

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, SEPTEMBER 10, 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, Theodore J. Lewis, Susan M. Stocks, Dale Ann Kasuba and Jody E. Fagan.

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

2018-19 Comprehensive Annual Financial Report Presentation

Ms. Gunsteen introduced Brad Porter from Lauterbach & Amen who will be presenting a recap of the Comprehensive Annual Financial report. Mr. Porter thanked the Board for the opportunity to speak tonight. To start with he wanted say thank you to Kevin Romejko and his staff for all their help with this process. Mr. Porter said since the Board has received the report he will just give an overview. The first page he wanted to point out was page seven which shows the park district received the Certificate of Achievement in Financial reporting in 2018. On page eight Lauterbach & Amen gave Bartlett Park District an unmodified clean opinion which is the best opinion that can be given. Mr. Porter pointed out that page ten gives the financial highlights for the year in summary and the rest of the report breaks everything down by individual funds. Overall the districts net position of government activities increased as result of this year's operations. Net position of government activities increased by \$1,976,589 or 6.0 percent. Mr. Porter explained the difference between a major fund and a non major fund. He stated overall the park district is in a good position. Ms. Gunsteen thanked Mr. Porter for being at the meeting. Mr. Eckelberry made a motion to accept the report, seconded by Ms. Stocks. ***Motion Carried.***

Purchase Orders Between \$5000 and \$15,000.

Ms. Gunsteen stated the next order of business was for approval of purchase orders from June 2019 through August 2019. Mr. Lewis made a motion to approve, seconded by Ms. Palmer. ***Motion Carried***

Planning Committee, Ms. Palmer, Chairperson

BCC – Landscape Renovation Project

Ms. Palmer said last fall the board reviewed concept plans to replace and update the landscaping in front of Bartlett Community Center which included replacing the existing

block wall around the two raised middle landscape beds. On September 5th the bid opening was held and five bids were received. Staff is asking for approval to hire Americana Landscape Group for the amount of \$52,838.00. Mr. Lewis made a motion to approve hiring Americana Landscape Group, seconded by Mr. Eckelberry. **Motion Carried**

BCC – Window & Wall Repair Project

Ms. Palmer reported that the district will be going out for bid on September 11th for the Window & Wall project and the results will be presented at the October committee meeting.

Building and Grounds Committee, Ms. Stocks, Chairperson

Brush Chipper Replacement

Ms. Stocks announced that as part of the capital improvement plan we are looking to purchase a used 2012 Vermeer Brush Chipper to replace the current 1998 chipper. Staff is requesting approval to purchase a 2012 chipper from Vermeer Midwest for the amount of \$23,900. Ms. Palmer made the motion to approve, seconded by Mr. Lewis. **Motion Carried.**

Recreation Committee, Ms. Kasuba, Chairperson

Preschool

Ms. Kasuba said preschool is in full swing at the community center as we have classes for three year olds, four year olds and pre-k. Currently we have 184 students enrolled which is similar to the past two years. This year we have added seven new preschool staff and we will be going through the DCFS renewal process this year to maintain our DCFS license.

Special Facilities Committee, Ms. Fagan, Chairperson

Rockford Boys and Girls Club Request

Ms. Fagan reported the Rockford Boys & Girls Club are requesting to host their National Summer Classic Basketball Tournament at Bartlett Community Center from July 31st – August 2nd. Mr. Eckelberry made a motion to approve, seconded by Ms. Palmer. **Motion Carried.**

Halloween Flick & Float

Ms. Fagan stated that on Friday October 18th the park district will be hosting a flick and float at Splash Central. The movie will be “The Nightmare Before Christmas” and the movie starts at 6:30pm.

Villa Olivia Committee, Mr. Lewis, Chairperson

Golf Events

Mr. Lewis wanted to let the Board know that we have a couple of golf special events coming up. The first one is a new Family Fun Golf Day that will be taking place at Villa Olivia on September 22nd and on September 29th at Apple Orchard. We will also be hosting a Spooky Scramble on October 27th at Villa Olivia that features a two person scramble for 18 holes.

Personnel Committee, Mr. Lewis Chairperson

No report.

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

No Report

Old Business

Ms. Palmer said she thinks the new fence at Apple Orchard Golf Course looks very nice.

New Business

None.

Resident Comments

None.

Adjournment

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting, seconded by Ms. Gunsteen. **Motion carried at 7:55pm**

Minutes Approved by the Board on September 17, 2019.

By: Rita Fletcher

Rita Fletcher, Board Secretary