

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, MAY 9, 2017**

Call to Order

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

Roll Call

President Stocks called for the roll. Commissioners answering present were: Susan M. Stocks, Theodore J. Lewis, Stephen M. Eckelberry, and Diana Gunsteen. Commissioners Nicholas A. Mostardo, Lori A. Palmer, and James A. Mansfield were 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 R. Romejko and Superintendent of Special Facilities Lynsey Heathcote.

Recording Secretary Stephanie Baxter took the minutes.

Finance Committee, Mr. Mostardo Chairperson

Resolution 17-06 – Authorizing the Deposit of Park District Funds in Certain Depositories

Ms. Stocks indicated that Resolution 17-06 Authorizing the Deposit of Park District Funds in Certain Depositories was included in the Board packet. The District annually designates institutions as depositories in which its funds may be deposited. Ms. Stocks made a motion to approve Resolution 17-06 Authorizing the Deposit of Park District Funds in Certain Depositories. Mr. Eckelberry moved to approve Resolution 17-02, seconded by Mr. Eckelberry.

Motion carried.

Planning Committee, Mr. Eckelberry Chairperson

No report.

Building and Grounds Committee, Ms. Palmer Chairperson

Spill Prevention Control & Countermeasure Plan (SPCC)

Ms. Stocks noted that the parks department and Villa Olivia maintenance facilities worked with E. Cooney Associates, Inc. to develop and implement an SPCC plan for the park district. Based on the size of fuel tanks (greater than 1,320 gallons) at each location, a formal SPCC plan is required for both locations. The purpose of the Spill Prevention, Control, and Countermeasure (SPCC) plan is to help facilities prevent a discharge of oil into navigable waters or adjoining shorelines. The plan also includes employee training, required inspections, spill prevention procedures, spill countermeasures, spill reporting procedures, emergency response plans, and periodic plan review and amendments. Ms. Stocks added that maintenance staff completed required training in April, spill kits have been purchased and placed near each fuel tank location, and monthly inspections will begin in May.

Recreation Committee, Ms. Gunsteen Chairperson

Welcome Wagon

Ms. Gunsteen announced that the park district will begin participating in a new marketing venture reaching new residents in the Bartlett Area (including Bartlett, Roselle, and a portion of

Hanover Park) through the Welcome Wagon Company which has been in existence since 1928. The Welcome Wagon receives the new residents' mailing addresses monthly, which, on average, is 48-53 addresses per month. They then utilize these addresses to create a personalized gift book (5½" x 8" in size) that is mailed out. We will be participating in the welcome wagon Gift Book by providing special offers, hoping to increase the exposure of the aquatic centers, preschool, health club, ski and golf facilities. Ninety days after the gift book is sent, residents receive a second mailing with the offers as a reminder. In addition, we will also receive the mailing list of the new residents. We will be trying this for the next 12 months and tracking the offers received to evaluate its effectiveness.

Special Facilities Committee, Mr. Mansfield Chairperson

LIFECENTER Update

Ms. Heathcote explained that the LIFECENTER's sound system and microphone were not functioning properly, so they were recently replaced with a new Stereo Audio Mixer and a Push-to-Talk Microphone. Also added was a Digital Wi-Fi Tuner which allows us to access to a whole new world of music, including over 50,000 internet radio stations, including limitless music on Pandora. It has also given us a bigger variety of stations to choose from. Ms. Heathcote added that the change has been a positive improvement and has been noticed by many patrons.

Villa Olivia Committee, Mr. Lewis Chairperson

Tracked Skid Steer

Mr. Lewis said that, as part of the capital replacement plan, Villa Olivia is seeking to purchase a 2017 Bobcat tracked skid steer to replace an existing Case skid steer. The skid steer will have a bucket as well as forks. The grounds crew uses this equipment frequently to move various types of material and equipment around the golf course and ski hill. Atlas Bobcat is able to offer the park district the lowest price available through National Joint Powers Alliance (NJPA) Program. Mr. Eckelberry made a motion to approve the purchase of a new Bobcat T650 through the NJPA Purchasing Program for the amount of \$49,823, seconded by Ms. Gunsteen. ***Motion carried.***

Mother's Day Champagne Brunch

Mr. Lewis reported that the Mother's Day Champagne Brunch will take place on Sunday, May 14th. Seatings will take place from 9:30am to 3:00pm. Mr. Pope added that all seatings have been reserved and there are 1,264 reservations booked.

Personnel Committee, Mr. Lewis Chairperson

No report.

Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson

Ms. Fletcher announced that the Board has been invited to participate in Bartlett's Memorial Day Walk and Remembrance on Monday, May 29th. The walk will begin at Bartlett Park, staging begins at 10:30am, and the walk will step off at 11:00am. If any Commissioners are interested in attending, please contact Ms. Fletcher.

Old Business

No business.

New Business

No business.

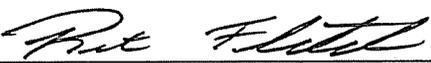
Resident Comments

None.

Adjournment

There being no further business, Commissioner Lewis moved to adjourn the meeting, seconded by Commissioner Gunsteen. **Motion carried at 7:39pm.**

Minutes Approved by the Board on May 23, 2017.

By: 
Rita Fletcher, Board Secretary