

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, JUNE 26, 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, Nicholas A. Mostardo Theodore J. Lewis, James A. Mansfield, and Diana Gunsteen. Commissioners Stephen M. Eckelberry and Lori A. Palmer 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.

**Approval of Minutes**

Ms. Stocks moved to approve the minutes of the May 22, 2018 Board Meeting and the June 12, 2018 Committee Workshop Meeting, seconded by Mr. Lewis. ***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 May 2018, seconded by Mr. Lewis. ***Motion carried.***

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

Mr. Mostardo moved to approve the list of approved purchase orders between \$5,000 and \$15,000 for the time period of March 2018 through May 2018. Mr. Mostardo made a motion to approve the purchase orders between \$5,000 and \$15,000, seconded by Mr. Lewis. ***Motion carried***

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

No business

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

Ms. Stocks stated as part of the capital improvement plan, asphalt work is needed at the Bartlett Community Center parking lot. The Building & Grounds Committee recommends the approval of hiring Evans & Son Blacktop, Inc. for the amount of \$23,476 to remove and replace approximately 13,710 sq. ft. of asphalt work at BCC. Ms. Stocks made a motion to approve, seconded by Mr. Mostardo. ***Motion carried.***

Ms. Stocks stated 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. The Building & Grounds Committee recommends the approval to purchase a new 2019 Ford F-250 4WD truck through the State of Illinois Joint Purchasing Program for the amount not to exceed \$25,600. Ms. Stocks made a motion to approve, seconded by Mr. Lewis. ***Motion carried.***

**Recreation Committee Report, Ms. Gunsteen Chairperson**

No business.

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

Mr. Mansfield said LIFECENTER is planning to replace a selection of aging fitness equipment in the facility. The new equipment will be purchased through two different companies who are both part of the National Joint Powers Alliance (NJPA). 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.

**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**

The Special Facilities committee recommended approval of the two purchase orders above totaling \$53,998.98. Mr. Mansfield made a motion to approve, seconded by Mr. Mostardo. **Motion carried.**

**Villa Olivia Committee Report, Mr. Lewis Chairperson**

No business.

**Personnel Committee Report, Mr. Lewis Chairperson****Ordinance 18-02, Prevailing Wage Rates**

Mr. Lewis recommends approval for Ordinance 18-02 Prevailing Wage Rates, which accepts the prevailing wages for all three counties in which the Park District is located. Mr. Lewis made a motion to approve, seconded by Ms. Gunsteen. **Motion carried.**

**ROLL CALL VOTE:**

AYES: Stocks, Mostardo, Lewis, Mansfield, and Gunsteen

NAYS: None

ABSENT: Eckelberry, Palmer

ABSTAIN: None

***Passed and Approved this 26th day of June 2018.***

**Community Relations and Legislative Issues Committee Report, Ms. Stocks, Chairperson****Ordinance 18-03, 4<sup>th</sup> of July Event**

Ms. Stocks state the Community Relations and Legislative Issues Committee recommended approval of this ordinance for 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 the activation of the Thorguard system. Ms. Stocks made a motion to approve, seconded by Ms. Gunsteen. **Motion carried.**

**ROLL CALL VOTE:**

AYES: Stocks, Mostardo, Lewis, Mansfield, and Gunsteen

NAYS: None

ABSENT: Eckelberry, Palmer

ABSTAIN: None

***Passed and Approved this 26th day of June 2018.***

**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. Lewis. **Motion carried.**

**4th of July Activities**

Ms. Fletcher announced that on Sunday July 8th the Park District will be taking part in Bartlett's Independence Day Parade. We are asking everyone who would like to be part of the parade to meet at the Administration building by 11:30am and then we will be taken to our parade starting point. On Wednesday July 4th the Bartlett Parks Foundation annual Turtle Race will be held at Bartlett Aquatic Center at 4:00pm.

**Superintendent of Recreation Report, Ms. Dasbach****Embracing Retirement Class**

Ms. Dasbach noted On Wednesday, July 11<sup>th</sup> from 7-8pm participants can learn tips, relevant research and trend information for the transition to retirement. Financial planning will not be discussed instead the focus of this class will be the seven personal components:

1. Work
2. Finances
3. Living arrangements
4. Relationships
5. Health & fitness
6. Hobbies & activities
7. Events & social networks

This class will be held at the Bartlett Community Center in the Arts & Crafts room. Mr. Mostardo asked who would be teaching the class, Ms. Dasbach stated that a consultant will come in.

**Superintendent of Villa Olivia Report, Mr. Pope****Projects at Villa Olivia**

Mr. Pope announced that the Village's repairs and re-painting of the Water Tower at Villa Olivia has begun. In order to accommodate the work, we have re-located our golf cart storage to a temporary area in the southeast corner of the parking lot. The Village's agreement with the contractor allows 60 days for the project to be completed. The Village's expansion of their water mains, which includes the connections for our water service and sanitary sewer to our maintenance shop, is in final planning stages. This week, one of their contractors was out doing several soil borings on the site. We have begun planning for updating and replacing the flooring in the clubhouse. We have met with a flooring contractor, and product representative. We have viewed several samples and are considering options for the type and design of the new flooring. We are reviewing banquet event schedules, and will plan this work to be completed in the fall.

**GolfNow "Ride" Program**

Mr. Pope stated that we have joined a group purchasing program through GolfNow and US Foods. The program will provide discounted pricing on many of the food items we purchase. We can still purchase from other vendors as well. Two changes the program does require are that Chef Roselo will do his ordering online, and our account representative will change.

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

Ms. O'Brien reported that a resident who lives across from Hawk View Park reached out to the park district asking if they could donate and install a book-sharing box at the park. The Little Free Library is a nonprofit organization that aims to inspire a love of reading, build community, and spark creativity by fostering neighborhood book exchanges. Staff would like to ask the Board's input if they would have any issues with supporting this in our parks. Staff would work with the resident regarding location and upkeep. Ms. Gunsteen asked if this group is affiliated with Arts in Bartlett. Ms. Stock responded yes it is. Board Members stated they liked the idea.

**Superintendent of Business Services Report, Mr. Romejko****Employee Recruitment and Hiring Sources**

Mr. Romejko reported that as part of the employee recruitment and hiring process the Park District utilizes software from Frontline Recruiting & Hiring. Frontline provides applicants the opportunity to apply for vacant positions online, while the Park District benefits from having the ability to manage the recruitment and hiring process online. One aspect the Park District diligently tracks via Frontline is how applicants are learning about vacant positions. During the previous 12-months the Park District has made 59 job postings (10 FT and 49 PT) via Frontline. In turn, the Park District has received 1,926 applications. Mr. Romejko talked briefly about the different job boards that are utilized.

Mr. Mostardo asked which website produces the best candidates. Mr. Romejko responded that they all have their benefits and it also depends on the position.

**Superintendent of Special Facilities Report, Ms. Heathcote****LinkedIn**

**Ms. Heathcote reported to** further expand our social media presence the Park District now has a LinkedIn account - Bartlett Park District (Official). In addition to Facebook, we hope to utilize LinkedIn as a platform to promote and market the Bartlett Park District, including special events, sharing interesting articles, special offers, as well as announcing employment opportunities. Followers of the page can like, comment, and share all of which will increase our reach to the Bartlett community and beyond.

**Old Business**

No business.

**New Business**

No business.

**Closed Session**

Mr. Mostardo stated "I move that we adjourn into Closed Session under Section 2 (c)(21) of the Open Meetings Act, for the purpose of 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. Gunsteen made a motion to approve, seconded by Ms. Stocks. ***Motion carried.***

**ROLL CALL VOTE:**

AYES: Stocks, Mostardo, Lewis, Mansfield, and Gunsteen

NAYS: None

ABSENT: Eckelberry, Palmer

ABSTAIN: None

*Motion approved at 7:53pm.*

**Reconvening of Regular Board Meeting**

President Stocks called the meeting back to order at 7:59 pm and called for the roll. Present were Susan M. Stocks, Nicholas A. Mostardo, Theodore J. Lewis, James A. Mansfield and Diana Gunsteen. Commissioner Stephen M. Eckelberry and Lori Palmer were absent.

Staff members present were Executive Director Rita Fletcher and Recording Secretary Kim Monforti took the minutes.

**Action Resulting from Closed Session**

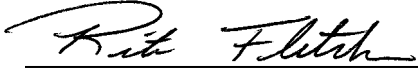
Ms. Stocks indicated that the Board had recommended the full release of Closed Session Meeting Minutes from December 19, 2017. All other closed session minutes should remain closed. Ms. Stocks moved to release the Minutes from December 19, 2017, seconded by Mr. Lewis.

**Adjournment**

There being no further business, Ms. Stocks moved to adjourn the meeting, seconded by Ms. Gunsteen.

**Motion carried at 8:02pm.**

Minutes Approved by the Board on June 26, 2018.

By:   
Rita Fletcher, Board Secretary