

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, JUNE 14, 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 Nicholas A. Mostardo. Commissioner James A. Mansfield was absent.

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

Recording Secretary Stephanie Baxter took the minutes.

Pledge of Allegiance

President Lewis led the Pledge of Allegiance.

Finance Committee, Mr. Woods Chairperson

Purchase Orders Between \$2,500 and \$10,000

Mr. Woods noted there were a list of purchase orders between \$2,500 and \$10,000 for the time period of February 2016 through May 2016. In accordance with Policy 5.50 (Staff Purchasing Policy), staff was requesting that the Finance Committee accept the report as presented. Ms. Stocks moved to approve the Purchase Orders Between \$2,500 and \$10,000, seconded by Mr. Mostardo. ***Motion carried.***

Policy 5.51 – Supplemental/Emergency Appropriations Policy

Mr. Woods indicated that in preparation for the Illinois Distinguished Accreditation evaluation process, staff has noted the absence of such policy which outlines supplemental/emergency appropriations. The purpose of this policy is to provide a means by which to meet circumstances and operational commitments that cannot be anticipated by prior fiscal planning efforts. A discussion on this policy ensued. Mr. Woods expressed his concerns that \$10,000 may not be enough to cover if something were to happen in an emergency situation. Ms. Fletcher said per the purchasing policy, this would only be used in an unexpected emergency situation for non-budgeted items. President Lewis noted that if an emergency were to arise wherein the district would need to spend more than the allotted \$10,000, the Board could meet within 48 hours' time and approve such expense. Mr. Eckelberry inquired how the amount of \$10,000 came about and Mr. Romejko told the Board that other park district policies were looked at, and in most cases this policy would match the amount of the Purchasing Policy. Ms. Fletcher expressed that her comfort zone would be \$10,000 which could get a project started, and she feels comfortable keeping that amount in conjunction with the Purchasing Policy. A motion was made by Mr. Eckelberry, seconded by Ms. Palmer to approve this Policy as presented. ***Motion carried.***

Policy 5.65 – Acceptance of Donations, Gifts and Bequests Policy

Mr. Woods noted that this policy is used to govern donations, gifts, and bequests made to the District and to provide guidance to donors, staff and the Board. A conversation arose regarding what types of donations this would include and Ms. Fletcher clarified this would be for situations where land may be donated to the district. Ms. Stocks moved to approve this Policy, seconded by Mr. Mostardo. ***Motion carried.***

Build America Bond Interest Rebate

Mr. Woods reported that the district would receive a reduced payment of the 2016 Build American Bond due to sequestration. Mr. Woods asked when the district would receive the payment, and Superintendent Romejko indicated we had already received our first payment from the Federal Government in the amount of \$163,971 at the end of May.

Annual Audit

It was noted that Selden Fox, Ltd. will be on-site performing fieldwork beginning Monday, June 20, 2016. The Board should expect to receive an e-mail from the auditors regarding SAS99 (Statement on Auditing Standards – Consideration of Fraud in a Financial Statement Audit). This questionnaire must be completed by each board member and returned directly to the auditors.

Planning Committee, Ms. Stocks Chairperson

No business.

Building and Grounds Committee, Mr. Mansfield Chairperson***Vehicle Replacement***

Mr. Eckelberry reported that the Parks Department is seeking to purchase a 2016 Ford F-250 4WD truck with plow attachment to replace an existing 2006 Ford F-250 4WD truck with plow attachment. Morrow Brothers Ford, Inc. is able to offer the park district the lowest price available through the State of Illinois Joint Purchasing Program. Mr. Woods moved to approve the purchase of a new park district vehicle through the State of Illinois Joint Purchasing Program for the amount not to exceed \$30,700. Ms. Stocks seconded the motion. ***Motion carried.***

Infield Groomer Replacement

Mr. Eckelberry discussed the purchase of a 2016 John Deere 1200A Infield Groomer to replace an existing 1997 John Deere Infield Groomer. John Deere is able to offer the park district the lowest price available through National Joint Powers Alliance Program. Mr. Mostardo moved to approve this purchase not to exceed \$18,000, seconded by Ms. Stocks. ***Motion carried.***

Policy 6.37 – Rules & Regulations for the Granting of Easements and Licenses

Mr. Eckelberry noted that Policy 6.37 explains the steps necessary for the park district to grant an easement on our property to outside organizations. At this time, staff is not recommending any changes to the policy.

Recreation Committee, Mr. Mostardo Chairperson***All Star Sports Programs***

Mr. Mostardo discussed a purchase order to All Star Sports for payment of summer classes, camps, and leagues. Summer classes will run June through August 2016. Mr. Woods moved to approve this purchase order not to exceed \$15,000, seconded by Mr. Eckelberry. ***Motion carried.***

Summer Youth Basketball League

Mr. Mostardo explained that this summer a youth basketball league for 5th/6th and 7th/8th grades will be offered. Games are scheduled through the end of July at the Bartlett Community Center.

Marine Biology for Kids

Mr. Mostardo announced there will be a new ocean inspired class for students 6-11 years old scheduled for Saturday, June 25th from 10-11:30AM at the Bartlett Community Center. Experiments will help to explain the ocean, and students will learn about clownfish like Nemo.

Special Facilities Committee, Mr. Eckelberry Chairperson***Basketball Tournament Request***

Mr. Eckelberry acknowledged a request for approval from The Boys and Girls Club of Rockford to host their National Summer Classic Basketball Tournament at the Bartlett Community Center from August 5th through August 8th, 2016. The tournament will feature both boys' and girls' teams, and there will be approximately 150 expected participants. Ms. Palmer asked why BCC was the chosen location, and Mr. Karoliussen said although he was not completely sure, he thought it was possibly because we are more centrally located. A motion was made by Ms. Stocks, seconded by Ms. Palmer to approve the request. **Motion carried.**

Jr. Golf League

Mr. Eckelberry pointed out that the Jr. Golf League has begun at Apple Orchard and will take place every Wednesday through August 3rd. This year there are 144 students who are participating.

Villa Olivia Committee, Ms. Palmer Chairperson***Women's Golf Day***

Ms. Palmer discussed the worldwide promotion called Women's Golf Day on June 7th. Ms. Palmer asked if there was a big turnout for this event, and Mr. Pope noted that there were a handful of women who participated. He did add that Villa Olivia golf course is seeing a positive response from the promotional discounts that were handed out to encourage women to return to play golf.

Schaumburg Boomers Partnership

Ms. Palmer noted that Villa Olivia has partnered with the Schaumburg Boomers and will be showcasing the facility with a display on the concourse June 25th and July 23rd. The focus will be on golf opportunities, but will also promote banquets and the winter sports operation.

Personnel Committee, Ms. Palmer Chairperson***Ordinance 16-03 – Prevailing Wage Rates***

Ms. Palmer mentioned the District must approve the prevailing wage rates for each county in which it resides and this ordinance will adopt these rates. The rates that were provided were from 2015 as 2016 rates are not yet available.

Community Relations and Legislative Issues Committee, Mr. Lewis Chairperson***Ordinance 16-05 – 4th of July Event***

Mr. Lewis noted this ordinance allows the consumption of alcoholic beverages in Community Park for the 4th of July event, prohibiting animals from the festival grounds, and sets procedures in the event of activation of the ThorGuard system. Ms. Palmer clarified that this ordinance will

also cover the sale of alcoholic beverages for the other dates of the festival. Mr. Eckelberry moved to approve the ordinance, seconded by Mr. Mostardo. **Motion carried.**

Old Business

None.

New Business

None.

Resident Comments

Mr. Hyland inquired how many ballfields the park district has that are groomed. Ms. O'Brien and Ms. Dasbach replied that there are 13 current fields that the park district maintains.

Adjournment

There being no further business before the Board, Mr. Eckelberry moved to adjourn the meeting, seconded by Mr. Mostardo. **Motion carried at 7:54pm.**

Minutes Approved by the Board on June 28, 2016.

By: 
Rita Fletcher, Board Secretary