

BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, SEPTEMBER 19, 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, Nicholas A. Mostardo, Theodore J. Lewis, Lori A. Palmer, James A. Mansfield and Diana Gunsteen.

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.

Presentation

Mr. Mike Musson and Mr. Ralph Tovar were present from the Bartlett Rotary Club. Mr. Musson explained that four years ago, members of the Bartlett Rotary had proposed to support a local group that was focused on goals and efforts that would make a mark in the community. The Bartlett Parks Foundation was one of those chosen groups that represents a large investment in the community. Members of the Bartlett Rotary presented the Bartlett Parks Foundation with a check for \$25,000 to use towards the Inclusive Playground project at Bartlett Park. Mr. Ted Lewis and Ms. Marianne Cordell from the Foundation Board accepted the donation from Bartlett Rotary. The Park District Board thanked Mr. Musson and Mr. Tovar for their donation.

Approval of Minutes

Mr. Lewis moved to approve the minutes of the August 22, 2017 Board Meeting, the September 12, 2017 Committee Workshop Meeting, and the September 12, 2017 Closed Session Meeting, seconded by Mr. Eckelberry. ***Motion carried.***

Resident Comments

Michelle Hughes, of Bartlett thanked the Board and the staff for all of their hard work pertaining to food allergies and for creating and putting a new procedure in place within the Park District. Ms. Hughes introduced her daughter Gianna and announced that, because of all of the hard work put forth, Gianna was able to attend summer camp for the first time this year.

Monthly Treasurer's Report, Mr. Mostardo Chairperson

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

Finance Committee Report, Mr. Mostardo Chairperson
FY2016-17 Comprehensive Annual Financial Report (CAFR)

Mr. Mostardo reported that the audit of Bartlett Park District financial statements was performed by Selden Fox Ltd., and Ed Tracy presented the results to the Board at the September 12th Committee Workshop Meeting. The Finance Committee recommended approval of the FY2016-17 Bartlett Park District Comprehensive Annual Financial Report (CAFR). Mr. Mansfield made a motion to approve the FY2016-17 CAFR, seconded by Ms. Gunsteen. **Motion carried.**

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Passed and Approved this 19th day of September 2017.

Replacement Purchase of Bartlett Community Center (BCC) Host System Hardware

Mr. Mostardo said that the FY2017-18 Capital Project Budget includes \$15,600 for the replacement and configuration of two new VMware Host Systems at BCC. VMware Host Systems (virtual servers) run the software applications and the SQL database. Staff obtained comparative quotations from three vendors for this purchase. The Finance Committee requested the approval to purchase two HPE ProLiant DL360 Gen9 Servers from CDW-Government at the cost of \$14,424.62. Mr. Mostardo moved to approve this purchase, seconded by Mr. Eckelberry. **Motion carried.**

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 June 2017 through August 2017. Mr. Mostardo moved that the Board accept these Purchase Orders, seconded by Mr. Eckelberry. **Motion carried.**

Planning Committee Report, Mr. Eckelberry Chairperson

No business.

Building and Grounds Committee Report, Ms. Palmer Chairperson**Apple Orchard Community Park Driveway Improvements**

Ms. Palmer told the Board that the Building and Grounds Committee recommended approval to hire A & A Paving Contractors, Inc. in the amount of \$24,835 to remove and replace approximately 7,550 sq. ft. of asphalt at Apple Orchard Community Park. Ms. Palmer motioned to approve this expense, seconded by Mr. Mostardo. **Motion carried.**

Recreation Committee Report, Ms. Gunsteen Chairperson

No business.

Special Facilities Committee Report, Mr. Mansfield Chairperson**One Day Shootouts Tournament**

The Special Facilities Committee recommended approval for One Day Shootouts to use Bartlett Community Center Gymnasium (Courts 1, 2 and 3) on Sunday, January 7, 2018 to host a boys' basketball tournament for players 10-17 years old. The tournament will be from 9am to 7:30pm and approximately 220 players are expected, and an admission fee will be charged. One Day Shootouts will provide a certificate of insurance. Mr. Mansfield made a motion to approve this request, seconded by Ms. Palmer. **Motion carried.**

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

Mr. Lewis reminded the Board that a vehicle accident on Route 20, caused damage to the Villa Olivia maintenance building, overhead door, and other equipment. Staalsen Construction Company, Inc. provided an estimate of \$11,096 for repairs to the building only, not including the door. Staff is working with PDRMA to get this claimed resolved, and has requested approval to have Staalsen Construction Company, Inc. do the needed repairs in the amount of \$11,096. Mr. Lewis motioned to approve this repair, seconded by Mr. Mostardo. **Motion carried.** Ms. Palmer asked if there were any updates on the snow machine, and Mr. Pope stated that a representative would be coming to Villa Olivia on Tuesday, September 26th to look at the damage and provide an estimate for the repairs.

Personnel Committee Report, Mr. Lewis Chairperson

No business.

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

No business.

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

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

Superintendent of Recreation Report, Ms. Dasbach**2017 Nature Center Report**

Ms. Dasbach discussed the Nature Center Recap Report that was presented to the Board. She talked about several facts and highlights about the programs and facility. The Nature Center hosted 76 different communities with either onsite or offsite programs over the last 16 months. The Nature Center has also been a host site for U-46 job training programs for those with special needs. There were wedding ceremonies, receptions, a 50th anniversary celebration and vow renewal held at the Shelter. Ms. Dasbach pointed out that there has been a noticeable increase of Nature Center guests this past year. It was also noted that the number of summer campers in 2017 increased by more than 250 and brought in over \$18,000 than 2016. Ms. Dasbach noted that the FY2016/17 brought in over \$27,000 more than the previous year and over \$11,000 more than what was budgeted. The Nature Center continues to offer new programs, revamp current programs, and make changes to better serve the community. Ms. Stocks complimented Ms. Dasbach on her report. Mr. Mostardo mentioned

that he recently went for a bike ride through the Nature Center area and noticed a lot of positive energy there. He asked that Ms. Dasbach tell the staff they are doing a nice job.

Fall Intern

Ms. Dasbach introduced Jeremy Vorel who has joined the Park District for the Fall semester doing an unpaid internship. Jeremy is a Bartlett resident and a student at Lincoln College where he is finishing his Bachelor Degree in Sports Management. The Board welcomed Jeremy.

Superintendent of Villa Olivia Report, Mr. Pope ***Ski Events and Promotions Planned***

Mr. Pope discussed the production of the Winter Brochure and the Ski Trifold, along with events and promotions that are planned and scheduled. Several weeknight promotions have also been planned after the winter break in order to drive greater attendance during those slow times. Specials include Student Night, Ladies Night, Sports Jersey Night, and Military Night. The Annual Winter Open House will take place Monday, November 13th, and the Ski with Santa event will take place Monday, December 18th. The annual Job Fair will be held Saturday, October 28th.

Mr. Pope also explained that a decision was made to refrain from being an exhibitor at the Windy City SKI and SNOWBOARD Show this year as attendance at the event has been declining each year. Staff feels the expenses for the show could be better utilized by participating in several new marketing efforts such as the Turkey Trot and the Christkindlmarket in Naperville. Mr. Mostardo asked if there is a way that those new marketing strategies could be tracked, and Mr. Pope explained that a coupon specific to the Christkindlmarket would be provided in the brochure that will be distributed at this event.

Superintendent of Parks and Planning Report, Ms. O'Brien ***Koehler Football Field Maintenance Update***

Ms. O'Brien noted that staff has spent a significant amount of time recovering the turf conditions at Koehler Football Field this year. In the spring, staff re-sodded large bare/worn areas, soil and seeded low spots, aerated, and completed fertilizer and weed control applications. In the summer, staff replaced 12 faulty irrigation heads, applied insecticide to control grubs and billbugs, aerated, and completed another fertilization application. Ms. O'Brien noted that this fall, after football season is over, staff will complete an end of the year fall fertilizer & weed control application, deep tine aerate, over-seed, and sod large worn/bare areas as needed.

Superintendent of Business Services Report, Mr. Romejko ***Joint Review Board (JRB)***

Mr. Romejko explained that staff attended the annual Joint Review Board (JRB) meeting for the Village's three Tax Increment Financing (TIF) Districts. The meeting consisted of a review of TIF financial activities and an update on TIF redevelopment activities. He noted that the Village has 3 TIF Districts. Brewster Creek (DuPage and Cook Counties) continues to do well, and the EAV increased by over \$3million from last year. IL Route 59/Lake Street TIF District (Cook County) continues to be declining and may need to be reset if any commercial development were to be proposed. Bluff City TIF District (Kane County) is up \$1.1million from

last year. This TIF has fifteen additional years to run, and the Village did say they have a few more projects to develop.

Commissioner Gunsteen asked if the Village's financial position would have any effect on Brewster Creek. Superintendent Romejko replied that during the Joint Review Board meeting, he posed the question that it is their intention to close this TIF District when it expires, and their response was yes.

Superintendent of Special Facilities Report, Ms. Heathcote

Garba Events

Ms. Heathcote explained that Hindus across the world will be celebrating Navratri from September 25th to October 3rd. This holiday is marked by special rituals, ceremonies, and fasts, including Garbas. During the months of September and October, Ms. Heathcote added that the Community Center will host 12 Garbas. A Garba is a traditional Indian dance event which attracts anywhere from 200-1,000 people. Ms. Heathcote noted that, in the past, Bartlett Community Center hosted 4 events in 2015 and 8 events in 2016. She said these are very interesting and eye opening occasions, and if anyone is at the Community Center during the next several weekends, they may see one of the celebrations taking place.

Commissioner Mansfield asked about the condition of the gymnasium floors during and following these occasions. Superintendent Heathcote explained that there is a building supervisor at BCC, as well as staff in the gymnasium and the Oak Room who keep a close eye on everything.

Old Business

No business.

New Business

President Stocks and the Board congratulated Mr. Mostardo on his upcoming wedding.

Adjournment

There being no further business, Mr. Mansfield moved to adjourn the meeting, seconded by Mr. Eckelberry. **Motion carried at 8:02pm.**

Minutes Approved by the Board on October 24, 2017.

By: 
Rita Fletcher, Board Secretary