

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, AUGUST 23, 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, Stephen M. Eckelberry, Lori A. Palmer, and Nicholas A. Mostardo. Kenneth N. Woods and James A. Mansfield 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.

**Approval of Minutes**

Mr. Eckelberry moved to approve the minutes of the July 26, 2016 Regular Board Meeting and the August 9, 2016 Committee Workshop Meeting, seconded by Ms. Stocks. **Motion carried.**

**Resident Comments**

None

**Monthly Treasurer's Report, Mr. Woods, Chairperson**

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

**Finance Committee Report, Mr. Eckelberry (for Mr. Woods, Chairperson)**

**Resolution R-16-04, MWSRA Assessment**

Mr. Eckelberry reported that the Finance Committee had recommended approval to adopt a resolution which accepts the Northwest Special Recreation Assessment as determined by the NWSRA Board of Trustees. Mr. Eckelberry reported this year the assessment amount is \$240,600.77, and moved for the adoption of Resolution R-16-04. Ms. Stocks seconded the motion.

**ROLL CALL VOTE:**

AYES: Lewis, Stocks, Eckelberry, Palmer and Mostardo.

NAYS: None.

ABSTAIN: None.

ABSENT: Woods and Mansfield.

**Motion Passed and Approved.**

**Planning Committee Report, Ms. Stocks Chairperson**

No business.

**Building and Grounds Committee Report, Mr. Eckelberry (for Mr. Mansfield Chairperson)*****Community Center Sidewalk Improvements***

Mr. Eckelberry stated that, as part of the capital improvement plan, a sidewalk improvement is needed at Bartlett Community Center. The project will consist of removing and replacing approximately 5,300 sq. ft. of concrete at the south entrance of the Community Center. It was the recommendation of the Building and Grounds Committee to hire Copenhaver Construction, Inc. in the amount of \$45,000. Mr. Eckelberry moved to approve the project recommendation, seconded by Ms. Palmer. ***Motion carried.***

**Recreation Committee Report, Mr. Mostardo Chairperson*****Bartlett Raiders Athletic Association Sponsorship Request***

Mr. Mostardo indicated that the Recreation Committee has recommended approval of the Bartlett Raiders Athletic Association request of eleven 3x3 and six 4x6 sponsorship signs/banners at Koehler Football Field for the 2016 season. Mr. Mostardo moved to approve this request, seconded by Mr. Eckelberry. ***Motion carried.***

**Special Facilities Committee Report, Mr. Eckelberry Chairperson**

No business.

**Villa Olivia Committee Report, Ms. Palmer Chairperson*****Transfer Pump Replacement***

Ms. Palmer reported that The Villa Olivia Committee recommended approval to hire Pumpstation Professions, Inc. to provide an Ebara 20 HP Pump, and complete the installation at a cost not to exceed \$13,710. Ms. Palmer moved to approve this request, seconded by Mr. Mostardo. ***Motion carried.***

**Personnel Committee Report, Ms. Palmer Chairperson*****Safety Manual***

Ms. Palmer explained that the Personnel Committee recommended approval to adopt the Safety Manual which is included as part of the district's procedure manual. Mr. Eckelberry moved to approve the Safety Manual as presented, seconded by Ms. Stocks. ***Motion carried.***

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

Mr. Lewis reported that the Chamber of Commerce Steak Fry will be held September 21<sup>st</sup>. Ms. Fletcher will be taking names of those who would like to attend if anyone is interested. Mr. Lewis mentioned that the Chamber has been holding this event for years and added that it is nice if we can support them.

Mr. Lewis also mentioned that the Twilight Golf Outing is scheduled for Friday, September 9<sup>th</sup>. He announced that the Foundation is still accepting foursomes to golf, as well as checks and prizes for the event. Mr. Lewis said he was asked by Commissioner Mansfield to advise the Board of a \$250 sponsorship from his Union, DuPage County Building & Construction Trades Council.

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

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

***IDNR PARC Grant Update***

Ms. Fletcher shared that in the fall of 2014, the District was awarded a Park and Recreational Facility Construction (PARC) grant by the Illinois Department of Natural Resources for the renovation of Schrade Gym. In early 2015, Governor Rauner suspended all of the grants that were administered by the IDNR. Ms. Fletcher confirmed that we just received the official letter notifying us that the suspension has been lifted and we can begin to move forward with the project as money has been made available with the new budget that was approved in Springfield. Ms. Fletcher clarified that we will receive \$975,000 from the grant and we can begin preparing for the renovation. Mr. Mostardo asked if the State will reimburse us for the grant amount, and Ms. Fletcher confirmed that they would because we have a signed contract.

**Superintendent of Special Facilities Report, Mr. Karoliussen*****Bartlett Aquatic Center Schedule***

Mr. Karoliussen announced that the aquatic center is now on late summer hours since students have returned to school.

***Chamber Steak Fry***

Mr. Karoliussen reminded the Board of the Steak Fry on September 21<sup>st</sup> from 6-9pm. Mr. Karoliussen also mentioned that there is a Chamber meeting on Wednesday, August 24, 2016, from 5-7pm, if anyone is interested.

**Superintendent of Recreation Report, Ms. Dasbach*****Main Street Opera***

Ms. Dasbach noted that Katie Mix, the Recreation Manager has been working with Main Street Opera on a new partnership. The first event was held in July, and a second show is scheduled for Sunday, September 11<sup>th</sup> at 2pm. Tickets are available online and at the door.

***Older and Bolder Adventure Trips***

Ms. Dasbach discussed some upcoming trips that will take place on Sundays from 7am–7pm. Destinations include Braidwood State Park; Starved Rock State Park and Maquoketa Caves State Park. The fee includes transportation and admission to the parks, and these trips are for adults only.

**Superintendent of Villa Olivia Report, Mr. Pope*****Banquet Update***

Mr. Pope discussed fall weddings that are scheduled to take place at Villa Olivia this fall. A comparison was provided to the Board that outlined the number of these events each month for the past three years. Mr. Pope said there is more of a trend continuing with fall events and weddings are proving to be smaller in guest count size. Mr. Pope also mentioned that recently there have been some short notice weddings booked for this fall.

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

***Annual Maintenance at BCC***

Ms. O'Brien reported to the Board that the Parks staff has been very busy working at BCC. The first week in August, staff was at the LIFECENTER doing a deep clean, painting, repairing lockers and working on plumbing issues. The next week, staff worked in the preschool wing doing a deep clean, painting, scrubbing carpets and cleaning out all sink baskets. The past two weeks, staff has been at Splash Central acid washing the pool and spa, pressure washing the deck and checking plumbing operations. The sand filters were finished up today, and the pool is ready to re-open this Saturday.

**Superintendent of Business Services Report, Mr. Romejko**

***Business Services Department Annual Report***

Mr. Romejko summarized the Annual Report that was provided to the Board. Mr. Romejko highlighted that the Business Services Department encompasses operations of finance, human resources, and information technology. For calendar year 2015, the department processed 840 W-2 forms and wages for the year totaled just over \$4 million. The wages in 2015 showed a decrease from the previous year by 5.7% due to an extra pay period the previous year (2014). Mr. Romejko noted that the Park District employs staff from 57 different towns with 62% of the staff living in Bartlett. The Human Resources Department spends a lot of time hiring and training new staff which includes 14 different areas of job specific skills. It was noted that the cash management staff has performed staff audits at least 3 times per year at seasonal operations and six times annually at year-round operations. The Information Technology Department is responsible for and supports 12 different software applications that the district utilizes. Mr. Romejko told the Board that the Business Services Department will continue to look at the different processes and procedures within the Park District and work towards increasing the efficiencies of our operations while also reducing costs. Mr. Romejko asked the Board if they had any questions about the report that was presented. Mr. Mostardo and Mr. Lewis commended Mr. Romejko on his report.

**Old Business**

None.

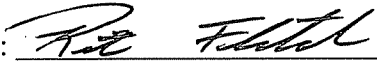
**New Business**

None.

**Adjournment**

There being no further business, Mr. Eckelberry moved to adjourn the meeting, seconded by Mr. Mostardo. ***Motion carried at 7:49pm.***

Minutes Approved by the Board on September 27, 2016.

By:   
Rita Fletcher, Board Secretary