

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, MAY 24, 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, Lori A. Palmer, Susan M. Stocks, and Nicholas A. Mostardo. Stephen M. Eckelberry and Kenneth N. Woods were 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.

Presentation

Karolyn Nance of the Bartlett Rotary, along with several other members presented the Bartlett Parks Foundation with a donation of \$5,000 towards the Inclusive Playground. In addition to the donation, the Rotary Foundation has pledged to donate \$20,000 to the Bartlett Parks Foundation by May 2017. President Lewis thanked the Bartlett Rotary for their donation and described what an asset they are to this community.

Approval of Minutes

Mr. Mansfield moved to approve the minutes of the April 26 Regular Board Meeting and Closed Session Meeting, and the May 10 Public Hearing, Annual Board Meeting, and Committee Workshop Meeting, seconded by Mr. Mostardo. **Motion carried.**

Resident Comments

None

Monthly Treasurer's Report, Mr. Woods Chairperson

Ms. Palmer moved to approve the Monthly Treasurer's Report for April 2016, seconded by Ms. Stocks. **Motion carried.**

Planning Committee Report, Ms. Stocks Chairperson

No business.

Building and Grounds Committee Report, Mr. Mansfield Chairperson

No business.

Recreation Committee Report, Mr. Mostardo Chairperson

National Night Out 2016

Mr. Mostardo moved to approve the request from the Village of Bartlett to use several areas and facilities as part of the Bartlett Police Department's annual National Night Out events scheduled for July 29 – August 4, 2016. Mr. Mansfield seconded the motion. **Motion carried.**

Policy 6.44 – Movable Soccer Goals and Education Safety

Mr. Mostardo said the Recreation Committee recommended approval of Policy 6.44, noting that this policy will aid in educating organizations, coaches, volunteers, and employees on inspecting and securing movable soccer goals. Mr. Mostardo moved to approve the adoption of this new policy, seconded by Mr. Mansfield. **Motion carried.**

Special Facilities Committee Report, Mr. Eckelberry Chairperson

No business.

Villa Olivia Committee Report, Ms. Palmer Chairperson

Tube Shaper Purchase

Ms. Palmer noted the Villa Olivia Committee recommended approval of a purchase from CHS Snowmakers in the amount of \$11,500.00 for a Tube Shaper implement for the tubing hill. Ms. Stocks seconded the motion. **Motion carried.**

Personnel Committee Report, Ms. Palmer Chairperson

No business.

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

President Lewis once again acknowledged the Bartlett Rotary for their donation and for stepping forward. He also thanked those Foundation members who were present to accept the gift. Ms. Palmer asked if there was a projected date for the Inclusive Playground project to begin. Ms. Fletcher told the Board that the target date to begin the project is fall 2017.

Executive Director's Report, Ms. Fletcher

Bill List

Ms. Fletcher asked for approval of the May 2016 Bill List. Mr. Mostardo moved to approve the Bill List as presented, seconded by Ms. Stocks. **Motion carried.**

Kickstand Classic

Ms. Fletcher announced that the Active Transportation Alliance will host its 1st Kickstand Classic bike race on Sunday, September 25th. The race will feature a five mile loop that will start downtown and riders will go around the loop four times. One of the rest stops for riders will be at Leiseberg Park. There will be several street closures, and a map of the route was provided to each Board member. Youth sports teams have been alerted of the event, and signage will be posted closer to the date. This event is in response to the 125th anniversary of the Village of Bartlett.

Ms. Fletcher also reminded the Board that the Memorial Day walk is Monday, May 30th and begins from Bartlett Park. Step-off will be at 11:00AM.

Superintendent of Special Facilities Report, Mr. Karoliussen***Policy 5.80 – Refund Policy***

Mr. Karoliussen discussed changes to Policy 5.80 which recognizes the need to issue refunds, but allows each department to tailor the refund procedures to fit their needs.

Mr. Karoliussen announced Breakfast with the Villages will be held on Wednesday, June 8th at Bartlett Hills Country Club. If any commissioners wish to attend, please contact Mr. Karoliussen or Ms. Fletcher. Doors will open at 7:15AM and breakfast will be served at 7:30AM. The program will begin at 8:00AM. This is the first year that Presidents from both Bartlett and Hanover Park villages will be present.

Superintendent of Recreation Report, Ms. Dasbach***2015-16 Donald H. Schrade Gymnasium Recap***

Ms. Dasbach discussed the recap report for Schrade Gym which covers May 1, 2015 through April 30, 2016. She explained that Schrade Gym has continually been used primarily as a sports rental facility, although the rental numbers can be deceiving because the hours vary but the records count the rental as one. We did show a very favorable bottom line of \$38,118 and brought in \$1,700 more than was budgeted. Over the past year, there has been an increase in softball, basketball and party rentals, and a decline in baseball, soccer and lacrosse rentals. The numbers have changed over the years, yet Ms. Dasbach said she and her staff are unable to find a good solid reason for that, but the numbers are tracked from year to year. Schrade Gym does employ 6 part time staff during the busy season. One new option that is now offered is Bubble Soccer. These are inflatable soccer bubbles where participants are encased inside their own bubble and games and relays can be played. Bubble Soccer is offered for kids and for adults.

Superintendent of Villa Olivia Report, Mr. Pope***Golf Grounds Update***

Mr. Pope updated the Board on the golf course maintenance status. He explained there were some challenges in April and May with the amount of rain that we've recently had, and mowing schedules got pushed back. The schedules for chemical applications were also delayed as the maintenance staff focused on primary areas of the course, tees, fairways and greens. There were some rough areas near property lines that were not tended to and Mr. Pope explained that some of the neighbors did call with concerns. Mr. Pope assured these folks that things would get caught up once we had dry weather, and everything is beginning to look much better now. Mr. Pope said his crew is fully staffed again despite some seasonal hiring struggles and being short staffed for a bit.

President Lewis told Mr. Pope he has heard some positive comments about the golf course.

Superintendent of Parks and Planning Report, Ms. O'Brien***IPRA Environmental Report Card***

Ms. O'Brien talked about the IPRA environmental report card which is a self-evaluation to assess the district's environmental impact and stewardship. This report card is a standard that an agency needs in order to comply with IPRA's Distinguished Park and Recreation Accreditation. It outlines environmental initiatives and can help identify areas for further assessment that impacts the park district. The district scored a 91% and received 148 out of 163 possible points, which qualifies the park district as "an environmental leader in the field and has a good reason to be proud." The entire report card was shared with the board members.

Superintendent of Business Services Report, Mr. Romejko

Welcome to the Bartlett Park District

Mr. Romejko thanked the Board and Ms. Fletcher for the warm welcome he has received since arriving at the park district. He said his first couple of weeks have been busy learning the policies and procedures of the park district, along with the master plan, strategic plan and 2016-17 budget. President Lewis thanked Mr. Romejko and welcomed him aboard.

Old Business

None.

New Business

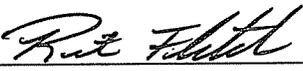
None.

Adjournment

There being no further business, Ms. Stocks moved to adjourn the meeting, seconded by Ms. Palmer.

Motion carried at 7:50PM.

Minutes Approved by the Board on June 28, 2016.

By: 
Rita Fletcher, Board Secretary