

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, AUGUST 8, 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, and Diana Gunsteen. Commissioner Theodore J. Lewis and Nicholas A. Mostardo 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 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

Resolution R-17-08 NWSRA Assessment

Ms. Stocks announced that each year the Park District adopts a resolution which accepts the Northwest Special Recreation Association Assessment, as determined by the NWSRA Board of Trustees. This year the assessment amount is \$236,977.41 which is a 1.5% decrease over last year.

Tracey Crawford, Executive Director at NWSRA was present at the meeting to talk about some of the collaborative plans that NWSRA is currently working on. She discussed the Adult Day Programs that were opened to support people with disabilities in conjunction with Clearbrook. She also spoke about the STAR Academy Afterschool collaborative with Clearbrook and the Snoezelen Sensory Room at Rolling Meadows Park District. NWSRA is working with park districts to establish spacing for these programs, and the programs have proven to be successful. The NWSRA Assessment that the Park District pays each year is to provide quality programs with highly trained and certified staff. The families that are using these programs are those that receive State funding, and many families are traveling to outlying park districts in order to access these services. Ms. Crawford is excited to offer this opportunity to residents in Bartlett through the Park District.

Mr. Mansfield asked if there is Federal funding available towards these programs, and Ms. Crawford responded that is no Federal funding, however, NWSRA does work with families to help them obtain the appropriate State funding. Clearbrook can also help families with that process. Ms. Crawford described that once a program is certified by the State, they are obligated to keep the program in place and provide funding towards the operation, staffing, etc.

Ms. Gunsteen asked Ms. Crawford to further discuss the afterschool camp in Bartlett through NWSRA. Ms. Crawford said she hopes to start one in January in conjunction with School District

U-46. Ms. Crawford added that transportation can be provided by NWSRA if the school districts do not offer it.

Ms. Palmer thanked Ms. Crawford for everything that she and the staff at NWSRA do. Ms. Crawford thanked the Board for their time.

Policy 5.52 – Bidding Policy

Ms. Stocks reported that staff has developed a policy that outlines bidding guidelines for employees and potential bidders. This will not change the Park District's policy of bringing any expense over \$10,000, with the exception of food and beverage purchases for Villa Olivia banquet needs, to the Park Board of Commissioners for vote and approval. Mr. Eckelberry made a motion, seconded by Ms. Palmer for the adoption of Policy 5.52, Bidding Policy. ***Motion carried.***

Planning Committee, Mr. Eckelberry Chairperson

WBK Engineering

Mr. Eckelberry noted that money was allocated to put in a boardwalk this year at Beaver Pond, as part of the Capital Projects Budget. An engineering firm will need to be hired to prepare drawings and help obtain the required permits for this project. Permitting is required from DuPage County, U.S. Army Corps of Engineers, and the Village of Bartlett. Ms. Palmer made a motion to hire WBK Engineering in the amount of \$14,200 to provide these services. Ms. Stocks seconded the motion. ***Motion carried.***

Building and Grounds Committee, Ms. Palmer Chairperson

Gym Unit Compressor Replacement

Ms. Palmer explained that funds were allocated in the capital projects budget this year to replace the compressor at BCC. Staff obtained quotes from three companies and recommends hiring One Source Mechanical in the amount of \$10,840.00 to replace the gym unit compressor. Mr. Eckelberry made a motion to approve this recommendation, seconded by Ms. Stocks. ***Motion carried.***

Recreation Committee, Ms. Gunsteen Chairperson

Bartlett Raiders Athletic Association Sponsorship Request

Ms. Gunsteen explained that the Bartlett Raiders Athletic Association has requested approval to place six 4x4 sponsorship signs/banners at Koehler Football Field. The signs will be put up during the 2017 fall season on Saturday mornings and taken down after the last game on Sunday afternoons. The season will run from the beginning of September through the end of October/beginning of November. Mr. Eckelberry moved to approve the Bartlett Raiders Athletic Association's request, seconded by Ms. Stocks. ***Motion carried.***

TeamSideline Update

Ms. Gunsteen updated the Board on the scheduling software that is used for youth and adult leagues. This software is integrated into the Park District website and does all the basic scheduling functions such as posting field status updates, giving directions to fields with one click links, and listing important calendar dates for the groups. In July, TeamSideline received an updated look that users will now see. Everything will remain the same with regard to the administration and price of the software.

Special Facilities Committee, Mr. Mansfield Chairperson***USA Youth Hoops Chicago Classic Request***

Mr. Mansfield noted that USA Youth Hoops Chicago has requested approval to use Bartlett Community Center Gymnasium (Courts 1, 2 and 3) on Saturday and Sunday, April 21st and 22nd, 2018 to host a boys' basketball tournament for teams aged 10-17 years old. They are expecting approximately 250 players and will charge an admission fee. Approval is contingent upon USA Youth Hoops obtaining a Certificate of Insurance. Ms. Palmer made a motion to approve the USA Youth Hoops Chicago Classic request, seconded by Mr. Eckelberry. ***Motion carried.***

Annual Maintenance Updates

Ms. Heathcote described that during the week of July 31st, the **LIFECENTER** underwent its week-long annual maintenance. Staff thoroughly cleaned, painted and reorganized different areas of the health club, and it was re-opened on Saturday, August 5th. During the closure, members were able to use Park Place Fitness Center at Streamwood Park District. That offer will be reciprocated to Streamwood during their closure when their members will be permitted to use our facility. Ms. Heathcote noted that they have received some very positive feedback from patrons after the **LIFECENTER** was re-opened.

Splash Central is scheduled for its annual maintenance from August 21st – September 1st. The indoor pool will also be thoroughly cleaned with maintenance tasks performed during that time. As with the **LIFECENTER**, swimmers are invited to attend Streamwood Park District's indoor pool during this time. The Streamwood Park District facility use is also reciprocated during their pool closure.

Villa Olivia Committee, Mr. Lewis Chairperson***Golf Cart Replacements***

Ms. Stocks described that the age and condition of golf carts at Villa Olivia is impacting the golfers' experience in a negative way because so many of the carts are 14 years or older. There are frequent breakdowns and often times during the weekends, there are not enough carts for the golfers.

With the delay of the Water/Sewer project until 2018, which has \$175,000 budgeted this year, it is being proposed that a portion of those Capital Projects funds be used to replace 20 of the oldest carts at Villa Olivia. Staff obtained quotes and has recommended that 20 new carts be purchased from E-Z-Go Division of Textron, Inc. The purchase would be through the National Intergovernmental Purchasing Alliance (NIPA), and would cost \$61,000. Ms. Stocks made a motion to approve the purchase of 20 golf carts, seconded by Ms. Palmer. Ms. Palmer has asked how many carts are in a fleet. Mr. Pope responded that there are 78 carts in the fleet, and 56 of those are 14 years or older, and 20 carts are in need of repair. Ms. Gunsteen inquired if the Park District currently owns all of the carts, and Mr. Pope replied that the 2014 carts are in the 4th year of a 5-year lease and after the lease time period is up, we will pay \$1 outright and then own those carts. Ms. Fletcher noted that buying the carts outright, as opposed to leasing them, would save the Park District from paying interest over the 4-5 year period of a leasing option. ***Motion carried.***

MSAA Summer Meeting and Trade Show

Mr. Pope reported that three staff members from Villa Olivia will attend the Midwest Ski Area Association Conference and Trade Show August 20 – 23 at Devil's Head Resort in Wisconsin. The event is the largest annual gathering of the MSAA membership, and attendees will participate

in more than thirty breakout sessions on a variety of relevant topics, will meet with industry suppliers and consultants at the trade show, and mix with other industry people to make vital connections with others across the Midwest Region.

Personnel Committee, Mr. Lewis Chairperson

No business.

Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson

No business.

Old Business

No business.

New Business

No business.

Resident Comments

Brandy Carberry, a Bartlett resident for 14 years stated that she has 3 children who have been very active within the Park District. She explained that her youngest son has autism and described that it is challenging to find programs for him. She asked the Park District to provide a “family” restroom at the Bath House as her son cannot use the facilities alone.

Adjournment

There being no further business, President Stocks moved to adjourn the meeting, seconded by Commissioner Palmer. **Motion carried at 8:27pm.**

Minutes Approved by the Board on August 22, 2017.

By: 
Rita Fletcher, Board Secretary