

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 17, 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, Dale Ann Kasuba and Jody Fagan.

Staff members present were Executive Director Rita Fletcher, Superintendent of Recreation Kimberly Dasbach, Superintendent of Villa Olivia Peter Pope, 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.

Approval of Minutes

Mr. Lewis moved to approve the minutes of the August 27, 2019 Regular Board Meeting and the September 10, 2019 Committee Workshop Meeting, seconded by Ms. Stocks. **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

FY 2018-19 Comprehensive Annual Financial Report

Ms. Gunsteen stated that the Finance Committee recommended acceptance of the Fiscal Year 2018-19 Comprehensive Financial Report that was presented by Lauterbach & Amen at the September Committee meeting. Ms. Gunsteen motioned to accept the report as presented, seconded by Ms. Stocks **Motion Carried**

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

Ms. Gunsteen reported that the Finance committee recommended acceptance of the purchase orders between \$5,000 and \$15,000 for the time period of June 2019 through August 2019. Ms. Gunsteen motioned to accept the list as presented, seconded by Ms. Palmer. **Motion Carried.**

Planning Committee Report, Ms. Palmer Chairperson

Free To Be Me Playground Project

Ms. Palmer introduced Joe Brusseau from Hitchcock Design Group to give the Board an update on the playground project at Bartlett Park. Mr. Brusseau thanked the Board for allowing him to speak tonight and he presented an overview of the concept plan, the playground equipment and spoke about the rubber surfacing that will be installed. Mr. Brusseau then answered questions from the

Board and stated that we are on target to submit the plans for review this fall and go out to bid in January 2020 with completion schedule for the middle of June. Ms. Palmer made a motion to accept the plan as presented, seconded by Ms. Stocks. **Motion Carried**

Bartlett Community Center – Landscape Renovation Project

Ms. Palmer stated the Planning Committee recommended the approval of hiring Americana Landscape Group for the amount of \$52,838 for the landscape renovation project at Bartlett Community Center. Ms. Palmer made a motion to approve the hiring of Americana Landscape Group, seconded by Ms. Stocks. **Motion Carried.**

Building and Grounds Committee Report, Ms. Stocks Chairperson

Brush Chipper Replacement

Ms. Stocks stated the Building and Grounds Committee had recommended the approval to purchase a 2012 Vermeer Brush Chipper from Vermeer Midwest for the amount of \$23,900.

Ms. Socks made a motion to approve the purchase from Vermeer Midwest, seconded by Ms. Palmer.

Motion Carried.

Construction Management Firm – BCC Repairs

Ms. Stocks stated that staff is requesting to hire a construction management firm to oversee the Bartlett Community Center Window/Wall repair Project. Their scope of work would include: Coordination and scheduling of work, submittal review, and supervision of trade contracts along with coordination with architects, owners and inspectors. Staff is requesting Board approval to hire Fredrick Quinn Construction for the amount of \$46,678. Discussion ensued. Ms. Stocks made a motion to approve hiring Fredrick Quinn Construction, seconded by Ms. Palmer. **Motion Carried**

Recreation Committee Report, Ms. Kasuba Chairperson

No Report

Special Facilities Committee Report, Ms. Fagan Chairperson

Rockford Boys and Girls Club - National Summer Classic

Ms. Fagan reported that the Special Facilities Committee recommended approval for the Rockford Boys and Girls Club to host their National Summer Classic Basketball tournament at Bartlett Community Center from July 21- August 2, 2020. Ms. Fagan made a motion to approve the request, seconded by Ms. Gunsteen. **Motion Carried.**

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 September 2019 Bill List. Ms. Stocks moved to approve the Bill List as presented, seconded by Ms. Gunsteen. **Motion carried.**

Schrade Gym Update

Ms. Fletcher reported that on September 20th staff and members of Williams Architects will be doing an 11 month walk through of Schrade Gym to see if any issues have come up since we completed construction. Ms. Fletcher also reported that unrelated to the construction the exterior walls have started to develop cracks and some of the precast stems are beginning to deteriorate. Staff has been in discussion with a precast repair company about fixing the problems.

Superintendent of Recreation Report, Ms. Dasbach***Bartlett Nature Center Report***

Ms. Dasbach presented her yearly report on Bartlett Nature Center. The number of participants in summer camps and enrichment classes have continued to go up each year. Since 2016 we have seen an increase of 654 campers at the nature center. We have also had an increase in the popularity of overnight events with scouts as there were 33 events held this past year. There were 15 junior naturalists that helped us out this summer by volunteering over 1900 hours of service. Overall it was another strong year at the Nature Center and staff is busy working on new ideas for next year.

Superintendent of Villa Olivia Report, Mr. Pope***Golf Course Fall Updates***

Mr. Pope reported that annual greens aerification will be taking place at Villa Olivia on September 23-24th and at Apple Orchard Golf Course on September 16th. Fall rates for golf will start on September 24th.

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

Ms. O'Brien reported that staff has shut down Bartlett Aquatic Center and the spray playgrounds at Blue Heron Park and Leiseberg Park. Staff has been busy applying a fall fertilization on the athletic fields to help improve the turf quality. Staff has also added 150 yards of mulch to several landscape beds along with 18 tons of sand was added to 6 sand play areas.

Superintendent of Business Services Report, Mr. Romejko***Launch of Payroll and Human Resources Management System***

Mr. Romejko announced the District went live with PayCom on Monday September 9, 2019. To ensure a smooth launch many steps were taken during the implementation process. Mr. Romejko and Human Resources Manager Alison Reicher participated in 40 hours of onsite and webcast training. Additionally, eight employee trainings were held. The first paycheck issued utilizing the Paycom system will occur on October 2, 2019.

Superintendent of Special Facilities Report, Ms. Heathcote***Assistant Aquatics Manager***

Ms. Heathcote introduced Grant Gilchrist our new Assistant Aquatics Manager. Grant has worked for the park district part time since 2011 working as swim lesson instructor and coordinator, life guard and assistant swim team coach. Grant started full time on September 4th.

Old Business

Mr. Lewis thanked the staff for all their hard work on the Foundation Golf Outing, it was a great event.

New Business

No business.

Adjournment

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

Motion carried at 8:15pm.

Minutes Approved by the Board on October 22, 2019.

By: Rita Fletcher
Rita Fletcher, Board Secretary