

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, JUNE 28, 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.

Staff Recognition

President Lewis acknowledged Ms. Paula Spaniol for her 15 years of full-time service to the Bartlett Park District with a letter. President Lewis and the Board thanked Ms. Spaniol for her hard work and dedication.

Resolution R-16-03, Recognizing Rita K. Fletcher

President Lewis then asked the Board for a motion to approve Resolution R-16-03, Recognizing Rita K. Fletcher for 30 Years of Outstanding Service to the Bartlett Park District. Ms. Stocks motioned to approve such Motion, seconded by Ms. Palmer.

ROLL CALL VOTE:

AYES: Lewis, Palmer, Stocks, Mostardo

NAYS: None.

ABSENT: Eckelberry and Woods

ABSTAIN: None.

Passed and Approved this 28th day of June 2016.

Mr. Lewis then presented Ms. Rita Fletcher with the Resolution which highlighted her 30 years of service to the Park District. The Board thanked Ms. Fletcher for her service and dedication.

Approval of Minutes

Ms. Stocks moved to approve the minutes of the May 24, 2016 Regular Board Meeting and the June 14, 2016 Committee Workshop Meeting, seconded by Mr. Mostardo. **Motion carried.**

Resident Comments

None

Monthly Treasurer's Report, Mr. Woods Chairperson

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

Ms. Stocks moved that the Board approve Purchase Orders between \$2,500 and \$10,000 for the time period of February 2016 through May 2016. Mr. Mostardo seconded the motion. **Motion carried.**

Policy 5.51 – Supplemental/Emergency Appropriations

Ms. Stocks reported that staff noted the absence of this 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. Ms. Stocks moved to approve the adoption of this policy, seconded by Ms. Palmer. **Motion carried.**

Policy 5.65 – Acceptance of Donations, Gifts, and Bequests

Ms. Stocks indicated that in preparation for the Illinois Distinguished Accreditation evaluation, staff noted the absence of a policy outlining the acceptance of donations, gifts, and bequests. The purpose of this policy is to govern acceptance of donations, gifts, and bequests made to the District and to provide guidance to donors, staff, and the Board. Ms. Stocks moved to approve this policy, seconded by Ms. Palmer. **Motion carried.**

Planning Committee Report, Ms. Stocks Chairperson

No business.

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

Mr. Mansfield stated that the Building and Grounds Committee recommends the approval to purchase a new 2016 Ford F-250 4WD truck with plow attachment through the State of Illinois Joint Purchasing Program for the amount not to exceed \$30,700. Mr. Mansfield moved to approve the purchase, seconded by Ms. Stocks.

Infield Groomer Replacement

Mr. Mansfield noted that the Building and Grounds Committee recommended approval for the Parks Department to purchase a 2016 John Deere 1200A Infield Groomer to replace an existing 1997 John Deere Infield Groomer. John Deere can offer the Park District the lowest price available through national Joint Powers Alliance (NJPA) Program for an amount not to exceed \$18,000. Mr. Mansfield moved to approve this purchase, seconded by Ms. Palmer.

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

Mr. Mostardo said the Recreation Committee recommended approval of a purchase order not to exceed \$15,000 to All Star Sports for payment of summer classes, camps and leagues. Mr. Mostardo then moved to approve this request, seconded by Mr. Mansfield. **Motion carried.**

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

Mr. Karoliussen noted that the Special Facilities Committee has requested approval for the Boys and Girls Club of Rockford to host a Basketball Tournament to be held at the Bartlett Community Center from August 5 through August 7, 2016. It was noted that the approval will be contingent upon the

Boys and Girls Club providing a certificate of insurance. Mr. Mostardo moved to approve the request, seconded by Mr. Mansfield. **Motion carried.**

Villa Olivia Committee Report, Ms. Palmer Chairperson

No business.

Personnel Committee Report, Ms. Palmer Chairperson

Ordinance 16-03, Prevailing Wage Rates

Ms. Palmer reported that the Personnel Committee recommended approval of this Ordinance which accepts the prevailing wages for all three counties in which the Park District is located. Ms. Palmer moved to approve this Ordinance as presented, seconded by Mr. Mostardo.

ROLL CALL VOTE:

AYES: Lewis, Palmer, Stocks, Mostardo

NAYS: None.

ABSENT: Eckelberry and Woods

ABSTAIN: None.

Passed and Approved this 28th day of June 2016.

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

Ordinance 16-05, 4th of July Event

Mr. Lewis noted the Community Relations and Legislative Issues Committee recommended approval of the Ordinance which allows the consumption of alcoholic beverages in Apple Orchard Community Park, prohibits animals from the festival grounds, and sets procedures in the event of the activation of the Thorguard system. Ms. Palmer moved to approve the Ordinance as presented, seconded by Ms. Stocks.

ROLL CALL VOTE:

AYES: Lewis, Palmer, Stocks, Mostardo

NAYS: None.

ABSENT: Eckelberry and Woods

ABSTAIN: None.

Passed and Approved this 28th day of June 2016.

President Lewis declared that he had received a request from the Mayor of Bartlett and their Board to place a Bartlett flag at Bartlett Park. Mr. Lewis told the Board that he had agreed and would approve their request.

Executive Director's Report, Ms. Fletcher

Bill List

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

4th of July Activities

Ms. Fletcher announced that on Sunday, July 3rd, the Park District would be taking part in Bartlett's Independence Day Parade. The Board is invited to participate, and those interested should plan to meet at the Administration building by 11:30am. The theme for this year is the Olympics. Also, Ms. Fletcher reminded the Board that the Foundation's annual Turtle Race would be held at the Bartlett Aquatic Center at 4:00pm on Monday, July 4th.

Superintendent of Special Facilities Report, Mr. Karoliussen***2016 LIFECENTER Operations Recap***

Mr. Karoliussen gave a recap of the 2015/16 LIFECENTER Operations. He noted that overall revenues continued to trend downward, although they have started to see a slight rebound in programming revenues and health club daily fees. It was noted that the LIFECENTER has been able to maintain the annual health club membership levels, and there was a 26% increase in the number of households using a monthly payment option. Staff has continued to expand marketing by rebranding of the facility and creating a commercial which highlights the fitness club and its services. Twenty pieces of equipment and a sound system were replaced, along with the update of the men's sauna. Labor costs were reduced by more than \$22,000 from the previous fiscal year by not filling a full-time position, and staff has continued to find ways to keep adjusting operations, membership packages, payment options and programming to retain existing members and attract new ones. Mr. Karoliussen pointed out that in 2016/17, they are continuing to build upon what was done last year, and have merged the Gold and Platinum memberships into one Gold Plus membership option. May 2016 has already shown an increase in revenues over the previous year, and this has been a great way to start the first month of the new fiscal year. Mr. Mostardo complimented Mr. Karoliussen on his report, adding that he liked the way it was laid out.

Ellis Audit & Golden Guard Award

Mr. Karoliussen announced on June 11, 2016 we received our first Ellis Audit for the summer season. Staff did exceed expectations of the audit which sets the tone for the rest of year. Mr. Karoliussen said he is very proud of the staff for this accomplishment.

Superintendent of Recreation Report, Ms. Dasbach***Summer Intern***

Ms. Dasbach introduced Adam Gagnon who has joined the Park District for the summer doing an internship. He has been working on different projects and visiting the many facilities the Park District has. He is a student at Western Illinois University and will go back to school this fall for his last year. Adam resides in Bartlett. The Board welcomed Adam to Bartlett Park District.

Star-Crossed Meeting – Singles Night

Ms. Dasbach announced that a new singles night event will be held on Saturday, July 9th from 8:00-10:00pm at Bartlett Nature Center Shelter. The event is for those who are 21 and over.

Brochure Delivery

The Autumn brochure is scheduled to be delivered to residents beginning Monday, July 11th, and will also be posted on our website.

Superintendent of Villa Olivia Report, Mr. Pope***Father's Day Brunch Recap***

Mr. Pope updated the Board on the Father's Day Brunch that was held Sunday, June 19th. He noted there were 361 guests in attendance, which is approximately the same number of people that Christmas and Thanksgiving brings.

HVAC Preventative Maintenance Service

Mr. Pope announced that technicians will be out each quarter to inspect all of the systems and equipment. The first service involved a lot of surveying and discovery of existing conditions which will be documented in a report they will provide. Mr. Pope said they do have other recommendations for needed repairs, and are very pleased to have this new service.

Mr. Mostardo inquired if the costs of the anticipated repairs have been added to this year's budget, and Mr. Pope noted there is money available for repairs and maintenance.

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

4th of July Event

Ms. O'Brien told the Board that staff has done a great job getting the festival events set up; the beer truck has arrived; and great weather is expected for the festivities. Ms. O'Brien said the event will begin on Thursday, June 28th at 2:30pm. Staff will be in charge of parking and trash removal duties during the festival.

Superintendent of Business Services Report, Mr. Romejko

Information Technology

Mr. Romejko told the Board that staff has been working on updating Park District computers to the latest Windows 10 operating system and Microsoft Office 2013. This project should be completed by September 2016.

Human Resources

Mr. Romejko said staff is actively recruiting for part-time positions at Villa Olivia, maintenance, aquatics, athletics, and after-school programs. He noted that all open positions are posted on our website and through social media (Facebook and Twitter).

Old Business

None.

New Business

None.

Closed Session

Mr. Mostardo moved to adjourn into Closed Session under Section 2(c)(21) of the Open Meetings Act for the purpose of the discussion of minutes or prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes and section 2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District. Mr. Mansfield seconded the motion.

ROLL CALL VOTE:

AYES: Lewis, Palmer, Stocks, Mostardo

NAYS: None.

ABSENT: Eckelberry and Woods

ABSTAIN: None.

Motion approved at 8:09pm.

Reconvening of Regular Board Meeting

President Lewis called the meeting back to order at 9:03pm and called for the roll. 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.

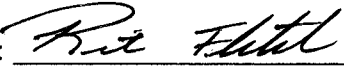
Action Resulting from Closed Session

Mr. Mostardo indicated that the Board had recommended the release of some Closed Session Minutes, and he so moved to release the Minutes from 11/24/2015 as outlined in Closed Session, seconded by Ms. Stocks. **Motion carried.**

Adjournment

There being no further business, Mr. Mostardo moved to adjourn the meeting, seconded by Mr. Mansfield. **Motion carried at 9:05pm.**

Minutes Approved by the Board on July 26, 2016.

By: 

Rita Fletcher, Board Secretary