

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, JULY 26, 2016**

Call to Order

Vice President Stocks called the meeting to order at 7:30pm.

Roll Call

Vice President Stocks called for the roll. Commissioners answering present were: Stephen M. Eckelberry, Lori A. Palmer, Susan M. Stocks, James A. Mansfield, and Nicholas A. Mostardo. Theodore J. Lewis 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

Vice President Stocks led the Pledge of Allegiance.

Approval of Minutes

Mr. Eckelberry moved to approve the minutes of the June 28, 2016 Regular Board Meeting and the July 12, 2016 Committee Workshop Meeting, seconded by Mr. Mostardo. **Motion carried.**

Resident Comments

None

Monthly Treasurer's Report, Ms. Stocks (for Mr. Woods, Chairperson)

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

Finance Committee Report, Ms. Stocks (for Mr. Woods, Chairperson)

Computer PC Replacement Purchase

Ms. Stocks reported that the Finance Committee had recommended approval of purchasing twenty (20) computer PC replacements from Dell, Inc. for an amount not to exceed \$19,387. Mr. Mostardo moved to approve this purchase, seconded by Mr. Eckelberry. **Motion carried.**

Planning Committee Report, Ms. Stocks Chairperson

No business.

Building and Grounds Committee Report, Mr. Mansfield Chairperson

Apple Orchard Community Park Driveway Improvements

Mr. Mansfield stated that asphalt work is scheduled to be completed at Apple Orchard Community Park. The project will consist of removing and replacing approximately 4,500 sq. ft. of asphalt. The Building and Grounds Committee has recommended the approval to hire A&A Paving Contractors, Inc. in the amount of \$14,490. The area to be repaired is a section of the middle service drive located

near O'Brien Woods, and this cost is part of our capital improvement plan. Mr. Eckelberry moved to approve the project repair, seconded by Mr. Mostardo. **Motion carried.**

Splash Central Pool Filter Repair and Sand Replacement

Mr. Mansfield noted that two existing pool filters at Splash Central are due to have the internal piping repaired and filter media (sand) replaced. The pool sand filters give filtration needed to clean the pool water. The Building and Grounds Committee has recommended the approval of hiring B&E Aquatics in the amount of \$14,018 to repair the internal piping and sand replacement on two existing pool filters at Splash Central. Ms. Palmer moved to approve this recommendation, seconded by Mr. Eckelberry. Mr. Mostardo clarified that the work would be completed when the facility is closed, which Ms. O'Brien verified that it would. **Motion carried.**

Toro Workman Utility Vehicle Replacement

Mr. Mansfield discussed that, as part of the capital replacement plan, the Parks Department is asking for approval to purchase a new Toro Workman utility Vehicle through the NIPA Purchasing Program in the amount of \$22,615. Mr. Eckelberry moved to approve this vehicle replacement, seconded by Mr. Mostardo. **Motion carried.**

Recreation Committee Report, Mr. Mostardo Chairperson

Challenger Sports Purchase

Mr. Mostardo stated that the Recreation Committee has recommended approval of a purchase order not to exceed \$15,000 to Challenger Sports for payment of fall soccer uniforms and shipping. Mr. Mostardo then moved to approve this request, seconded by Mr. Mansfield. **Motion carried.**

Special Facilities Committee Report, Mr. Eckelberry Chairperson

EFX Purchase Order

Mr. Eckelberry indicated that the Special Facilities Committee has requested approval of a purchase order in the amount of \$14,990.25 to Direct Fitness Solutions for the purchase of three (3) Precor EFX Elliptical Cross Trainers. This cost includes shipping, installation and trade-in, and was obtained using the National Joint Powers Alliance (NJPA) joint purchasing cooperative. Mr. Eckelberry moved to approve this request, seconded by Mr. Mansfield. **Motion carried.**

Heritage Days Approval

Mr. Eckelberry announced that the Special Facilities Committee had recommended approval of the Bartlett Heritage Days Planning Committee's request to use Bartlett Park, the Gazebo and Log Cabin from Friday, September 9 through Sunday, September 11, 2016 for their annual Heritage Days celebration. Mr. Eckelberry then moved to approve this request, seconded by Mr. Mostardo. **Motion carried.**

Villa Olivia Committee Report, Ms. Palmer Chairperson

Ms. Palmer reported that The Villa Olivia Committee recommends approval to purchase a new 2016 Toro Greensmaster 3300 through the NIPA Purchasing Program for the amount of \$31,320.66. This purchase is part of the capital replacement plan and will replace an existing John Deere 2500 greens mower. Ms. Palmer moved to approve the purchase of this equipment, seconded by Mr. Mansfield. **Motion carried.**

Personnel Committee Report, Ms. Palmer Chairperson***Board Policy Manual***

Ms. Palmer explained that the Personnel Committee recommended approval of the Board Policy Manual. She explained that the Board and staff have been reviewing all of the policies and several changes were made and new policies were added to the Manual. Ms. Palmer then moved to approve the updated Board Policy Manual as presented, seconded by Mr. Mostardo. Mr. Mostardo inquired as to how often the manual gets reviewed and/or revised, and Ms. Fletcher noted this process takes places approximately every six years. ***Motion carried.***

Community Relations and Legislative Issues Committee Report, Ms. Stocks (for Mr. Lewis, Chairperson)

No report.

Executive Director's Report, Ms. Fletcher***Bill List***

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

PDRMA Review

Ms. Fletcher announced that this year the Park District is going through the PDRMA re-accreditation process. She explained that Mr. Tim Lenac, our Risk Management Consultant has already visited 5 times checking VO ski operations, park operations, the Nature Center, Bartlett Aquatic Center, Day Camps and the LIFECENTER. Mr. Lenac plans to be here 3 more times and will visit the golf courses, food and beverage operations and recreation programs. Ms. Fletcher expressed that all of the staff has really stepped up during this process, and Ms. Judy Kopka, the district's Safety Coordinator has been coordinating all the visits and has been doing a great job. Ms. Fletcher added that we will know in December whether we have passed the accreditation process.

Superintendent of Special Facilities Report, Mr. Karoliussen***IPRA Leadership Academy***

Mr. Karoliussen congratulated Aquatics Manager David Littwin and Health & Fitness Manager Kolbe Kasper for their acceptance into the IPRA Leadership Academy. The Academy is an intense six-month program with curriculum focused on leadership methods, accountability, strategic thinking, financial strategies, and hot topics facing parks and recreation. Mr. Karoliussen mentioned that he is very excited for both of them.

Superintendent of Recreation Report, Ms. Dasbach***Men's All-Nighter 12" Softball Tournament***

Ms. Dasbach noted that a men's all-nighter 12" softball tournament will be held August 6th & 7th at Koehler Fields from 6pm until 11am. Ms. Dasbach said a minimum of 8 teams are needed and we are currently advertising to the Bartlett leagues and many other local park districts are getting the word out.

Superintendent of Villa Olivia Report, Mr. Pope

Beverage Cart Operations

Mr. Pope explained that staff recognized a need to improve the customer service on the beverage cart and drive more sales. Recently a Square© device was purchased and is currently being used to process payments. He noted that this device meets PCI compliance requirements, can track service and also provides reports. It has been used for the past couple of weeks and there have been a number of transactions and sales, so it appears that this was a positive upgrade. Ms. Stocks replied that this was a great idea.

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

Sunrise Park Basketball Court

Ms. O'Brien announced to the Board that staff will be working with U.S. Tennis Court Construction Co. to resurface the Sunrise Park basketball court after the vandalism that occurred back in March 2016. The work is scheduled to be completed by the end of the 7/25/16 week or the beginning of the 8/1/16 week.

Superintendent of Business Services Report, Mr. Romejko

Processes and Procedures

Mr. Romejko told the Board that staff has been working on reviewing and analyzing current Business Services processes and procedures within the Park District. The goal is to identify opportunities for increased efficiencies and also reduce overall costs.

Old Business

None.

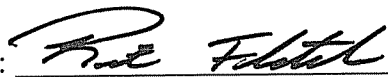
New Business

None.

Adjournment

There being no further business, Mr. Eckelberry moved to adjourn the meeting, seconded by Mr. Mostardo. **Motion carried at 7:46pm.**

Minutes Approved by the Board on August 23, 2016.

By: 
Rita Fletcher, Board Secretary