

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, AUGUST 28, 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, Stephen M. Eckelberry, Nicholas A. Mostardo, Theodore J. Lewis, Lori A. Palmer, and Diana Gunsteen. Commissioner James A. Mansfield 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.

Guests: Alison Reicher

Recording Secretary Kim Monforti took the minutes.

**Pledge of Allegiance**

President Stocks led the Pledge of Allegiance.

**Approval of Minutes**

Mr. Mostardo moved to approve the minutes of the August 14, 2018 Committee Workshop Meeting, seconded by Mr. Eckelberry. **Motion carried.**

**Resident Comments**

None

**Monthly Treasurer's Report, Mr. Mostardo Chairperson**

Mr. Lewis made a motion to approve the Monthly Treasurer's Report for June 2018, seconded by Mr. Mostardo. **Motion carried.**

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

**Resolution 18-06 NWSRA Assessment**

Mr. Mostardo stated that each year the Park District adopts a resolution which accepts the Northwest Special Recreation Association Assessment as determined by the NWSRA Board of Trustees. This year the assessment amount is \$242,067.86 which is a slight increase over last year. Staff is requesting Finance Committee approval of Resolution 18-06. Mr. Mostardo made a motion to approve, seconded by Mr. Mansfield. **Motion carried**

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

NAYS: None

ABSENT: Mansfield

ABSTIAN: None

***Passed and Approved this 24th day of July 2018.***

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

**Resolution 18-07 Free To Be Me Playground Project - OSLAD Grant**

Mr. Eckelberry said the Bartlett Park District and the Bartlett Parks Foundation have been working together to raise funds for the Free To Be Me Playground Project at Bartlett Park. The Illinois Department of Natural Resources has announced that applications are now being accepted for Open Space Land Acquisition Development (OSLAD) grants which is the first time in several years. In the

past the park district has been awarded grants for different projects thru the OSLAD program as this is a matching grant up to \$400,000. Staff is working with Hitchcock Design Group to submit a grant for the Free To Be Me playground project. As part of the process the Park District Board needs to approve a resolution allowing us to move forward in applying for the grant. Staff is requesting the Planning Committee approve Resolution 18-07 for the OSLAD Grant. Mr. Mostardo made a motion to approve, seconded by Mr. Mansfield. **Motion carried**

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

NAYS: None

ABSENT: Mansfield

ABSTIAN: None

***Passed and Approved this 24th day of July 2018.***

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

No business

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

#### **Website Redesign**

Ms. Gunsteen mentioned the Recreation Committee recommended approval of a purchase for \$18,900 for the website redesign for Weblinx Incorporated. The Recreation Committee is requesting the approval of a purchase order at the cost of \$18,900 for the website redesign for Weblinx Incorporated. Ms. Gunsteen made a motion to approve, seconded by Mr. Mostardo. **Motion carried**

#### **Bartlett Raiders Athletic Association Sponsorship**

Ms. Gunsteen stated the Recreation Committee recommended approval of the Bartlett Raiders Athletic Association request of six 4x4 sponsorship signs/banners at Koehler Football Field for the 2018 season. Ms. Gunsteen made a motion to approve, seconded by Mr. Eckelberry. **Motion carried**

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

#### **USA Youth Hoops Chicago Classic**

Ms. Stocks said the Special Facilities Committee recommended approval of the USA Youth Hoops Chicago request to use Bartlett Community Center Gymnasium on Saturday and Sunday, May 25 & 26, 2019 to host a boys' basketball tournament for teams' age 10-17 years old. As in previous tournaments they expect approximately 250 players. USA Youth Hoops will provide a certificate of insurance. Ms. Stocks made a motion to approve, seconded by Mr. Eckelberry. **Motion carried**

#### **National Summer Classic**

Ms. Stocks stated that the Special Facilities Committee recommended approval of the National Summer Classic request to use Bartlett Community Center Gymnasium Friday-Sunday, August 2-4, 2019 to host a boys and girls basketball tournament for teams' age 9-15 years old. As in previous tournaments they expect approximately 150 players. National Summer Classic will provide a certificate of insurance. Ms. Stocks made a motion to approve, seconded by Mr. Eckelberry. **Motion carried**

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

#### **Roof Repairs and Improvements**

Mr. Lewis said the Villa Olivia Committee recommended the acceptance of a bid from Fillotto Roofing for the Villa Olivia Roof Repairs and Improvements Project for the amount of \$51,940.00. Mr. Lewis made a motion to approve, seconded by Mr. Eckelberry. **Motion carried**

### **Personnel Committee Report, Mr. Lewis Chairperson**

No business

### **Community Relations and Legislative Issues Committee Report, Ms. Stocks, Chairperson**

Ms. Stocks mentioned that Heritage Days is coming up the weekend after Labor Day.

**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. Eckelberry. **Motion carried.**

**Schrade Gym**

Ms. Fletcher stated the Schrade gym project is making progress but it's a week or two behind schedule. It has been more challenging at times than planned due to undiscovered conditions in the building that have required design changes. These included undocumented utilities for duct work and plumbing, having to remove asbestos in two different locations, etc. All of these items have been resolved but have delayed some work being done so we don't feel everything will be completed by the end of September, it will be closer to mid-October. We are working out the details with IDNR to make sure this will not impact our PARC grant. Lots of progress has been made in the last two weeks. Ms. Gunsteen asked if pushing back the date will affect any potential rentals or programs, Ms. Fletcher said it may only effect a week or two. Mr. Mostardo asked if the IDNR has responded to extension request, Ms. Fletcher said she hasn't been in contact with them yet because the discussion just happened last Friday. Ms. Fletcher doesn't anticipate a problem since the IDNR reached out asking how the progress is going and if an extension was needed.

**Superintendent of Recreation Report, Ms. Dasbach****IPRA Leadership Academy**

Ms. Dasbach mentioned that Recreation Manager Eric Eichholz has been accepted into the 2018/2019 IPRA Leadership Academy. He will be participating in the "Team Level" track of the academy. It's an application process and the park district has been sending other employees for the past 5 years. The academy will meet one day per month for six months. The program starts this September.

**Superintendent of Villa Olivia Report, Mr. Pope****Water Tower**

Mr. Pope reported that the Village has completed the painting of the water tower. They will sealcoat the pavement underneath the tower where our golf carts are parked. Which will be done by September 6th at the latest. Once completed we will be able to relocate our carts back to their location. This is a great improvement, and will enhance the image of Villa Olivia and has great visibility at the intersection on Lake Street.

**Superintendent of Parks and Planning, Ms. O'Brien****Annual Maintenance at BCC**

Ms. O'Brien stated that the annual maintenance is in progress at the Bartlett Community Center. The first week of August staff worked in the LIFECENTER painting walls, deep cleaning all areas, locker repairs, checked all plumbing operations, and rebuilt shower valves. New this year, staff replaced 27 ceiling and 12 wall light bulbs to LED bulbs. This will improve energy efficiencies and increase a cost savings. The second week staff worked in the preschool wing. Were on our our last week at Splash. The pool is being refilled and were now onto acid washing the pools. The tropical fish slide has been removed to get refurbished.

**Superintendent of Business Services Report, Mr. Romejko****Human Resources Manager**

Mr. Romejko introduced Alison Reicher, the new Human Resources Manager to the Board. She began working for the District on Monday, July 30. Alison comes to our team from the Glenview Park District where she most recently served as Human Resource Specialist. While at Glenview Alison also held the roles of Customer Service & Rentals Supervisor and Aquatics Administrative Assistant. Alison is a graduate of the University of Iowa with a Bachelor of Arts degree in Psychology & Human Relations. Additionally, she holds a Master of Science degree in School Counseling from National Lewis University. Alison is a Society of Human Resource Management Certified Professional (SHRM-

CP). Alison and her family are new residents of Bartlett. Please join me in welcoming Alison to the team at the Bartlett Park District!

**Business Services Department Annual Report**

Mr. Romejko stated included is the Business Services Department Annual Report for fiscal year 2017-18. The report includes accomplishments, data, and statistics in the areas of payroll, human resources, accounts payable, cash management, accounts receivable, and information technology. One thing interesting to point is the payroll wages had a slight increase from the previous year at 1.3%. Of our employees 61% reside in Bartlett. The Park District tries to give younger people their first job opportunity and currently 52% of our staff are high school and college age of 16-22 year old.

Mr. Romejko mentioned in Business Services the Accounting department conduct unannounced POS cash audits, at least 3 times a year for seasonal operations 6 times a year for full time operations. In the IT Department, Dale Erdman has put together a 5 year written information plan for technology, that will forecast fiscal year 18/19 - 22/23 and he has listed out some strategic initiatives.

Mr. Romejko noted that currently staffing is struggling a little to fill open positions. An article in USA Today reported that candidates are scheduling interviews and not showing up or even getting hired and not showing up on their first day of work. Other Park Districts and companies are also struggling to attract candidates. Mr. Lewis asked if we've done a study of our salaries, Mr. Romejko responded that currently there's a little bit of a better economy and people have more choices. Ms. Gunsteen asked if there any relationship between years 14/15 - 15/16 with a significant decrease in wages and if that's when it was first noticed. Mr. Romejko said that he's noticed it more recent with not being able to fill positions. Ms. Fletcher stated that the biggest notice in the grounds area at Villa Olivia and the Parks department. The Parks department hasn't had a full staff in 3 years in Grounds department and the current employees have to work overtime to play catch up.

**Superintendent of Special Facilities Report, Ms. Heathcote**  
**Aquatics Community Input Meeting**

Ms. Heathcote announced that there will be two Aquatics Community Input Meetings that will be held on Thursday, August 30 at the Bartlett Community Center and are hoping for a good crowd. Patrons will have the opportunity to meet Alison Mielitz, and share feedback on their experiences at Splash Central. We are currently evaluating the Splash Central operations and this important feedback will help us plan ahead to potentially implement some positive changes in the near future. Ms. Gunsteen asked if resident can't make those meeting are there other options for them to give feedback. Ms. Heathcote said that there is contact information on the flyer for Alison Mielitz, to call, email or stop by the Community Center.

**Old Business**

No business.

**New Business**

No business.

**Adjournment**

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

**Motion carried at 7:52pm.**

Minutes Approved by the Board on September 11, 2018.

By: \_\_\_\_\_  
Rita Fletcher, Board Secretary