

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, MARCH 27, 2018**

**Call to Order**

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

**Roll Call**

Secretary Fletcher called for the roll. Commissioners answering present were: Susan M. Stocks, Stephen M. Eckelberry, Nicholas A. Mostardo, Lori A. Palmer, and James A. Mansfield. Commissioner Diana Gunsteen and Theodore J. Lewis were not present.

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.

Recording Secretary Judith Artos took the minutes.

Also present were Maria Medina and Veronica Patino.

**Pledge of Allegiance**

President Stocks led the Pledge of Allegiance.

**Presentations**

President Stocks presented Maria Medina with a watch for her 10 years of service to the park district. Ms. Medina thanked the Board.

**Approval of Minutes**

Mr. Mostardo moved to approve the minutes of the March 13, 2018 Board Meeting, seconded by Mr. Mansfield. **Motion carried.**

**Resident Comments**

None.

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

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

**Finance Committee Report, Mr. Mostardo Chairperson**

Mr. Mostardo moved to approve the list of Purchase Orders between \$5,000 and \$15,000, for the time period of December 2017 through February 2018. This was seconded by Mr. Mansfield. **Motion carried.**

**Planning Committee Report, Mr. Eckelberry Chairperson**

Mr. Eckelberry reported that at the Committee Meeting, Jason Goike from FQC went over the bid results for the Schrade Gym Renovation. The project was broken down into sixteen

trade packages and thirty seven bids were received. FQC met with all low bidders and qualified all the bids as presented. The Planning Committee recommends the approval of the sixteen bids in the amount of \$1,147,250. Mr. Mostardo asked if anything had changed with this information and Ms. Fletcher stated, no. Mr. Eckelberry moved to approve the Schrade Gym Approval seconded by Mr. Mansfield. **Motion carried.**

#### **Building and Grounds Committee Report, Ms. Palmer Chairperson**

Ms. Palmer recommended the approval of hiring Advance Disposal for the amount of \$20,486.08 for a one year contract to provide all labor, materials, and equipment necessary towards recycling/dumpster services at the following facilities; Community Center, Bartlett Aquatic Center, Nature Center, Park Maintenance, Log Cabin, and Villa Olivia. Ms. Palmer moved to approve the hiring of Advance Disposal seconded by Mr. Eckelberry. **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**

Ms. Stocks recommended approval of the contract with Drendel Property Management, Inc. to oversee the golf and ski grounds maintenance operations from April 1, 2018 to March 31, 2019 in the amount of \$36,000. Ms. Stocks moved to approve this contract seconded by Mr. Eckelberry. **Motion carried.**

#### **Personnel Committee Report, Mr. Lewis Chairperson**

##### **Full Time Salary Ranges – FY2018-19**

Ms. Stocks moved to approve the Full Time Salary Ranges for FY2018-2019. She stated that changes from FY2017-2018 are highlighted in yellow. Ms. Stocks moved to approve the Full Time Salary Ranges for FY2018-2019 seconded by Mr. Eckelberry. **Motion carried.**

##### **Part Time Salary Ranges – FY2018-19**

Ms. Stocks moved to approve the Part Time Salary Ranges for FY2018-2019. She stated that changes from FY2017-2018 are highlighted in yellow. Mr. Mansfield asked if a part time employee, had been here for many years and was at the top of the range, what would happen with their salary. Ms. Fletcher stated that this is rare with part time staff, as they tend to turnover or take on more responsibilities and move into new roles with higher salary ranges. Ms. Fletcher stated that ranges are looked at each year and determined if they are acceptable ranges based on the job, the market, skills, and abilities. Further discussion continued regarding, salary determination and salary ranges. Ms. Stocks moved to approve the Part Time Salary Ranges for FY2018-2019 seconded by Mr. Eckelberry. **Motion carried.**

#### **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. Mostardo moved to approve the Bill List as presented, seconded by Mr. Eckelberry. **Motion carried.**

***Water Tower – Villa Olivia***

Ms. Fletcher announced that the Village of Bartlett will be having the water tower at Villa Olivia painted within the next twelve months. Currently the water tower says Villa Olivia at the very top, when the tower is painted the Village will be putting their logo on the top. They have asked if we would like to have Villa Olivia down the main part of the tower. Ms. Fletcher asked the Board if we would want this. Ms. Palmer stated that we would have to determine that based on cost. Ms. Fletcher then stated that if we ever want to consider re-branding Villa Olivia and changing the name, then that needs to be part of our decision also. Ms. Fletcher stated that when talking with consultants, this might be something to consider. Discussion continued regarding, name change, re-branding, recognition of Villa Olivia. Ms. Fletcher ended that she was not proposing a name change, but that she feels we need to be considering many different strategies. She also stated that once we know the price, we can determine our options.

**Superintendent of Recreation Report, Ms. Dasbach**  
***Preschool Vision and Hearing – Bartlett Lions Club***

Ms. Dasbach stated that the Bartlett Park District would like to thank the Bartlett Lions Club for their generous contribution in sponsoring the hearing and vision screenings for our Preschool Program. Hearing and vision screenings are required by DCFS for every child in the program at a cost of \$9 per child. The screenings are scheduled for April 9<sup>th</sup> and 10<sup>th</sup>. 195 children are scheduled to be tested and we wanted to be sure to recognize the Bartlett Lions Club's generous sponsorship, again this year, of over \$1,700 for this very important service.

**Superintendent of Villa Olivia Report, Mr. Pope**  
***Golf Operations***

Mr. Pope reported that both golf courses were open. Villa Olivia opened on Friday, March 16<sup>th</sup>. Only the front nine is open at this time. There is still snow in spots on the back nine holes on the ski hill. Once the snow melts and the ground dries and firms up, we will have the crane out to remove the towers from the chairlift. We are offering an early spring rate.

Mr. Pope went on to state that Apple Orchard Golf Course was open on Monday, March 26<sup>th</sup>. Preseason training and preparations have been completed. The Parks department will have the spring clean-up completed, bunkers prepped, greens mowed, and course amenities in place.

**Superintendent of Parks and Planning Report, Ms. O'Brien**  
***Apple Orchard Golf Course Irrigation Office***

Ms. O'Brien reported that the irrigation control system for Apple Orchard Golf Course was located in a small office at Schrade Gym. With the Schrade Gym renovations happening, this office had to be relocated. Therefore staff hired Leibold Irrigation, Inc. to relocate the underground wiring, install a new antenna cable, and transfer the computer equipment. The Parks team, then was able to build an office to protect the computer equipment and give our golf course maintenance staff a better work space. Ms. O'Brien stated that the team is very proud of the final outcome.

**Superintendent of Business Services Report, Mr. Romejko**  
***FY2018-19 Proposed Annual Budget***

Mr. Romejko shared that staff has been hard at work on the FY2018-19 Proposed Annual Budget since October 10, 2017. He stated the budget process is a collaborative effort. Each department is responsible for preparing its own budget and then presenting it to Administration. The budget represents the fiscal priorities for FY2018-19 operations, while continuing to meet the Park District's Mission and Vision. Mr. Romejko also stated that the FY2018-19 Proposed Annual Budget will be presented at the April 10, 2018 Committee Meeting. Staff will post the Tentative Budget and Appropriation Ordinance at the Administration Building in accordance with Illinois law; along with on the District website. The final Budget and Appropriation Ordinance is scheduled to be approved May 8, 2018 at a Special Board Meeting beginning at 7:15pm.

### ***Full-Time Staffing Update***

Mr. Romejko also wanted to congratulate Accounts Receivable/HR Assistant Christy Liszka on her acceptance of the role of Business Manager with the Winfield Park District. Christy began at the Bartlett Park District as a part-time employee in September 2013 and was promoted to her current full-time role in June 2015. We thank Christy for her many contributions and wish her the best of luck in her career.

### **Superintendent of Special Facilities Report, Ms. Heathcote** ***2017/18 Rental Operational Recap Report***

Ms. Heathcote reported on the operational recap for the Rental Operations from May 1, 2017 – February 28, 2018 (10 months.) She stated that revenue and expenses for Rental Operations are divided into three areas, Bartlett Community Center, Non-Community Center, and Building Supervisor wages. Overall, Rental Operation revenue is on target and we fully expect to hit the budgeting amount by the end of the fiscal year. She went on to explain the Bartlett Community Center rentals includes The Oak Room, bar, meeting and program rooms, Party Place and the gymnasium and the major expenses are staffing, benefits, and supplies. She stated that we did have some basketball tournaments cancel, but have seen an increase in big events, held in our gym.

Ms. Heathcote went on talk of Log Cabin, Shelters, and Gazebo Rentals. These areas do not incur staffing costs so there is little operational cost directly associated with this part of the budget. She is confident that these areas will hit budget, as we move into the busy season.

The Building Supervisors wages are one of the higher expenses. Supervisors are scheduled everyday till 10pm and weekends depending on events. The Oak Room, Community Center, Arts & Crafts Room, Party Place, and all the Program Rooms continue to have steady reservation numbers of the years. The Oak Room reached an all-time high for banquets, with very few cancellations in 2016/17. Bar revenue has also been increasing.

Ms. Heathcote went on to say that the Rental Operations works really hard to find the right spot to fit the renters and their needs. Whether its pool parties, slime parties, Breakfast with Santa, or superhero parties, we work with the community. Ms. Heathcote stated that she has learned that the needs of the community on constantly changing and our staff does a good job at trying to meet those needs and market to those needs.

In summary, Ms. Heathcote stated that the Rental Operations will finish 2017/18 fiscal year in a positive financial position generation a 57% profit margin per the budget.

Ms. Palmer stated that it was very nice to see the variety of programs and activities that we offer the community and it is nice to see us keeping up with the trends and desires of the Bartlett residents.

### ***Pauly D Foundation***

Ms. Heathcote reported that over the last year Dave Littwin (Aquatics Manager) has partnered with the Pauly D Foundation. The Foundation was established to advocate for water safety and drowning prevention after the family tragically lost their son in an accidental drowning. Their vision is to make a difference by raising the bar on water safety education and awareness. The partnership to date has resulted in receiving free lifejackets, hosting swim safety days, and promoting swim safety by passing out their merchandise. The Foundation has now donated \$5,500 to the Bartlett Parks Foundation scholarship fund to cover the cost of swim lessons for those families who are eligible to receive scholarship money. Ms. Palmer asked if there were certain criteria that had to be met in order for participants to receive a scholarship. Ms. Heathcote stated, that the qualifications were based on our current scholarship criteria for financial aid. Ms. Heathcote then stated that we are very excited to share this opportunity with our Bartlett residents.

### **Old Business**

No business.

### **New Business**

No business.

### **Closed Session**

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(c)(1) of the Open Meetings Act for the purpose of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. Mr. Mostardo seconded the motion.

ROLL CALL VOTE:

AYES: Mostardo, Stocks, Palmer, Mansfield and Eckelberry

NAYES: None

ABSENT: Lewis and Gunsteen

ABSTAIN: None

**Motion approved at 8:09pm**

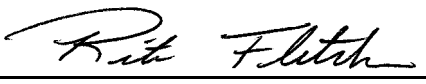
### **Reconvening of Regular Board Meeting**

President Stocks called the meeting back to order at 9:10pm and called for the roll. Present were, Susan M. Stocks, Stephen M. Eckelberry, Nicholas A. Mostardo, Lori A. Palmer, and James A. Mansfield. Commissioner Diana Gunsteen and Theodore J. Lewis were not present.

### **Adjournment**

There being no further business, Commissioner Eckelberry moved to adjourn the meeting, seconded by Mr. Mostardo. **Motion carried at 9:11pm.**

Minutes Approved by the Board on April 24, 2018.

By:   
Rita Fletcher, Board Secretary