

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, OCTOBER 25, 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, Kenneth N. Woods, Stephen M. Eckelberry, Lori A. Palmer, and James A. Mansfield. Commissioner Nicholas A. Mostardo 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.

Also present was Gustavo Diaz.

Recording Secretary Stephanie Baxter took the minutes.

Pledge of Allegiance

President Lewis led the Pledge of Allegiance.

Presentation

Jeremy Lane, James Meinen and Andy Scumaci of the Bartlett Fire Fighters Union #3982 presented the Bartlett Parks Foundation with a donation of \$5,000 for the Inclusive Playground. Ms. Weir and Ms. DeBastiani were in attendance on behalf of the Bartlett Parks Foundation. Mr. Lane commented that they heard about the Inclusive Playground project from Chief Falese, felt this was a great idea and wanted to get involved. President Lewis and the Board graciously accepted the donation and thanked everyone for their contribution.

Staff Recognition

President Lewis presented Gustavo Diaz with a letter from the Board thanking him for 15 years of service with the Bartlett Park District. Gus started with the Park District on October 15, 2001 as a Maintenance Level I employee, and soon moved to a Maintenance Level II employee. Over the years, Gus has worked hard to ensure the District's parks and athletic fields look their best. Staff throughout the District enjoys working with him and appreciate his willingness to help out on any project or special event whenever asked. The Board thanked Gus for being an important part of the Park District family. Gus acknowledged the Board and added that working here is a pleasure and he feels like he is part of a team.

Approval of Minutes

Mr. Eckelberry moved to approve the minutes of the September 27, 2016 Regular Board Meeting and the October 11, 2016 Committee Workshop Meeting, seconded by Ms. Palmer. **Motion carried.**

Resident Comments

None

Monthly Treasurer's Report, Mr. Woods, Chairperson

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

Finance Committee Report, Mr. Woods Chairperson

No business.

Planning Committee Report, Ms. Stocks Chairperson

No business.

Building and Grounds Committee Report, Mr. Mansfield Chairperson

Splash Central Pool Boiler Replacement

Mr. Mansfield noted that as part of the Capital Project Plan, the original pool boiler at Splash Central Indoor Pool needs to be replaced. Staff obtained quotes from three separate companies. The Buildings and Grounds Committee recommended approval to hire Daiken Applied in the amount of \$18,980 to remove and install a new pool boiler at Splash Central. Mr. Mansfield moved to approve this purchase, seconded by Mr. Eckelberry. **Motion carried.**

Recreation Committee Report, Mr. Mostardo Chairperson

No business.

Special Facilities Committee Report, Mr. Eckelberry Chairperson

Heritage Days Request

Mr. Eckelberry noted that the Special Facilities Committee recommended approval for the Bartlett Heritage Days Planning Committee to use Bartlett Park, the Gazebo and Log Cabin from Saturday, September 9 through Sunday, September 10, 2017 for their annual Heritage Days celebration from 8am to dusk. The Heritage Days Committee will be responsible for obtaining and providing certificates of insurance, electricity, the amplified sound permit from the Village of Bartlett, and for all repairs to the parks and facilities, as well as compliance with all Park District policies and procedures. The Park District will waive permit and rental fees in exchange for being listed as a sponsor. Mr. Eckelberry moved to approve this request, seconded by Mr. Woods. **Motion carried.**

Villa Olivia Committee Report, Ms. Palmer Chairperson

No business.

Personnel Committee Report, Ms. Palmer Chairperson

No business.

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

Mr. Lewis once again thanked the Bartlett Fire Department and Fire Union for their generous donation. He acknowledged that the Foundation will send a thank you letter.

Executive Director's Report, Ms. Fletcher

Bill List

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

Bid Limit

Ms. Fletcher shared that Public Act 99-0771 was recently passed which raises the competitive bid limit threshold for park districts, forest preserves and conservation districts from \$20,000 to \$25,000. This change will eliminate staff going through the bidding process for smaller projects. Ms. Fletcher noted that this update will not change our process of bringing any projects over \$10,000 to the Board for approval. Ms. Fletcher acknowledged that the Board Policy will be updated to reflect this change.

PDRMA Accreditation

Ms. Fletcher described that the Park District has recently been going through the re-accreditation process with PDRMA for our loss control program. During the year, Tim Lenac from PDRMA came out eight separate times and reviewed all of our different departments and met with staff about their areas of operation. Judy Kopka, our Safety Coordinator, took the lead on this process and did an outstanding job. Ms. Fletcher said she is happy to report that we received a score of 96.61%. President Lewis and the Board thanked the staff for all of their work on this task.

Superintendent of Special Facilities Report, Mr. Karoliussen***Promotional Videos***

Mr. Karoliussen explained that recently two more promotional videos were completed for the Bartlett Aquatic Center and Apple Orchard Golf Course. These videos will be added to our microsites and used at open houses, wellness fairs or other community events. Mr. Karoliussen noted that Lauren Yaccino did the work on all of the videos and we have been using her as an independent contractor. She is currently a student at South Elgin High School and will use our videos as part of her portfolio. Mr. Karoliussen added that his department will continue to expand with more videos, noting that they plan to do one for the Oak Room.

Superintendent of Recreation Report, Ms. Dasbach***2016 Recreation Programs Recap Report***

Ms. Dasbach discussed the Recreation Programs Recap Report that was presented to the Board. Ms. Dasbach highlighted several things noting that over the past year there were 130 part-time staff and 488 volunteers. This year we received a \$1,000 IAPD PowerPlay Grant that was used for the After-School Recreation Program. Ms. Dasbach noted that over 1,200 individual classes were offered throughout the year and over 1,600 athletes participated in different sports programs. General program participation numbers were a little lower than in the past as were the open gym numbers. A large factor for the decrease was the lack of snow days in District U-46. Ms. Dasbach said so far this year she has been very pleased with the overall enrollment numbers, and they are actively monitoring the programs and trying to always be creative with programming. Currently this year's budget is on track for 2016/17; at five months into the budget year, they are at 60% of budgeted revenue and 34% of budgeted expenses. One of the challenges that was highlighted was the decline in enrollment for the 3 and 4 year olds. Staff has been busy working on paid boosts for Facebook groups and soliciting local companies for ads in the brochure. Ms. Dasbach finished by mentioning that the athletic programs are looking strong and summer camps brought in more than 380 campers than the previous year.

Superintendent of Villa Olivia Report, Mr. Pope***Water Systems Review***

Mr. Pope discussed the report that was provided to the Board explaining the different components of the irrigation system at Villa Olivia. He indicated there are two wells on the property; the primary well located near the Route 20 maintenance building which pushes water to the large pond across Rose Lane. The secondary well is located near the clubhouse and provides additional water if needed; and also pushes water to the large pond. The primary supply pump is located at the edge of the large pond and pushes water back to the small pond where the golf and ski pump stations draw water from. The secondary supply pump is located in the same manhole next to the large pond and is used as a backup to the primary pump in case that fails. The ski pump station is located inside the Route 20 building and is made up of a control panel and two very large pumps. The pump station draws water from the small pond and then pushes it at a high volume and high pressure to the hydrants located on the ski hill. The snow guns connect to those hydrants and make snow by blowing very small water particles into the air. The golf pump station is located in the small building at the edge of the small pond. This is made up of a control panel and pump which draws water from the small pond, then pushes it at a lower volume to the irrigation heads that are placed on the golf course. The drainage pump is located in a covered vault at the bottom of the ski hill and collects rain and snow melt runoff, which then pushes back into a detention pond west of the property. In addition, there are five fountains that are used at the facility. Three of which are located in the large pond, one on the 4th hole pond and one in the pond at the clubhouse. These fountains are really aesthetic in helping to improve the appearance of the water. There are air diffusers or “bubblers” that are used in the two ponds for snow-making during the winter and prevent the water from freezing. Mr. Pope noted that all of these systems need annual maintenance and there have been several recent replacements and repairs done to many of the systems. Mr. Woods asked if we have the ability to draw from and recycle water through the retention drainage that is collected at the bottom of the ski hill, and Mr. Pope explained that we cannot, however, we have not had any issues with needing water. He reported that a lot of golf courses struggle these days with the water expenses, but we do not have that issue.

Superintendent of Parks and Planning Report, Ms. O’Brien***Parks Fall Update***

Ms. O’Brien reported to the Board that facility staff has been busy winterizing the outdoor pool and spray playgrounds. The irrigation systems are scheduled to be blown-out and the drinking fountains will be shut off by the end of the month. Park staff has begun fall clean-up by removing annual flowers, pruning back shrubs, and cleaning landscape beds. They have also planted 4 replacement trees and 4 new trees at Oak Grove, Bartlett Park, Leiseberg, and Humbract Parks.

Ms. O’Brien also shared that Steve Groboske has been hired as the Facility Maintenance Manager. Steve brings 13 years of experience with our systems and pool operations. Ms. O’Brien shared that they are very excited to have Steve in this position as he will continue to be a great asset to the Parks Department and to our District. Steve will start in his new role tomorrow, Wednesday, October 26, 2016. Ms. Fletcher added that this is a step up for Steve and she is very excited to have him in this position. President Lewis said it is always nice to see someone internally be promoted to a management position. He congratulated Steve and wished him well on behalf of the Board.

Superintendent of Business Services Report, Mr. Romejko

Joint Review Board

Mr. Romejko mentioned 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.

Brewster Creek Business Park TIF District (DuPage and Cook): The current combined EAV total for the Brewster Creek TIF District is \$49,470,410. The base combined EAV is \$3,051,474. This TIF is currently scheduled to terminate in 2022.

IL Route 59/Lake Street TIF District (Cook County): The current EAV total for the IL Route 59/Lake Street TIF District is \$943,995, while the base EAV is \$1,546,139. This TIF is currently scheduled to expire in 2027, but may need to be extended or re-set if any commercial development would be proposed at the site.

Bluff City TIF District (Kane County): The current EAV total for the Bluff City TIF District is \$1,823,917. The base EAV for this TIF District is \$1,183,500, leaving \$640,417 as TIF increment. This TIF will conclude in 2032, with 16 more years to run.

Old Business

None.

New Business

Mr. Mansfield recognized and congratulated Mr. Eckelberry for being elected as Chairman of the NRPA Board.

Closed Session

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(c)(21) for the discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes. Ms. Palmer seconded the motion. **Motion carried.**

ROLL CALL VOTE:

AYES: Lewis, Eckelberry, Palmer, Woods, Stocks, and Mansfield.

NAYS: None.

ABSENT: Mostardo.

ABSTAIN: None.

Motion approved at 7:57pm.

Reconvening of Regular Board Meeting

President Lewis called the meeting back to order at 8:03pm and called for the roll. Present were Theodore J. Lewis, Stephen M. Eckelberry, Lori A. Palmer, Kenneth N. Woods, Susan M. Stocks, and James A. Mansfield. Commissioner Nicholas A. Mostardo was absent.

Staff members present were Executive Director Rita Fletcher. Recording Secretary Stephanie Baxter took the minutes.

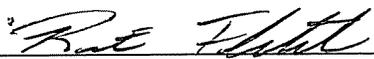
Action Resulting from Closed Session

Mr. Eckelberry indicated that the Board had recommended the partial release of Closed Session Meeting Minutes from 06/28/2016. All other Closed Session Minutes should remain closed. Mr. Eckelberry moved to release the partial Minutes from 06/28/2016 as outlined in Closed Session, seconded by Ms. Palmer. **Motion carried.**

Adjournment

There being no further business, Commissioner Eckelberry moved to adjourn the meeting, seconded by Mr. Mansfield. **Motion carried at 8:09pm.**

Minutes Approved by the Board on November 22, 2016.

By: 
Rita Fletcher, Board Secretary