. Commissioner Theodore J. Lewis and James A. Mansfield were absent.

Staff members present were Executive Director Rita Fletcher, Superintendent of Recreation Kimberly Dasbach, Superintendent of Villa Olivia Peter Pope, Superintendent of Business Services Kevin R. 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.

**Finance Committee, Mr. Mostardo Chairperson**

***Ordinance 17-05 Surplus Property Ordinance***

Mr. Mostardo announced that the park district periodically disposes of property it deems to no longer be of use to the district. Property is disposed of in the most appropriate manner benefiting the park district. Staff is requesting that the Finance Committee approve Ordinance 17-05 Surplus Property Ordinance. Mr. Mostardo moved to approve Ordinance 17-05, seconded by Mr. Eckelberry. ***Motion carried.***

***Computer PC Replacement Purchase***

Mr. Mostardo noted that staff is requesting approval to purchase twenty one (21) computer PC replacements as part of the park district's multi-year computer PC replacement plan. The FY2017-18 Capital Project Budget includes \$15,600 for computer PC replacements. Staff obtained quotations from three vendors, and the lowest bidder, Dell, Inc. came in with a cost of \$15,547.45. Mr. Eckelberry moved to approve the computer PC replacement purchase as presented, seconded by Ms. Palmer. ***Motion carried.***

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

A list of approved purchase orders between \$2,500 and \$10,000 for the time period of March 2017 through May 2017 was presented to the Commissioners. Staff requested that the Finance Committee accept this report. A motion was made by Mr. Mostardo, seconded by Mr. Eckelberry to accept and approve this request. ***Motion carried.***

***Build America Bonds (BAB's) Interest Rebate***

Mr. Mostardo mentioned that the park district received its first 2017 Build America Bonds interest rebate from the Federal Government in the amount of \$163,795. The refundable credit payment was reduced by 6.9% due to sequestration. Mr. Mostardo reminded everyone that at fiscal year-end, these funds will be transferred from the Corporate Fund to the Capital Projects Fund.

Ms. Gunsteen asked for clarification on how the Build America Bonds work. Mr. Romejko explained that in 2010 as part of President Obama's *American Recovery and Reinvestment Act* to create jobs and stimulate the economy, the park district was given the opportunity to issue bonds and receive 100% rebate credit on the interest paid. At that time, the district issued \$18 million in bonds which was part of the purchase of Villa Olivia and remodel of Bartlett Aquatic Center. This was something that the government offered in order to help stimulate the economy. Mr. Romejko described that sequestration has come into play which has reduced the interest rebate payments and the interest percentage rate does fluctuate. He clarified that the rate is based on the federal government's fiscal year.

### ***Annual Audit***

Mr. Mostardo reported that Selden Fox, Ltd. will be on-site performing fieldwork starting Monday, June 19<sup>th</sup>. The Board should expect to receive an email from the auditors regarding the SAS99 (Statement on Auditing Standards – Consideration of Fraud in a Financial Statement Audit). This questionnaire must be completed by each Board member and returned directly to the auditors.

### **Planning Committee, Mr. Eckelberry Chairperson**

No business.

### **Building and Grounds Committee, Ms. Palmer Chairperson**

#### ***Humbracht Park Playground***

Ms. Palmer said that the renovation of Humbracht Park playground is planned to be complete by Friday, June 16<sup>th</sup>. Ms. Fletcher added that the punch list was cleared today, a certified playground inspection will be completed Thursday, June 15<sup>th</sup> and the playground will officially be open on Friday, June 16<sup>th</sup>.

### **Recreation Committee, Ms. Gunsteen Chairperson**

#### ***All Star Sports Programs***

Ms. Gunsteen noted that staff is looking for approval of a purchase order not to exceed \$15,843.00 to All Star Sports Instruction for payment of summer classes, camps, and leagues. Summer classes will be running June through August 2017. Mr. Mostardo moved to approve this purchase order, seconded by Mr. Eckelberry. ***Motion carried.***

#### ***Bartlett Paws on Patrol***

Ms. Gunsteen discussed a new crime awareness program that enlists dog walkers to serve as extra eyes and ears for law enforcement. The Crime Prevention Unit of the Bartlett Police Department will be at Riley's Run Dog Park on Saturday, June 17<sup>th</sup> at 9am and at Sunrise Park at 10:15am to conduct a 30-minute training session. The training is free and will demonstrate how to observe, identify and report suspicious persons, vehicles and activity. Dog owners, families, and friendly dogs are invited to participate.

### **Special Facilities Committee, Mr. Mansfield Chairperson**

#### ***LIFECENTER Pass Updates***

Mr. Eckelberry conveyed that the LIFECENTER is offering a 3-month summer student special to allow students home from school to use the facility. To date, there have been 68 passes, compared to 65 total passes in 2016, and these will be sold through the end of June. The plan is to expand on this pass in the future by offering these patrons short-term pass discounts during Thanksgiving, Winter and Spring Break. Ms. Heathcote added that they are up to 76 passes sold as of today. Mr.

Mostardo asked how the aquatic revenue has been. Ms. Heathcote noted that we are up \$8,000-9,000 in daily admissions so far, and that this past Sunday was a \$16,000 day alone in admissions.

Ms. Fletcher explained to the Board that Hanover Park is having an issue with their pool and it has been closed as of Friday, June 9<sup>th</sup>. Their pool is expected to be closed for the rest of this month, so Ms. Fletcher explained that Bartlett Park District is offering Hanover Park residents to use our pools at resident rates. Hanover Park did the same for us a few years back when we were having pool issues. Ms. Fletcher said this could possibly attribute to last Sunday's revenues.

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

#### ***Water/Sewer Project***

Mr. Eckelberry stated that earlier in the year, the park district went out to bid for water/sewer installation and restrooms for the Villa Olivia grounds department. Due to the high costs, all bids were rejected. Around the same time, the Village of Bartlett announced that they are switching over to Lake Michigan water in the next year, and in order to make this happen, they have to add some additional water lines in town. As part of this project, they will be extending water lines alongside the golf course at Villa Olivia. Because of this work, staff from the Village and the park district have met and discussed how this could impact our water/sewer project and provide some reductions in cost. After talking with Cemcon, the Village of Bartlett and staff, it has been decided to defer this water/sewer project until 2018, as there is an anticipated savings of at least \$15,000 by waiting. Mr. Mostardo announced that this is a great example of how governments can work together.

#### ***New Shades in Banquet Rooms***

Ms. Stocks reported that new vertical blinds have been purchased for some of the banquet rooms at Villa Olivia. The shades will be similar to the ones installed in the Emerald Room and will be the same color as the Emerald Room, therefore matching the color palate.

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

#### ***Ordinance 17-06 – Prevailing Wage Rates***

Ms. Stocks cited that the District must approve the prevailing wage rates for each county in which it resides and this Ordinance will adopt these rates. The rates were provided to the Board from DuPage, Cook and Kane Counties. Ms. Stocks moved to approve Ordinance 17-06 Prevailing Wage Rates, seconded by Mr. Eckelberry. **Motion carried.**

Ms. Fletcher added that Mr. Mansfield is challenging some of the numbers that were listed on the handouts which were printed from the Department of Labor's website. Ms. Fletcher noted that she would provide the most up to date rates from the Department of Labor website at the June Board meeting.

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

President Stocks explained that Ordinance 17-07 for the 4<sup>th</sup> of July event is typically adopted each year prior to the festivities. This Ordinance allows for the consumption of alcoholic beverages in Community Park, prohibiting animals from the festival grounds, and sets procedures in the event the ThorGuard system is activated. Mr. Eckelberry noted that Number 2 of the Ordinance presented should be changed to clarify that the "Beer Garden" will be open June 30, July 1, 2 and 3, 2017. Mr. Eckelberry motioned to approve Ordinance 17-07, 4<sup>th</sup> of July Event, as amended. Ms. Palmer seconded the motion. **Motion carried.**

Ms. Fletcher added that the Foundation will be running bingo on Friday, June 30<sup>th</sup> at the festival, and invited the Board to either volunteer or play bingo.

**Old Business**

No business.

**New Business**

No business.

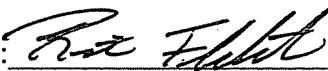
**Resident Comments**

None.

***Adjournment***

There being no further business, Commissioner Eckelberry moved to adjourn the meeting, seconded by Commissioner Mostardo. **Motion carried at 7:47pm.**

Minutes Approved by the Board on June 27, 2017.

By:   
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Rita Fletcher, Board Secretary