

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 27, 2016**

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, Stephen M. Eckelberry, Lori A. Palmer, James A. Mansfield, and Nicholas A. Mostardo. Kenneth N. Woods was absent.

Staff members present were Executive Director Rita Fletcher, Superintendent of Special Facilities Steven Karoliussen, Superintendent of Recreation Kimberly Dasbach, Superintendent of Business Services Kevin Romejko, Superintendent of Villa Olivia Peter Pope, and Superintendent of Parks and Planning Kelly O'Brien.

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 August 23, 2016 Regular Board Meeting, the September 13, 2016 Committee Workshop Meeting, and the September 13, 2016 Closed Session Meeting, seconded by Mr. Mostardo. **Motion carried.**

Resident Comments

None

Monthly Treasurer's Report, Mr. Woods, Chairperson

Mr. Eckelberry moved to approve the Monthly Treasurer's Report for August 2016, seconded by Mr. Mostardo. **Motion carried.**

Finance Committee Report, Mr. Eckelberry (for Mr. Woods, Chairperson)

FY2015-16 Comprehensive Annual Financial Report (CAFR)

Mr. Eckelberry announced that the audit of Bartlett Park District financial statements was performed by Selden Fox LTD. Mr. Ed Tracy, Vice President of Governmental Services, presented the results at the September 13, 2016 Committee Workshop Meeting. Mr. Eckelberry moved to approve the FY2015-16 Bartlett Park District Comprehensive Annual Financial Report, seconded by Mr. Mansfield. **Motion carried.**

Replacement Purchase of Villa Olivia Host System Hardware

Mr. Eckelberry expressed that the FY2016-17 budget includes the replacement, installation, and configuration of two new VMware Host Systems at Villa Olivia. The Finance Committee requested the approval to hire Sterling Network Integration (SNI) for the replacement, installation, and configuration of two new VMware Host Systems for a cost of \$17,250. Mr. Eckelberry moved to approve this purchase, seconded by Ms. Stocks. **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 2016 through August 2016. Mr. Eckelberry moved that the Board approve Purchase Orders between \$2,500 and \$10,000 for the time period of June 2016 through August 2016. Mr. Mansfield seconded the motion. **Motion carried.**

Planning Committee Report, Ms. Stocks Chairperson

Ms. Stocks explained that the outside building the grounds department works out of on Villa Olivia property currently has no water or restroom facilities. This year's budget has allocated funds to make improvements to the building, and the Planning Committee recommended hiring Williams Architect's at a cost of \$22,000. Ms. Stocks moved to approve this work, seconded by Mr. Eckelberry. Mr. Mostardo asked how many people generally use this facility throughout the seasons. Mr. Pope remarked that approximately 9 people use the building during the summer season, and up to 11 throughout the winter. Mr. Mostardo asked if this funding would be paid through the Villa Olivia budget or Capital Projects, and Ms. Fletcher clarified that the entire project will come from the Capital Projects Budget. **Motion carried.**

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

Mr. Eckelberry noted that the Special Facilities Committee recommended approval of the Bartlett Area Chamber of Commerce request to hold a Casino Night Fundraiser in the Oak Room at the Bartlett Community Center on Friday, February 3, 2017 from 7pm to 10pm. They will charge an admission fee and also sell extra chips along with soliciting sponsorships for the event. It will be the responsibility of the Bartlett Area Chamber of Commerce to acquire all of the proper licenses and permits for this event. Mr. Eckelberry moved to approve this request, seconded by Mr. Mansfield. **Motion carried.**

Basketball Tournament Requests

Mr. Eckelberry discussed that the Special Facilities Committee recommended approval of two basketball tournaments to be held in the Bartlett Community Center gymnasium:

1. USA Youth Hoops "Chicago Classic" Basketball Tournament on May 27 & 28, 2017. Saturday hours are from 8am to 11pm and Sunday from 8am to 6pm. They are expecting approximately 250 participants, and will charge an admission fee and sell bottled water and Gatorade. This is contingent on USA Youth Hoops providing a certificate of insurance.
2. The Boys and Girls Club of Rockford National Summer Classic Basketball Tournament August 4 through August 6, 2017 during the following times:
 - 3pm – 10pm on Friday, August 4, 2017
 - 8am – 9pm on Saturday, August 5, 2016
 - 8am – 7pm on Sunday, August 6, 2016

They are expecting approximately 150 participants and will charge an admission fee for the tournament. Approval is contingent on the Boys and Girls Club of Rockford providing a certificate of insurance.

Mr. Eckelberry moved to approve both basketball tournament requests as submitted, seconded by Ms. Stocks. **Motion carried.**

Villa Olivia Committee Report, Ms. Palmer Chairperson

Sapphire Room HVAC Replacement

Ms. Palmer reported that The Villa Olivia Committee recommended the purchase of a 5 ton Rooftop Unit through the TCPN purchasing program from Daiken Applied at a cost of \$9,075, and approval to hire Daiken Applied to disconnect the old unit, make necessary connections and modifications, install the new unit and perform start-up services at a cost of \$19,760 for a total of \$28,835. Ms. Palmer moved to approve this Capital Projects Budget request, seconded by Ms. Stocks. **Motion carried.**

Linen Ironer Purchase

Ms. Palmer described that this year's budget includes the purchase of a piece of equipment for the laundry room at Villa Olivia that will press the tablecloths. The Villa Olivia Committee has recommended approval to purchase a Comet Executive Ironer from Equipment International, and have them complete the installation at a cost of \$13,095. Ms. Palmer moved to approve said purchase, seconded by Mr. Eckelberry. Mr. Mostardo asked what the process is now for the tablecloths, and Mr. Pope explained that currently there is no equipment so as soon as the tablecloths are washed and dried, they get put back on the tables or folded to eliminate wrinkling. **Motion carried.**

Personnel Committee Report, Ms. Palmer Chairperson

No business.

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

Mr. Lewis thanked the staff for working the Bartlett Parks Foundation Twilight Golf Outing on Friday, September 9th. He also thanked the Board for their support.

Executive Director's Report, Ms. Fletcher

Bill List

Ms. Fletcher recommended approval of the September 2016 Bill List. Mr. Mansfield moved to approve the Bill List as presented, seconded by Mr. Eckelberry. **Motion carried.**

Accreditation Review

Ms. Fletcher shared that the IPRA/IAPD Joint Distinguished Park and Recreation Accreditation review will take place on Wednesday, October 26th. There will be five evaluators present who will spend the day reviewing the district's policies, procedures and overall operation. Ms. Fletcher told the Board that the entire park district operations team has worked very hard to get ready for this review.

Superintendent of Special Facilities Report, Mr. Karoliussen

SilverSneakers Program

Mr. Karoliussen announced that beginning October 1st, the LIFECENTER will offer the SilverSneakers Program, for folks age 65 and up, through Healthways, which is part of the Medicare Program. The Park District can process an electronic submission monthly to receive reimbursement in the amount of \$2.50 per visit for each member. Mr. Karoliussen said that Kolbe Kasper spent about a year putting everything together for this program and thinks this is a great way to provide programs for eligible seniors. There were some questions about the payment process, and Mr.

Karoliussen clarified that we will not be required to do any of the administrative work, and the park district can claim a maximum of \$20 per senior each month, which is the approximate cost of a monthly membership. Mr. Karoliussen said that seniors will have to go to their healthcare provider to get approval in order to get their membership through the LIFECENTER. Elk Grove, Barrington, and Itasca Park Districts have been involved with this program and are very happy with the results.

Superintendent of Recreation Report, Ms. Dasbach

2016 Nature Center Recap Report

Ms. Dasbach discussed the Nature Center Recap Report that was presented to the Board. Ms. Dasbach highlighted several things including the five year agreement that we entered into with the IDNR which will take us through 2020. Also, the atrium, hallway, front desk and entryway at the Visitor Center are being updated and painted. Currently the Nature Center has 36 resident animals; has hosted 3 charity events this year; and has brought in 15 volunteer Jr. Naturalists to help with summer camps – providing over 1,300 hours of service. With regard to the participation and program areas, we are ahead of the prior year to date numbers with classes and programs, but are down on birthday party and room rentals from last year. Ms. Dasbach noted that monetary donations continue to be a challenge for the Nature Center.

Summer Camp 2016 was very successful, bringing in 126 more campers than last summer which brings the bottom line to just over \$36,000. There has been a decline in students ages 3-6, but an increase in ages 7 and up. Ms. Dasbach explained that the Recreation Department continues to send out surveys to parents to gain insight and follow-up on programs. Some newer programs include archery, open mic night and scout merit badge. Ms. Dasbach also noted that staff has been working with IDNR on new signage along Stearns Road.

Superintendent of Villa Olivia Report, Mr. Pope

Ski Events and Promotions Planned

Mr. Pope discussed the upcoming winter season that Villa Olivia is gearing up for. The winter park district brochure is being produced and the tri-fold pamphlets will be done this week which will then be distributed throughout the community. Villa Olivia will participate at the Windy City Ski and Snowboard Show that will be held October 21, 22 and 23 at the Renaissance Schaumburg Hotel and Convention Center. Mr. Pope said that Villa Olivia staff will be at our booth to discuss our offerings and to distribute our 2016-17 tri-fold pamphlets and give-away items. He announced that the Annual Winter Open House will take place on November 13, and the Ski with Santa event will occur on December 18th. Mr. Pope also added that Ski Patrol has been doing some training over the last week.

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

Park Update

Ms. O'Brien reported to the Board that the Bartlett Aquatic Center Pool and spray playgrounds at Blue Heron and Leiseberg Parks have been shut down. Staff has been busy with routine maintenance and winterizing for the off season. Staff also completed the annual maintenance at Schrade Gym doing some deep cleaning. Apple Orchard Golf Course has received a deep tine aeration of the greens and tees; had some tree stumps removed; and also had some annual fall flowers planted.

Superintendent of Business Services Report, Mr. Romejko

New PC Purchase Update

Mr. Romejko reminded the Board that replacement of 20 PC's was approved in July, and the new computers have all been deployed this past month. The previously owned computers have been passed down to other staff so that the oldest computers could be retired. Windows 10 is being installed on machines, and for the most part, everyone seems pleased with their new computers. Mr. Mostardo commented that Mr. Erdman showed him the new computers, and they are very sharp.

Old Business

None.


New Business

None.

Adjournment

There being no further business, Mr. Eckelberry moved to adjourn the meeting, seconded by Ms. Stocks. **Motion carried at 7:53pm.**

Minutes Approved by the Board on October 25, 2016.

By: 
Rita Fletcher, Board Secretary