

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, DECEMBER 18, 2018**

Call to Order

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

Roll Call

President Stocks called for the roll. Commissioners answering present were: Susan M. Stocks, Stephen M. Eckelberry, Theodore J. Lewis, Lori A. Palmer, James Mansfield, Diana Gunsteen and Dale Ann Kasuba.

Staff members present were Executive Director Rita Fletcher, 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 Romejko.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Approval of Minutes

Mr. Eckelberry moved to approve the minutes of the November 27, 2018 Board Meeting and the December 11, 2018 Committee Workshop Meeting, seconded by Ms. Gunsteen. **Motion carried.**

Resident Comments

None.

Monthly Treasurer's Report, Mr. Mostardo Chairperson

Ms. Palmer moved to approve the Monthly Treasurer's Report for November 2018, seconded by Mr. Eckelberry. **Motion carried.**

Finance Committee Report, Mr. Mostardo Chairperson

Ordinance 18-06, Annual Tax Levy

Ms. Palmer reminded the Board that Resolution 17-09, Estimate of Taxes to be Levied had been presented to the Board for review and approval in November. Ms. Palmer noted that there have been no changes made to the levy amounts, and made a motion for the approval of Ordinance 18-06, Annual Tax Levy, seconded by Mr. Eckelberry. **Motion carried.**

ROLL CALL VOTE:

AYES: Stocks, Eckelberry, Palmer, Lewis, Mansfield and Kasuba

NAYS: Gunsteen

ABSENT: None

ABSTAIN: None

Passed and Approved this 18th day of December 2018.

Purchase Orders Between \$5,000 and \$15,000

Presented to the Board was a list of approved purchase orders between \$5,000 and \$15,000 for the time period of September 2018 through November 2018. Ms. Palmer moved that the Board accept these Purchase Orders, seconded by Mr. Eckelberry. **Motion carried.**

Planning Committee Report, Mr. Eckelberry Chairperson

No Business.

Building and Grounds Committee Report, Ms. Palmer Chairperson

No Business

Recreation Committee Report, Ms. Gunsteen Chairperson

No Business.

Special Facilities Committee Report, Mr. Mansfield Chairperson**Policy 5.80 – Refund Policy**

Mr. Mansfield stated that at the committee meeting the committee reviewed the recommended changes to our current Refund Policy. Mr. Mansfield moved to approve Policy 5.80 as presented, seconded by Mr. Eckelberry. **Motion Carried.**

Villa Olivia Committee Report, Mr. Lewis Chairperson

No Business.

Personnel Committee Report, Mr. Lewis Chairperson

No Business

Community Relations and Legislative Issues Committee, Ms. Stocks, Chairperson

No Business.

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

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

Bartlett Parks Foundation Update, Ms. Fletcher

Ms. Fletcher noted that the Bartlett Parks Foundation has decided to set three fundraising events for 2019. On February 22nd the Wine & Beer Tasting Event will take place at Villa Olivia, on July 4th the annual Turbo Turtle Race will be held at the Bartlett Aquatic Center and on Friday September 13th the Twi-Light Golf Outing will return. Ms. Fletcher encouraged all the Park Board members to put these events on their calendars.

Superintendent of Recreation Report, Ms. Dasbach**New Programs**

Ms. Dasbach discussed some new programs that will be offered in winter of 2019. They include National Bird Day on January 5th, Intro to Sign Language on January 6th and a Men's winter basketball league.

Superintendent of Villa Olivia Report, Mr. Pope
2018-2019 Winter Sports Season Update

Mr. Pope updated the Board on the winter sports season at Villa Olivia. He said that the official opening day was Friday, December 14th. However based on the number of days/nights that we were able to make snow which is based on the temperature we were not open fully. The tubing hill was open along with beginner runs 3, 4, 5 & 6. Staff has placed several terrain park features on run 3 to meet the needs of the snowboard enthusiasts. Mr. Pope also talked about what is involved in setting up the ski hill for the season.

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

Ms. O'Brien explained that the Parks Department maintains the fleet maintenance which has over 66 pieces of equipment including trucks, large and small mowers and a variety of smaller tools and implements. All of these pieces of equipment are included in a preventative maintenance program to ensure they operate safely and efficiently. The parks department budget \$35,000 for the year to cover the various repairs needed throughout the year.

Superintendent of Business Services Report, Mr. Romejko
Preparation for Villa Olivia Ski Season

Mr. Romejko discussed some of the operations that the business services staff have been busy with preparing for the ski season at Villa Olivia. Human Resources provided a general orientation training for 60 ski operation employees on December 1st and a second training took place on December 18th. Mr. Romejko reported that the IT department has also been busy installing and updating the software and hardware necessary to operate the ski lodge and ski café.

Superintendent of Special Facilities Report, Ms. Heathcote
Splash Central Sound System Update

Ms. Heathcote discussed that the original sound system at Splash Central was failing due to long term exposure to the elements at the indoor pool. She was pleased to report that we worked with a company that replaced some of the equipment and fixed other parts and now the sound system is working great. We have also added a handheld wireless microphone for use by fitness instructors and for special events.

Old Business

No business.

New Business

No business.

Closed Session

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(c)(21) for the discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes. Ms. Palmer seconded the motion.

Motion carried.

ROLL CALL VOTE:

AYES: Stocks, Eckelberry, Palmer, Lewis, Mansfield, Gunsteen and Kasuba

NAYS: None

ABSENT: None

ABSTAIN: None

Motion approved at 7:45pm.

Reconvening of Regular Board Meeting

President Stocks called the meeting back to order at 7:52pm and called for the roll. Present were Susan M. Stocks, Stephen M. Eckelberry, Lori Palmer, Theodore J. Lewis, James Mansfield, Diana Gunsteen and Dale Ann Kasuba.

Staff members present were Executive Director Rita Fletcher.

Action Resulting from Closed Session

Mr. Eckelberry indicated that the Board had recommended the full release of Closed Session Meeting Minutes from 6/26/18 and 6/28/16. All other Closed Session Minutes should remain closed. Mr. Lewis moved to release the Minutes from 6/26/18 and 6/28/16, seconded by Ms. Gunsteen. **Motion carried.**

Adjournment

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

Minutes Approved by the Board on January 22, 2019.

By: *Rita Fletcher*
Rita Fletcher, Board Secretary