

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, FEBRUARY 28, 2017**

Call to Order

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

Roll Call

Vice President Stocks called for the roll. Commissioners answering present were: Susan M. Stocks, Kenneth N. Woods, Lori A. Palmer, James A. Mansfield, and Nicholas A. Mostardo. President Theodore J. Lewis and Commissioner Stephen M. Eckelberry were absent.

Staff members present were Executive Director Rita Fletcher, Superintendent of Special Facilities Steven Karoliussen, Superintendent of Recreation Kimberly Dasbach, Superintendent of Villa Olivia Peter Pope, Superintendent of Parks and Planning Kelly O'Brien and Superintendent of Business Services Kevin Romejko.

Recording Secretary Stephanie Baxter took the minutes.

Pledge of Allegiance

Vice President Stocks led the Pledge of Allegiance.

Approval of Minutes

Mr. Woods moved to approve the minutes of the January 24, 2017 Regular Board Meeting and the February 14, 2017 Committee Workshop Meeting, seconded by Ms. Palmer. ***Motion carried.***

Resident Comments

None.

Monthly Treasurer's Report, Mr. Woods Chairperson

Mr. Woods moved to approve the Monthly Treasurer's Report for January 2017, seconded by Mr. Mostardo. ***Motion carried.***

Finance Committee Report, Mr. Woods Chairperson

No business.

Planning Committee Report, Ms. Stocks Chairperson

Ordinance 17-01 – Annexation of Property

Ms. Stocks explained that Ordinance 17-01 will allow the park district to annex the property known as Bartlett Pointe West, as this section of property was not annexed in 2002 with the rest of the Bluff City property. Mr. Mostardo made a motion to approve Ordinance 17-01, seconded by Mr. Woods.

AYES: Stocks, Woods, Palmer, Mansfield, Mostardo

NAYS: None

ABSENT: Lewis and Eckelberry

ABSTAIN: None

Passed and Approved this 28th day of February 2017.

Humbracht Playground Replacement

Ms. Stocks stated that the playground at Humbracht Park is scheduled to be replaced this spring as part of the capital improvement plan. The Planning Committee has recommended the approval to purchase playground equipment from Cunningham Recreation in the amount of \$69,000. The Planning Committee also recommends hiring E. Hoffman, Inc. in the amount of \$73,377.60 to remove existing playground material, install new concrete curb, asphalt paving, and playground installation. Ms. Stocks made a motion to approve the playground replacement at Humbracht Park, seconded by Mr. Mansfield. Mr. Mostardo asked how long the park would be out of service while the work is being completed. Ms. Fletcher said it would be approximately two months. Mr. Woods inquired about the old equipment and Ms. Fletcher reminded the Board that it would be donated to the “Kids Around the World” organization. **Motion carried.**

Building and Grounds Committee Report, Mr. Mansfield Chairperson***BCC – 3rd Floor Carpet Replacement***

Mr. Mansfield announced that, as part of the capital improvement plan, the carpet is scheduled to be replaced this year on the 3rd floor at Bartlett Community Center which includes the hallway, staff offices, elevator and conference room. This project will consist of removing the existing carpeting and installing approximately 1,000 square feet of new carpet. The Building and Grounds Committee has recommended the approval to hire Commercial Specialist, Inc. in the amount of \$25,021 to remove and replace the 3rd floor carpet. Mr. Mansfield made a motion to approve this request, seconded by Mr. Mostardo. **Motion carried.**

Accessibility Projects

Mr. Mansfield explained that as part of the ADA transition plan, asphalt work is needed at Trails End Park. The project consists of removing and replacing the asphalt path in order to meet ADA standards for slope and drainage. The Building and Grounds Committee recommends the approval to hire Allstar Asphalt, Inc. in the amount of \$28,075. Mr. Mansfield made a motion to hire Allstar Asphalt, Inc. to remove and replace the asphalt path at Trails End Park at the cost of \$28,075. Ms. Palmer seconded the motion. **Motion carried.**

Recreation Committee Report, Mr. Mostardo Chairperson***National Night Out 2017***

Mr. Mostardo announced that The Village of Bartlett has requested approval to use several areas and facilities as part of the Bartlett Police Department’s annual National Night Out events from Friday, July 28th through Wednesday, August 2nd, 2017. All appropriate liability insurance and permits will be required for certain activities. Mr. Mostardo motioned to approve the request, seconded by Mr. Woods. **Motion carried.**

Special Facilities Committee Report, Mr. Eckelberry Chairperson***Village Church of Bartlett Request***

Ms. Stocks announced that the Village Church of Bartlett has requested the use of Bartlett Park, Bartlett Park Gazebo and the Log Cabin for their annual Easter Egg Hunt on Saturday, April 15, 2017 from 8:00am–2:00pm. They will have amplified sound which will require a Village sound permit. Ms. Stocks motioned to approve their request, seconded by Mr. Mostardo. **Motion carried.**

Villa Olivia Committee Report, Ms. Palmer Chairperson**Water and Sewer Service to Maintenance Shop**

Ms. Palmer explained that we have been working with Williams Architects and CEMCON to work on the water and sewer service designs at the Villa Olivia Maintenance Shop. On Thursday, February 23, 2017, there was a bid opening and five bids were received. Staff is recommending that the Board reject all bids. Ms. Fletcher added that prices have gone up and therefore costs for the project came in \$50,000 over budget. She said that a meeting is scheduled for next week with Williams Architects and CEMCON to discuss the project. Mr. Mostardo made a motion to reject all bids received for this project, seconded by Ms. Palmer. **Motion carried.**

Personnel Committee Report, Ms. Palmer Chairperson

No business.

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

No business.

Executive Director's Report, Ms. Fletcher**Bill List**

Ms. Fletcher recommended approval of the February 2017 Bill List. Mr. Woods moved to approve the Bill List as presented, seconded by Ms. Stocks. **Motion carried.**

IAPD Legislative Breakfast

Ms. Fletcher announced that the IAPD/IPRA Joint Legislative Committee will hold a legislative breakfast on Friday, March 10th at the Carol Stream Park District's Fountain View Recreation Center. The breakfast will begin at 7:00am and end around 8:30am. If any Commissioners are interested in attending, please let Ms. Fletcher know.

Superintendent of Special Facilities Report, Mr. Karoliussen**2017 Rental Operational Recap Report**

Mr. Karoliussen discussed the Rental Operational Recap Report that was provided to the Board. He began by reporting that overall rental operations are doing very well with revenues already exceeding the budget and the 2015/16 fiscal year revenue. Rentals of the Oak Room, BCC, bar and cleaning services have already exceeded their budgeted revenues. Party Place is struggling and staff is looking at ways to increase revenue. The Oak Room is doing very well this year and has already exceeded the previous two fiscal years. Overall, the rental operations are doing very well with revenues exceeding the budget while expenses are expected to be within budget. Mr. Karoliussen also added that Nick Serritella has been doing a good job at the LIFECENTER, stepping in for the open Health & Fitness Manager position. He added that for the 2017/18 fiscal year, Mr. Serritella will focus on addressing the trend of decreasing Party Place rentals and how to increase the numbers.

Superintendent of Recreation Report, Ms. Dasbach**Facility Improvement**

Ms. Dasbach reported that in February, the two main basketball hoops on Court #1 at the Bartlett Community Center were converted to an electronic height adjuster system. This will allow staff to adjust the hoops more easily. The existing backboards and goals are still being used.

Superintendent of Villa Olivia Report, Mr. Pope***2016-17 Food and Beverage Recap***

Mr. Pope discussed the 2016-17 Food and Beverage Recap Report that was provided to the Board. Mr. Pope said that, in general, they continue to receive a lot of positive feedback for the quality of food and service at Villa Olivia. He noted that the bottom line is profitable, however, they have seen a dip from 2015-16 and continue to evaluate every aspect of the food and beverage operations. For the 4th year in a row, Villa Olivia received the Couples Choice Award from WEDDINGWIRE, which is an award that recognizes the top 5% of local wedding professionals based on feedback from past couples.

Mr. Pope said that the largest profitable segment of the food and beverage operation is banquets. This year they have hosted 343 banquet functions and 41 Sunday and Holiday brunches. Weddings make up the biggest revenue, although there has been a decline in wedding events this year. In response to the decline, staff will attend more wedding shows and will host a Wedding Open House in April.

Mr. Pope said that while revenues continue to drop significantly, cost control measures have been put into place. Marketing efforts have also been expanded in order to continue to drive more revenue. Social media is being used to drive business, local businesses and organizations are being targeted for meetings, luncheons and fundraisers. Villa Olivia is also planning to hold more special events that will be open to the public to bring more exposure to the facility and drive some additional food and beverage revenues.

Mr. Woods said that the decrease in weddings seems to be a trend everywhere and asked if there are ways we can accommodate couples at a lesser cost. Mr. Pope said that, generally speaking, the size in weddings has dropped and it seems to be attributed to economic issues. He also noted that staff is looking at adjusting the room minimums to possibly bring in more events. Ms. Fletcher added that staff is always willing to work with folks on pricing when planning for an event, and the menu and prices continue to be reviewed every year.

Ms. Palmer thanked Mr. Pope and his staff for monitoring the expenses at Villa Olivia.

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

Ms. O'Brien discussed the recycling program that was rolled out in the spring of 2016. She noted that throughout the year, staff has been monitoring the use of the recycle cans and she feels that park users have been utilizing the cans, therefore, the parks department would like to continue with this program. This upcoming spring, staff will put out 10 additional recycle cans to expand the program and hopefully continue to increase the idea to other parks in 2018. Ms. Stocks asked if there is a possibility to place some cans at Bartlett Park since there are a lot of functions that take place there. Ms. O'Brien said she has been looking at Bartlett Park as well as Koehler Fields.

Superintendent of Business Services Report, Mr. Romejko***GFOA Award Notification***

Mr. Romejko reported that the Bartlett Park District has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association for the fiscal year ending April 30, 2016. Mr. Romejko noted this is the 15th consecutive year that the Bartlett Park District has received this prestigious award.

Old Business

None.

New Business

None.

Closed Session

Mr. Mostardo moved to adjourn into Closed Session under Section 2(c)(1) of the Open Meetings Act for the purpose of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. Ms. Stocks seconded the motion. **Motion carried.**

AYES: Stocks, Woods, Palmer, Mansfield, Mostardo

NAYS: None

ABSENT: Lewis and Eckelberry

ABSTAIN: None

Motion approved at 7:50pm.

Reconvening of Regular Board Meeting

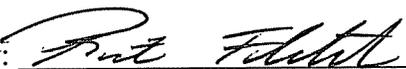
Vice President Stocks called the meeting back to order at 8:32pm and called for the roll. Present were Susan M. Stocks, Kenneth N. Woods, Lori A. Palmer, James A. Mansfield and Nicholas A. Mostardo. President Theodore J. Lewis and Commissioner Stephen M. Eckelberry were absent.

Staff member present was Executive Director Rita Fletcher.

Adjournment

There being no further business, Commissioner Mostardo moved to adjourn the meeting, seconded by Commissioner Mostardo. **Motion carried at 8:33pm.**

Minutes Approved by the Board on March 28, 2017.

By: 
Rita Fletcher, Board Secretary