

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, JUNE 12, 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, Nicholas A. Mostardo, Stephen M. Eckelberry, Lori A. Palmer, and Diana Gunsteen. Commissioner Theodore J. Lewis and James A. Mansfield were 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.

Recording Secretary Kim Monforti took the minutes.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Finance Committee, Mr. Mostardo Chairperson

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

Mr. Mostardo stated that included is a list of approved purchase orders between \$5,000 and \$15,000 for the time period of March 2018 through May 2018. Staff is requesting Finance Committee acceptance of this report. Mr. Eckelberry made a motion to approve, seconded by Ms. Gunsteen. **Motion carried.**

Build America Bonds (BAB's) Interest Rebate

Mr. Mostardo reported that the District received its first 2018 BAB's interest rebate from the Federal Government in the amount of \$164,324. The refundable credit payment was reduced by 6.6% due to sequestration. As a reminder, at fiscal year-end these funds will be transferred from the Corporate Fund to the Capital Projects Fund.

Annual Audit

Mr. Mostardo stated that Lauterbach & Amen LLP will be on-site performing fieldwork beginning Monday, July 9. Matt Beran will be the partner in charge. This will be the first year the District is working with Lauterbach & Amen LLP. The Board should expect to receive an email from the auditors regarding SAS 99 (Statement on Auditing Standards – Consideration of Fraud in a Financial Statement Audit), fulfilling a requirement of the auditors to gather information necessary to identify risks of material misstatement due to fraud. This questionnaire must be completed by each Board member and returned directly to the auditors.

Planning Committee, Mr. Eckelberry Chairperson

No Report

Building and Grounds Committee, Ms. Palmer Chairperson**Bartlett Community Center- Parking Lot Improvements**

Ms. Palmer stated that as part of our capital improvement plan, asphalt work is needed at Bartlett Community Center parking lot. The project consists of removing approximately 13,710 sq.ft. of asphalt, leveling to bring up to proper grade, replacing the catch basin, and resurface. The area to be repaired is located near the North end of the parking lot. See picture below. Staff contacted companies and obtained three quotes to complete asphalt work at BCC.

Name of Company	Quote Amount
Evans & Son Blacktop Inc.	\$23,476
Allstar Asphalt	\$25,995
A & A Paving	\$27,890

Staff recommends Evans & Son Blacktop Inc. for the amount of \$23,476 to remove and replace approximately 13,710 sq. ft. of asphalt at Bartlett Community Center parking lot. Ms. Palmer made a motion to approve, seconded by Mr. Mostardo. **Motion carried.**

Mr. Mostardo asked if the area on the picture to the far bottom right is going to be repaired. Ms. O'Brien stated that it's on the to-do list. Mr. Eckelberry asked for the time line and Ms. O'Brien stated it will be scheduled sometime after the 4th of July. Ms. Gunsteen asked how often the stripes in the walkway were painted. Ms. O'Brien stated that it's based on a time line and funding each year.

Vehicle Purchase

Ms. Palmer told the committee that as part of our capital improvement plan, the parks department is seeking to purchase a 2019 Ford F-250 4WD truck. Landmark Ford, Inc. is able to offer the park district the lowest price available through the State of Illinois Joint Purchasing Program. Staff is requesting the approval to purchase a new park district vehicle through the State of Illinois Joint Purchasing Program for the amount not to exceed \$25,600. Mr. Eckelberry made a motion to approve, seconded by Mr. Mostardo. **Motion carried.**

Recreation Committee, Ms. Gunsteen Chairperson**New Before School Recreation at Centennial Elementary School**

Ms. Gunsteen reported starting this Fall we are excited to be adding a Before School Recreation Program at Centennial Elementary School. Managers have been working with U-46 staff for quite a while to coordinate this new program. We have had many families requesting this program over the last few months and we are thrilled that it has all come together. The program will run on all full days U-46 has school from 6:30-8:30am. The program structure will be set-up similar to the After School Recreation Program to be relaxed and recreational. Activities including board games, cards, Legos, crafts, homework/quiet time, sports and Wii to counterbalance the day's educational activities. This program will be in the Autumn Brochure coming out in July but we are already getting positive feedback from parents. Mr. Mostardo asked where the program

is set up in the school. Ms. Dasbach stated that it will be held in the gym. Ms. Gunsteen asked Ms. Dasbach if Centennial school is the only school in Bartlett that has a program with U-46. Ms. Dasbach responded no that the other schools also work with U-46.

Special Facilities Committee, Mr. Mansfield Chairperson

LIFECENTER Equipment Purchase

Ms. Stocks said we are asking for approval of two purchase orders for the replacement of a variety of pieces of LIFECENTER equipment. \$54,000 was budgeted for these purchases. The equipment will be purchased through two different companies who are both part of the National Joint Powers Alliance (NJPA) therefore we are not required to go to bid. The new pieces will include: two large functional training rigs and their accessories (battle ropes, kettle bells, med balls, slam balls, Olympic plates, bands etc.), new smith machine, new squat rack, as well as three pieces of cardiovascular equipment. These pieces will be replacing aging equipment that have seen the end of their life cycle. With approval we anticipate install to take place during our annual closure (July 30th-August 3rd).

Direct Fitness Solutions/Precor:

6 pieces inc. delivery and install plus a \$1,350 trade in credit **\$31,610.00**

Life Fitness:

31 pieces inc. delivery and install plus a \$1,425 trade in credit **\$22,388.98**

Total: \$53,998.98

Mr. Stocks moved to approve this purchase, seconded by Ms. Gunsteen. **Motion carried.**

Bartlett Aquatic Center Update

Ms. Stocks stated that the Bartlett Aquatic Center opened on May 26th, as scheduled, to record high temperatures in the mid 90's. The pool was extremely busy, especially on Memorial Day when we hit capacity (1500 patrons) before 2pm with almost 2200 patrons total throughout end of the day. Staff did an excellent job of handling such a busy opening weekend. Mr. Mostardo asked Ms. Heathcote how the search for and Aquatics Manager was going. Ms. Heathcote said that she was conducting second round interviews this week.

Villa Olivia Committee, Mr. Lewis Chairperson

Father's Day Barbecue Brunch and Golf Special

Ms. Stocks stated that Villa Olivia will be offering a Father's Day Barbecue brunch. It will be held on Sunday, June 17 with seating's from 9:30am to 2:30pm. The menu will feature all of Dad's breakfast favorites, BBQ items, and desserts galore. We will also be offering a 2 for 1 Green Fee special for Dads on the golf course. Ms. Stocks asked Mr. Pope how the reservations were coming along. Mr. Pope stated that currently there are around 150 reservations and are expecting between 200 – 250 reservations.

Personnel Committee, Mr. Lewis Chairperson

Ms. Stocks noted that at this time each year, the District must approve prevailing wage rates for each county in which it resides. Attached are the Prevailing Wage Rates for

Cook, DuPage and Kane Counties, and the ordinance that will adopt these rates. Staff recommends approval of this ordinance. Ms. Fletcher did let the committee know that there were going to be changes because there is a survey that is out and not due until June 28. Mr. Eckelberry moved to approve Ordinance 18-02, seconded by Mr. Mostardo. **Motion carried.**

Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson
Ordinance 18-03, 4th of July Event – Action Item

Ms. Stocks noted that this is an ordinance that is adopted annually prior to the 4th of July festivities that allows for the consumption of alcoholic beverages in Apple Orchard Community Park, prohibiting animals from the festival grounds, and setting procedures in the event of activation of the ThorGuard system. Staff recommends approval of this ordinance. Mr. Mostardo moved to approve Ordinance 18-03, seconded by Ms. Gunsteen. **Motion carried.**

Old Business

Mr. Mostardo stated that the May 22nd Boar Meeting minutes are incorrect. On page 2 Resolution 18-03 and 18-04 states that Mr. Mostardo, Ms. Palmer and Mr. Lewis were absent, but were present. Mr. Mostardo recommends that the minutes be corrected to reflect this.

Ms. Gunsteen asked if there had been a decision made on installing instant heat in the upstairs washroom at Schrade Gym. She commented that her company has used them before and they are very expensive to install and had been pulled out within a year. Ms. Fletcher stated she will look into it and get back to the Board.

New Business

None

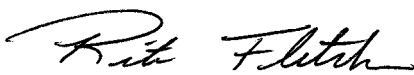
Resident Comments

None

Adjournment

There being no further business, Vice President Eckelberry moved to adjourn the meeting, seconded by Commissioner Gunsteen. **Motion carried at 7:48 pm.**

Minutes Approved by the Board on June 26, 2018.

By: 
Rita Fletcher, Board Secretary