

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, JUNE 11, 2019**

Call to Order

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

Roll Call

President Eckelberry called for roll. Commissioners answering present were: Stephen M. Eckelberry, Lori Palmer, Diana Gunsteen, Susan M. Stocks, Dale Ann Kasuba and Jody E. Fagan. Commissioner Theodore J. Lewis 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.

Pledge of Allegiance

President Eckelberry led the Pledge of Allegiance.

Finance Committee, Ms. Gunsteen, Chairperson

Purchase Orders \$5,000-\$15,000

Ms. Gunsteen stated the first order of business was for approval of purchase orders from March 1, 2019 through May 31, 2019, and asked if anyone had any questions. There were none. Ms. Stocks made the motion to approve, seconded by Mr. Eckelberry. **Motion carried.**

Annual Audit

Ms. Gunsteen stated she had an item to highlight. She explained that Lauterbach & Amen LLP will be on-site performing fieldwork Monday, July 8th through Friday, July 12th. This will be the second year the District is working with Lauterbach & Amen LLP. Matt Beran will again be the partner in charge. Ms. Gunsteen said 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. It is anticipated the FY2018-19 Comprehensive Annual Financial Report (CAFR) will be presented at the September 10, 2019 Committee Workshop Meeting.

Planning Committee, Ms. Palmer, Chairperson

Valley View Park – Playground Replacement Project

Ms. Palmer said the staff is working with Upland Design, Ltd. to replace the 22 year old existing playground equipment at Valley View Park this year; staff will be hosting a Community Input Meeting at Valley View Park on June 26th at 6:00pm. She explained that this meeting will try to encourage residents to provide input on the playground equipment. Information about the meeting is posted on the Park District website, on social media, and signs have been placed out in the park. Ms. Palmer alerted everyone that at next

Committee Workshop meeting, on July 9th, Upland Design will share the results of the community input meeting and ask for the Board input on the designs. Ms. Gunsteen asked for clarification as to where this park is located. Ms. O'Brien answered it is in the Westridge subdivision.

Building and Grounds Committee, Ms. Stocks, Chairperson
Sprayer Replacement

Ms. Stocks announced that as part of the capital replacement plan, the Parks Department is seeking to purchase a 2019 Toro Multi Pro 1750 Sprayer to replace an existing 1998 Toro 1100 Multi Pro Sprayer. She said Toro is able to offer the Park District the lowest price available through the National Intergovernmental Purchasing Alliance (NIPA) Program. Ms. Stocks stated that the staff is requesting the approval to purchase a new Toro Multi Pro Sprayer through the NIPA Purchasing Program for the amount of \$34,392.86. With no further discussion, Ms. Palmer made the motion to approve, seconded by Ms. Gunsteen. **Motion carried.**

Recreation Committee, Ms. Kasuba, Chairperson
Bartlett Paws On Patrol Meet-Up

Ms. Kasuba said her first highlighted item is that the staff is working with the Bartlett Police Department on their Dog Walker Watch: Paws on Patrol program. She said this is a crime awareness program that enlists dog walkers and walkers to serve as extra eyes and ears for law enforcement in the community and in our parks. Ms. Kasuba informed everyone that the Crime Prevention Unit will be at Sunrise Park on Saturday, June 29th, between 11am-12pm, to conduct a training session/social event. The training is free and will include how to observe, identify, and report suspicious persons, vehicles, and activity.

Dick's Sporting Goods Sponsorship 2019

Ms. Kasuba acknowledged that Recreation Managers, Josh Handelsman and Eric Eichholz, have secured a sponsorship from Dick's Sporting Goods, with a cash value of over \$3,600. She said this sponsorship will include a variety of supplies for our sports programs and leagues. Some examples of the items included are: soccer balls, pinnies, cones, ball bags, catchers gear sets, softballs and first aid kits. Ms. Kasuba said there will also some coupons and shopping events available to share with our participants.

Special Facilities Committee, Ms. Fagan, Chairperson
Recreation Management Software Upgrade

Ms. Fagan said she has an action item: the Park District currently utilizes Vermont Systems Inc. (VSI) RecTrac v.10.3 (y04) software to meet its recreation management software needs for activities such as program registration, membership management, facility reservations, and point of sale/cash register. In 2014 VSI released RecTrac 3.1, a new updated web-based version of the software. Ms. Fagan said the Park District has been considering upgrading for 2+ years, but staff now feel this is the ideal time to move forward; they believe new software will help improve efficiencies and productivity, provide an improved patron experience, allow for greater mobility, and provide staff with custom reporting options for

analytical purposes. Ms. Fagan explained that the Recreation Management Software industry has become much more competitive in the last few years so staff investigated other software companies including CivicRec, Community Pass, and ACTIVE Network, to name a few, as well as VSI's RecTrac 3.1; an evaluation process consisting of visiting vendors at both NRPA and IPRA conferences, online research, viewing webinars, and gaining insight and feedback from other park districts was conducted. Ms. Fagan continued that upon reviewing the research and taking the key components of functionality, expense to the Park District, data migration, hosting options, direct marketing capabilities, and the self-serve online transaction process into consideration, staff recommends VSI to be the continued provider of our recreation management software.

Ms. Fagan said staff would begin work with VSI representatives to develop a timeline for implementation, potentially scheduled for a test migration in October 2019 with live migration taking place in late January/early February 2020, in line with the release of the Park Districts spring 2020 brochure. Ms. Fagan mentioned the 2019/20 Capital Budget includes \$35,000 for recreation software updates and staff is requesting approval of a not-to-exceed amount of \$35,000 to VSI for implementation of RecTrac 3.1. She said this amount would include the cost of on-site training for both test and live migration weeks, any additional software, the purchase of supporting hardware, and any unforeseen additional expenses.

Mr. Eckelberry specified that the actual upgrade is free, but the charge is to complete the data migration and make sure the hardware is compatible. Ms. Gunsteen asked if there was a lot of down time expected. Mr. Eckelberry responded that when his company went through this, they were down approximately one day. Ms. Gunsteen asked what is the back-up plan for the down time. Ms. Heathcote said any incoming registrations could be handled manually, if needed. Mr. Romejko clarified that there are manual systems in place for POS, for example, when power goes out. Mr. Eckelberry said the upgrade provides an opportunity for many customizable reports. With no further discussion, Ms. Stocks motioned to approve, seconded by Ms. Fagan. **Motion carried.**

Villa Olivia Committee, Mr. Lewis, Chairperson

Father's Day BBQ & Golf Promotion

Mr. Eckelberry said the annual Father's Day BBQ Brunch will take place on Sunday, June 16th with seatings from 9:30am to 2:30pm. In order to encourage both brunch and golf, Dads will receive 50% off of both, with a full-priced family member.

ATM Now Available at Villa Olivia

Mr. Eckelberry announced that there is now an ATM available at the facility. He said customers from all three operations (golf, winter sports, and food & beverage) have made the request to have one available on site. He said the District has partnered with Automated Machine Management to provide an ATM at Villa Olivia and will receive \$1 for each transaction at the machine.

Personnel Committee, Mr. Lewis Chairperson

No report.

Community Relations and Legislative Issues Committee, Mr. Eckelberry, Chairperson
Ordinance 19-05, 4th of July Event

Mr. Eckelberry said his action item is for 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, prohibits animals from the festival grounds, and sets procedures in the event of activation of the ThorGuard system. He said staff recommends approval of this ordinance. Ms. Palmer motioned to approve, seconded by Ms. Gunsteen. **Motion carried.**

Illinois House Bill 62

Mr. Eckelberry provided information about House Bill 62. He explained our state legislators were busy in Springfield passing a number of new laws, approving a budget and creating House Bill 62. He said he was digging for weeks and found the Bill which includes funds allocated to the Bartlett Park District. He said \$125,000 is currently allocated for the renovation of the locker room at Bartlett Aquatic Center, to create a family changing room. In addition, he said the District will receive \$15,000 to allow for a purchase of a used snow making machine for Villa Olivia. Mr. Eckelberry said the Governor hasn't signed it yet. Ms. Fletcher said we are very appreciative of our State Senator, Tom Cullerton, and State Representatives, Diane Pappas and Karina Villa, for their support of the District. Ms. Palmer said she believes our Legislators wanted to give to many versus a few, based on need. Ms. Gunsteen asked how this will work and if there is a timeline. Mr. Eckelberry responded that he heard a rumor that it is a 3-5 year plan and is unsure of what will actually happen. Ms. Fletcher stated that this type of Bill has only happened one other time that she is aware of and the Board asked for what they felt was important. Mr. Eckelberry said that when the Legislator asks if you have any capital projects, as there may be a capital bill, you give them projects!

Old Business

None.

New Business

None.

Resident Comments

None.

Closed Session:

Ms. Palmer 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. Also under Section 2 (c)(1) for the discussion of appointment, performance, or dismissal of specific employees of the District; seconded by Ms. Stocks. **Motion carried.**

Mr. Eckelberry asked for a roll call vote to adjourn into closed session:

AYES: Eckelberry, Palmer, Gunsteen, Stocks, Kasuba, Fagan

NAYS: None

ABSENT: Lewis

Motion approved at 7:52 pm.

Reconvening of Regular Committee Workshop Meeting

President Eckelberry called the meeting back to order at 8:15 pm and called for the roll. Commissioners answering present were: Stephen M. Eckelberry, Lori Palmer, Susan M. Stocks, Diana Gunsteen, Dale Ann Kasuba and Jody E. Fagan. Commissioner Theodore J. Lewis was absent.

Staff member present was Rita Fletcher, Executive Director.

Action Resulting from Closed Session

President Eckelberry indicated that the Board had recommended the full release of Closed Session Meeting Minutes from 12/18/18 and 1/11/05. All other Closed Session Minutes should remain closed. Ms. Stocks moved to release of the specific dates listed, seconded by Ms. Palmer. **Motion carried.**

Adjournment

There being no further business before the Board, Ms. Stocks moved to adjourn the meeting, seconded by Ms. Gunsteen. **Motion carried at 8:17 pm.**

Minutes Approved by the Board on June 25, 2019.

By: *Rita Fletcher*

Rita Fletcher, Board Secretary