

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

Call to Order

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

Roll Call

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

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, Superintendent of Business Services Kevin Romejko and Superintendent of Special Facilities Lynsey Heathcote.

Guests: Anthony Miceli, Speer Financial

Recording Secretary Kim Monforti took the minutes.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Approval of Minutes

Mr. Mostardo moved to approve the minutes of the September 11, 2018 Committee Workshop Meeting, seconded by Mr. Eckelberry. **Motion carried.**

Resident Comments

None

Monthly Treasurer's Report, Mr. Mostardo Chairperson

Mr. Mostardo made a motion to approve the Monthly Treasurer's Report for August 2018, seconded by Ms. Palmer. **Motion carried.**

**Finance Committee Report, Mr. Mostardo Chairperson
FY2017-18 Comprehensive Annual Financial Report (CAFR)**

Mr. Mostardo announced the audit of Bartlett Park District financial statements was performed by Lauterbach & Amen LLP, and Matt Beran, Partner – Audit Services, presented the results to the Board at the September 11, 2018 meeting. The Finance Committee is requesting approval of the FY2017-18 Bartlett Park District Comprehensive Annual Financial Report. Mr. Mostardo made a motion to approve, seconded by Mr. Mansfield. **Motion carried**

Ordinance 18-05, General Obligation Limited Tax Refunding Park Bonds, Series 2018

Mr. Mostardo stated that there was a General Obligation Limited Tax Refunding Park Bond sale today, September 18, 2018, and Mr. Miceli of Speer Financial will be going over the details. The Series 2018 Bonds will stretch the maturity to 2037 in order to stay within the debt service extension base. We priced the bonds this morning and took bids through a competitive auction, and received 12 bids from 4 bidders. The winning proposal was received from Robert W. Baird & Company, Milwaukee, Wisconsin, for the purchase of \$3,460,000 general obligation limited tax refunding park bonds to be issued by the District pursuant to the Park District Code and the Park District Refunding Bond Act. Mr. Miceli said the District would authorize the execution of an escrow letter agreement in connection with the refunding. Mr. Miceli summarized the terms of the proposal and advised it was at a true rate of 3.61%.

Mr. Miceli said the District had modeled close to 3.6%, so the bonds turned out really close to our projection. Next we will move on to a closing in October and then the escrow will be funded and the District will have the Series 2018 bonds outstanding and no longer have the 2006A Bonds. As part of the process the Park District was re-rated by Standard & Poor’s and the Park District had its “AA” rating reaffirmed.

Mr. Miceli said lastly, we resized the final issue after going out to bid at \$3,335,000. You generally put out a preliminary amount and once you get the final rates from the underwriter we resize the issue to accomplish the goal of the refunding. Ms. Palmer asked what the rate on the original 2006A Bonds was, and Mr. Miceli stated that he only has the rates of the bonds which were refunded and it was 3.95%

The Finance Committee is requesting the approval of Ordinance 18-05, General Obligation Limited Tax Refunding Park Bonds, Series 2018 of which a copy was provided to each Commissioner prior to the meeting. Mr. Mostardo made a motion to approve, seconded by Ms. Gunsteen. **Motion carried**

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Mansfield

ABSTIAN:

Passed and Approved this 18th day of September 2018.

Replacement Purchase of Storage Area Network (SAN) Hardware at Villa Olivia

Mr. Mostardo stated the FY2018-19 budget includes the replacement, installation, and configuration of one new Dell/EMC Unity 300 SAN at Villa Olivia. The Park District has used Sterling Network Integration out of Crystal Lake as its information technology consultant.

The Finance Committee is requesting the approval of Sterling Network Integration for the replacement, installation, and configuration of one new Dell/EMC Unity 300 SAN hardware at a cost of \$17,907. Mr. Mostardo made a motion to approve, seconded by Mr. Eckelberry.

Motion carried

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

Mr. Mostardo said included is a list of approved purchase orders between \$5,000 and \$15,000 for the time period of June 2018 through August 2018. The Finance Committee is requesting acceptance of this report. Mr. Mostardo made a motion to approve, seconded by Mr. Eckelberry. **Motion carried**

Planning Committee Report, Mr. Eckelberry Chairperson
Trails End Park Improvement

Mr. Eckelberry stated that the Board will hear about the results of the committee input meeting for Trails End Park on August 29th. Ms. O’Brien told the Board that they had a great turn out with about 40 adults and 12 kids all of whom walked to the park. Twelve different concepts plans were shown and Upland Design was there to answer any question. The residents were asked to fill out comment cards. Once we had the comment cards we narrowed the choices down to 5 that you see in front of you. Ms. O’Brien discussed the concept plan and said that on of the biggest changes will be to the basketball court. Currently now it’s just an asphalt circle and it will be turned into a half court and have a path that leads to it. The parking lot structure will be the same but will have some drainage done and seal coating and striping. We will be moving the port-o-let for easier access. Ms. Gunsteen asked if there will be any changes to the baseball field. Ms. O’Brien said there wouldn’t be at this time but they will look at it in the future.

Ms. O’Brien explained each design board and what features makes them unique. Every design has the Expression swing that we requested. This design allow a parent and child to swing together. Ms.

O'Brien stated she didn't like Burke's version of the Expression swing. Ms. Fletcher said they talked to Upland design to see if there is something else they can use. Mr. Mostardo asked if any of the designs was the clear winner, Ms. Fletcher said that there wasn't stand out winner and the 5 were pretty even. All of the playgrounds fit into the budget and are the same price. Ms. Fletcher said they were a great group of people to talk to and gave valuable input. Mr. Eckelberry suggested that they narrow down the choices. The Board recommended the playground from Burke Design number 129-11738-1 with the recommendation of a different Expression swing. The Planning Committee is requesting acceptance of this. Mr. Eckelberry made a motion to approve, seconded by Mr. Lewis.

Motion carried

Building and Grounds Committee Report, Ms. Palmer Chairperson

Bartlett Community Center- Asphalt Sealcoating & Striping

Ms. Palmer stated that sealcoating and striping is needed at Bartlett Community Center. The Building & Grounds Committee recommends the approval of hiring A & A Paving for the amount of \$20,008 to sealcoat and stripe approximately 210,057 sq. ft. of asphalt at Bartlett Community Center. Mr. Eckelberry asked what the time frame was and Ms. O'Brien were looking to get it scheduled and it will be done in sections. Ms. Palmer made a motion to approve, seconded by Mr. Mostardo. **Motion carried**

Recreation Committee Report, Ms. Gunsteen Chairperson

No Business

Special Facilities Committee Report, Mr. Mansfield Chairperson

No Business

Villa Olivia Committee Report, Mr. Lewis Chairperson

Clubhouse Flooring Replacement

Mr. Lewis reported that the Villa Olivia Committee recommended approval to purchase and install carpet and LVT flooring in the amount of \$96,665.52. Mr. Lewis made a motion to approve, seconded by Mr. Eckelberry. **Motion carried**

Villa Olivia Water Project – Action Item

Mr. Lewis said staff had been contacted by the Village of Bartlett that they have completed the bidding process for the water main work they will be doing at Villa Olivia for the Lake Michigan water project. The price came in slightly higher than expected as the 6" sanitary sewer cost is higher than estimated and the cost of manholes was not included in the original estimate. Staff is requesting Board approval to hire Performance Construction for the amount of \$112,637. Ms. Palmer asked for clarification of the price and Mr. Fletcher explained that the amount of \$112,637 was for the total project not the addition of the manholes. Mr. Lewis made a motion to approve, seconded by Mr. Eckelberry. **Motion carried**

Personnel Committee Report, Mr. Lewis Chairperson

No business

Community Relations and Legislative Issues Committee Report, 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 Mr. Mostardo. **Motion carried.**

April 2019 Election – Highlighted Item

Ms. Fletcher announced that election season has officially today Tuesday September effective today candidates can start circulating petitions for the April 2, 2019 election. For the upcoming election, Commissioners Mr. Lewis and Mr. Mansfield are up for reelection. This year the filling period begins on December 10th and ends on December 17th.

Superintendent of Recreation Report, Ms. Dasbach
2018 Nature Center Report

Ms. Dasbach gave an overview of Nature Center Report. Ms. Dasbach has been at the current location for 16 years, and have had many partnerships over the years. Some fun facts about the Nature Center is that we have 34 resident animals, 20 Jr. Naturalists, with over 2000 volunteer hours and two of the Jr. Naturalists were hired for the summer camps. Additionally we have hosted 27 overnights and have served over 78 communities with on or offsite programs. In the last 16 months we have added new theme party themes, archery merit badges and also Katie's Crafting Corner. In the facilities we put in an upgraded projection system in the auditorium, a portable laser light show for rentals, two projection systems, a screen and an AV sound system were added to the multipurpose room. We also had 5 Scout projects, and the estimated value of their projects are \$112,000. We have also received many donations this year. We are very proud with our accomplishments, improvements, participation numbers and our financial performance. We're four months in and were at 88% of the budgeted revenue and 56% of our budgeted expenses. Ms. Palmer said that she is continued to be impressed by our unique Nature Center programs.

Superintendent of Villa Olivia Report, Mr. Pope
Golf Course Fall Updates

Mr. Pope said as fall is approaching, we will be completing our annual Greens Aeration at Villa Olivia. We will complete our Front 9 holes on Monday, September 24th, and the Back 9 holes on Tuesday, September 25th. In the past we have done all 18 holes in one day, closing the course. We have decided to spread this task over two days, so the course can remain open. Players will have the option of playing nine holes, or playing 18 by playing the same nine twice. We will be putting our Fall Rates into effect on Monday, September 24th, to coincide with this maintenance task, which does temporarily reduce the quality of the putting surface.

Superintendent of Parks and Planning, Ms. O'Brien
Park Update

Ms. O'Brien reported that facility staff shut down the Bartlett Aquatic Center Pool and spray playgrounds at Blue Heron and Leiseberg Park on September 4th. The filter pumps have been shut off, drained, and staff will start routine maintenance and winterizing for the off season. Also, the main pool at BAC is scheduled to be repainted this fall. Splash is currently closed because the pump has stopped working and was a few years past its life expectancy. The staff is working with Thomas Pump to get a new pump and the estimated cost is under \$15,000 and we expect to be open Saturday morning

Superintendent of Business Services Report, Mr. Romejko
Interest and Investment Income

Mr. Romejko gave the Board an update on the Districts interest and investment income. The Park District currently has five CD's placed through PMA totaling \$1,208,125. The investment ladder is stretched across 30-months; with a CD maturing every 6-months to provide the Park District liquidity, if needed. The current investment portfolio has a weighted yield of 2.159% and a weighted average maturity of 560 days.

Superintendent of Special Facilities Report, Ms. Heathcote

LIFECENTER Mind/Body Update

Ms. Heathcote noted the latest addition to the mind/body program at LIFECENTER is Tai Chi. The first 4 week session started on September 8th and is being held at the Log Cabin.

Old Business

No business.

New Business

Ms. Stocks announced that Commissioner Nicholas Mostardo has accepted and new job and is resigning from the Board. She thanked him. Mr. Mostardo thanked the Board and said it's been a pleasure working with them.

Closed Session

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(C)(3) of the Open Meetings Act, for the discussion of the selection of a person to fill a public office including a vacancy in a public office, or the discipline, performance or removal of an occupant of a public office. Mr. Mostardo seconded the motion. **Motion carried.**

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Mansfield

ABSTAIN: Mostardo

Reconvening of Regular Board Meeting

President Stocks called the meeting back to order at 8:52 pm and called for the roll. Present were Susan M. Stocks, Stephen M. Eckelberry, Theodore J. Lewis, Lori A. Palmer, and Diana Gunsteen. Commissioner James A. Mansfield was absent.

Staff members present were Executive Director Rita Fletcher.

Recording Secretary Kim Monforti took the minutes.

New Business

Mr. Eckelberry made a motion to approve that Ms. Palmer take over the Treasurer position for the remainder of the term, seconded by Mr. Lewis. **Motion carried.**

Adjournment

There being no further business, Mr. Lewis moved to arise from Closed Session, seconded by Ms. Eckelberry. **Motion carried at 8:55 pm.**

Minutes Approved by the Board on October 23, 2018.

By: Rita Fletcher
Rita Fletcher, Board Secretary