

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, AUGUST 27, 2019**

Call to Order

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

Roll Call

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

Staff members present were Executive Director Rita Fletcher, Superintendent of Recreation Kimberly Dasbach, Superintendent of Parks & Planning Kelly O'Brien and Superintendent of Business Services Kevin Romejko and Superintendent of Special Facilities Lynsey Heathcote.

Pledge of Allegiance

President Eckelberry led the Pledge of Allegiance.

Presentation

Dale Erdman – 15 Years of Service

Mr. Eckelberry asked Mr. Dale Erdman to come forward as the Board would like to recognize him for his 15 years of service to the Park District. Mr. Eckelberry read a letter from the Board outlining some of the accomplishments that Dale has achieved since he started in 2004. Mr. Erdman thanked the Board for the letter and stated he has enjoyed his time at the park district.

Approval of Minutes

Ms. Palmer moved to approve the minutes of the July 23, 2019 Regular Board Meeting and the August 13, 2019 Committee Workshop Meeting, seconded by Ms. Palmer. ***Motion carried.***

Resident Comments

None.

Monthly Treasurer's Report, Ms. Gunsteen Chairperson

Ms. Gunsteen moved to approve the Monthly Treasurer's Report for August 2019, seconded by Ms. Stocks. ***Motion carried.***

Finance Committee Report, Ms. Gunsteen Chairperson

Resolution 19-06 – NWSRA Assessment

Ms. Gunsteen stated that the Finance Committee recommended approval of Resolution R-19-06 which accepts the NWSRA Assessment in the amount of \$249,650.24. Mr. Lewis motioned to accept the revisions as presented, seconded by Ms. Palmer.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Fagan

ABSTAIN: None

Passed and approved this 27th day of August 2019.

Policy 5.70 – Capital Asset Policy

Ms. Gunsteen reported that the Finance committee recommended approval of Policy 5.70 Capital Asset Policy. This policy was created on recommendation of the park district's audit firm Lauterbach & Amen. Ms. Gunsteen motioned to approve the new policy, seconded by Ms. Palmer. **Motion Carried.**

Planning Committee Report, Ms. Palmer Chairperson***Valley View Bid Results***

Ms. Palmer informed the Board that at the August Committee Meeting the Planning Committee recommended approval of hiring Hacienda Landscaping for the amount of \$118,916.00 to remove and replace the playground equipment at Valley View Park. Ms. Palmer moved to approve the hiring of Hacienda Landscaping, Seconded by Ms. Stocks. **Motion Carried.**

Free To Be Playground Project

Ms. Palmer asked Ms. Fletcher to speak about the Inclusive Playground Project. Ms. Fletcher explained the process that staff and the Bartlett Parks Foundation Board has gone through to get to this point. Ms. Fletcher stated the Foundation Board went through display boards from six different playground manufactures and they have narrowed it down to their top two. The two Boards were presented to the park board and discussion ensued about all the different types of equipment. The budget for the playground equipment is \$178,000 in a regular neighborhood playground the budgeted amount for equipment is around \$42,000. Ms. Palmer made a motion to approve the Burke Playground Design proposal number 121012, seconded by Mr. Lewis. **Motion Carried.**

Building and Grounds Committee Report, Ms. Stocks Chairperson***BCC Driveway Improvements***

Ms. Stocks stated the Building and Grounds Committee had recommended approval of hiring of A&A Paving for the amount of \$23,520 to remove and replace approximately 10,982 square feet of asphalt at Bartlett Community Center. Ms. Socks made a motion to approve the hiring of A & A Paving, seconded by Mr. Lewis. **Motion Carried.**

BAC – Lazy River Painting

Ms. Stocks stated the Building and Grounds Committee recommended the approval of hiring Nedrow Decorating, Inc., for the amount of \$24,450 to repaint the lazy river at Bartlett Aquatic Center. Ms. Stocks made a motion to approve hiring Nedrow Decorating, Inc., seconded by Ms. Gunsteen. **Motion Carried**

Recreation Committee Report, Ms. Kasuba Chairperson***Bartlett Raiders Sponsorship Request***

Ms. Kasuba reported that the Recreation Committee recommended approval of the Bartlett Raiders request to display six 4x4 sponsorship banners at Koehler Football field during their season. Mr. Lewis made a motion to approve the request by the Bartlett Raiders, seconded by Ms. Gunsteen. **Motion Carried.**

Special Facilities Committee Report, Ms. Fagan Chairperson

No Report

Villa Olivia Committee Report, Mr. Lewis Chairperson

No Report

Personnel Committee Report, Mr. Lewis Chairperson

No Report

Community Relations and Legislative Issues Committee Report, Mr. Eckelberry, Chairperson

No Report

Executive Director's Report, Ms. Fletcher

Bill List

Ms. Fletcher recommended approval of the August 2019 Bill List. Ms. Palmer moved to approve the Bill List as presented, seconded by Ms. Stocks. **Motion carried.**

Bartlett Parks Foundation Twi-light Golf Outing

Ms. Fletcher reported that the Bartlett Parks Foundation and the Bartlett Park District will be hosting the Twi-light Golf Outing on Friday September 13th at Apple Orchard Golf Course. The Special Facilities staff oversees the actual event while the Parks Department is responsible for setting up all the night lighting throughout the course.

Superintendent of Recreation Report, Ms. Dasbach

Entrance Sign – Bartlett Nature Center

Ms. Dasbach announced that the IDNR has added identification names and logos on the new entrance sign that was built in 2018 as an Eagle Scout Project by Scott Dudek from Troop 66. It is great to finally see this project completed.

Superintendent of Villa Olivia Report, Mr. Pope

Golf Promotions

Ms. Fletcher reported that Villa Olivia is currently running two golf promotions to bring in new golfers as we are working with Groupon and a new company Golf Moose. To date we have sold 144 rounds through Groupon and 410 rounds through Golf Moose.

Superintendent of Parks and Planning Report, Ms. O'Brien

Annual Maintenance at BCC

Ms. O'Brien reported that annual maintenance is in progress at Bartlett Community Center. Work was done at the LifeCenter the first week of August. The second week staff worked in the Preschool wing, cleaning carpets and painting. New this year all the sink countertops in the preschool rooms were replaced. The last two weeks of the month staff has been busy working at Splash Central and staff replaced all the grates in the pool to be compliant with the Virginia Graeme Baker Act.

Superintendent of Business Services Report, Mr. Romejko

Business Services Annual Report

Mr. Romejko announced that he will be giving a brief recap of the Business Services annual report for 2018-19. The report includes statistics in the areas of payroll, human resources, accounts payable, cash management, accounts receivable and information technology. In payroll this year we saw a decrease in total wages of 1.15% from the previous year. The Park District staff is comprised of individuals that range in age from 15 to 87 and 66% percent of our staff reside in Bartlett. This current year the big project the department is working on is the switch to Paycom Payroll and Human Resource

Management System which will be fully operational in October 2019. Overall it was a good year for the Business Services Department with a variety of positive things going on in every area.

Superintendent of Special Facilities Report, Ms. Heathcote

LifeCenter Annual Closure Update

Ms. Heathcote reported that the LifeCenter completed some projects during the annual closure this month. The stretching area was moved to the open space near the entrance to the track and rubberized flooring and core equipment was added. Thick rubberized flooring was installed under the motion cage rig and new equipment was added. All the changes have been met with good reviews by the members.

Old Business

No business.

New Business

No business.

Adjournment

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

Motion carried at 8:16pm.

Minutes Approved by the Board on September 17, 2019.

By: *Rita Fletcher*
Rita Fletcher, Board Secretary