

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, AUGUST 22, 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, Stephen M. Eckelberry, Nicholas A. Mostardo, Theodore J. Lewis, Lori A. Palmer, James A. Mansfield and Diana Gunsteen.

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, and Superintendent of Business Services Kevin Romejko.

Recording Secretary Stephanie Baxter 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 June 20, 2017 Special Board Meeting, the July 25, 2017 Board Meeting, and the August 8, 2017 Committee Workshop Meeting, seconded by Mr. Eckelberry. ***Motion carried.***

**Resident Comments**

Mr. Jim Desmidt, a Bartlett resident, discussed the pond that is located near the walkway at Beaver Pond. He said the north end of the pond is constantly waterlogged and overflowing. He told the Board that he has also called the Village to voice his concerns.

Mrs. Lynn Desmidt, a Bartlett resident, also spoke about her concerns regarding the walkway at Beaver Park. She said the pond is beautiful, however, the problem with the flooding is ongoing, and the residents would like to be proactive so the pond can be functional.

Ms. Fletcher explained that the Park District has been looking at different options to correct the issue, and a motion to hire WBK Engineering will be presented to the Board tonight for approval. She stated that part of the problem is the beavers that are on both sides of the forest preserve property, along with the 24" of rain that we had over the summer. The Park District plans to move forward with installing a boardwalk in the area that is regularly flooded.

Mr. Terry Witt, a Bartlett resident, said that he came to the meeting to hear what was going to be done at Beaver Park pond. He added that he is confident that the problem is solvable.

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

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

**Finance Committee Report, Mr. Mostardo Chairperson*****Resolution 17-08 – NWSRA Assessment***

Mr. Mostardo reported that the Finance Committee had recommended approval to adopt a resolution which accepts the Northwest Special Recreation Assessment, as determined by the NWSRA Board of Trustees. Mr. Mostardo noted that the assessment amount for this year is \$236,977.41, a 1.5% decrease from last year. Mr. Mostardo moved to approve Resolution 17-08, as recommended by the Finance Committee, seconded by Mr. Eckelberry. **Motion carried.**

**ROLL CALL VOTE:**

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

NAYS: None

ABSENT: None

ABSTAIN: None

**Passed and Approved this 22<sup>nd</sup> day of August 2017.**

***Policy 5.52 – Bidding Policy***

Mr. Mostardo said that staff had noted the absence of a District policy outlining bidding. The purpose of this new policy is to clarify the District's guidelines of bidding for employees and potential bidders. Ms. Palmer moved to approve Policy 5.52, Bidding Policy, seconded by Ms. Gunsteen. **Motion carried.**

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

Mr. Eckelberry noted that money was allocated in the Capital Projects Budget to install a boardwalk at Beaver Pond. As part of the process, an engineering firm needs to be hired to prepare drawings and help obtain the required permits for the project. The Planning Committee recommended hiring WBK Engineering in the amount of \$14,200. Mr. Eckelberry made a motion to approve this recommendation, seconded by Mr. Mansfield. **Motion carried.**

**Building and Grounds Committee Report, Ms. Palmer Chairperson*****Gym Unit Compressor Replacement***

Ms. Palmer told the Board that the Building and Grounds Committee recommended approval to hire One Source Mechanical to replace the compressor over the gymnasium at Bartlett Community Center. This will be taken from the Capital Projects Budget in the amount of \$10,840. Mr. Mansfield motioned to approve this expense, seconded by Mr. Eckelberry. **Motion carried.**

**Recreation Committee Report, Ms. Gunsteen Chairperson*****Bartlett Raiders Athletic Association Sponsorship***

Ms. Gunsteen reported that the Recreation Committee had recommended approval of the request by Bartlett Raiders Athletic Association to place six 4x4 sponsorship signs/banners at Koehler Football Field for the 2017 season. Mr. Eckelberry moved to approve this request, seconded by Ms. Palmer.

**Motion carried.**

**Special Facilities Committee Report, Mr. Mansfield Chairperson*****USA Youth Hoops Chicago Classic***

Mr. Mansfield noted that the Special Facilities Committee recommended approval for the USA Youth Hoops Chicago Classic to use Bartlett Community Center Gymnasium (Courts 1, 2 and 3) on Saturday and Sunday, April 21<sup>st</sup> and 22<sup>nd</sup>, 2018 to host a boys' basketball tournament for teams who are between

the ages of 10-17 years old. Approximately 250 players are expected, and an admission fee will be charged. USA Youth Hoops will provide a certificate of insurance. Mr. Mansfield made a motion to approve this request, seconded by Mr. Mostardo. **Motion carried.**

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

#### **Golf Cart Replacement**

Mr. Lewis said the Villa Olivia Committee had recommended approval to purchase 20 – 2018 TXT Gas Golf Carts in the amount of \$61,000 from E-Z-Go Division of Textron, Inc. This purchase would be through the National Intergovernmental Purchasing Alliance (NIPA), which guarantees the best pricing. The purchase includes the trade-in of 20 existing carts from our current fleet. Mr. Lewis motioned to approve this purchase, seconded by Mr. Eckelberry. **Motion carried.** Mr. Mostardo asked if we would take possession of all of the new carts at once, and Mr. Pope stated that we would.

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

No business.

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

Ms. Stocks congratulated Ms. Dasbach on her 17 years of service to the Bartlett Park District. Mr. Lewis added that the Bartlett Parks Foundation will hold their annual Twilight Golf Outing on Friday, September 8<sup>th</sup>. Mr. Lewis suggested that the Commissioners be a hole sponsor at this event, and everyone agreed.

### **Executive Director's Report, Ms. Fletcher**

#### **Bill List**

Ms. Fletcher recommended approval of the August 2017 Bill List. Mr. Eckelberry moved to approve the Bill List as presented, seconded by Mr. Lewis. **Motion carried.**

#### **Humbracht Park Wetland Area**

Ms. Fletcher reported that there has been an issue with beavers building dens in the wetland area at Humbracht Park for over five years. This summer, a trapper was hired to catch the beavers and began the process of cleaning out the pipes since the amount of rainfall received has caused the water level to rise to new heights. In doing this, the water level has dropped significantly and the neighbors do not like the current look of the pond, as a number of plants have died off. Staff met with the Village about the situation, and has also contacted the company who oversees some of our native areas to get their input on how we can improve the shoreline. Kelly O'Brien has returned from her leave and is working with Pete Pratt on a plan to get this issue resolved.

### **Superintendent of Recreation Report, Ms. Dasbach**

#### **Preschool**

Ms. Dasbach announced that preschool classes for three year olds, four year olds and Pre-K will begin September 5<sup>th</sup> and follow the U-46 schedule. Currently there are 184 students enrolled and new student inquiries are received daily. There has been a decline with three year old registration, but there are currently 16 more three year olds this year than the 2016-17 school year. A pre-three class will begin in January. Also this year, enrichment/add-on classes will be offered for parents to extend their child's day by two hours.

***Essential Oils and Pets***

Ms. Dasbach noted that a new class will be held on essential oils and pets. These oils can help with allergies, anxiety, arthritis, dental care and more. The class is scheduled for Wednesday, September 20<sup>th</sup> from 7-8:30pm at the Bartlett Community Center.

**Superintendent of Villa Olivia Report, Mr. Pope*****Wedding Expos***

Mr. Pope mentioned that Villa Olivia was an exhibitor at the Windy City Bridal Expo on Sunday, July 23<sup>rd</sup> at the Marriott Chicago Northwest in Schaumburg. One wedding was booked as a result of the show and another bride is interested in booking at Villa Olivia. The next two shows will be held September 17<sup>th</sup> and November 19<sup>th</sup>.

Mr. Pope also announced that Sara Moist, Banquet Sales Coordinator has turned in her resignation to accept a position at a hotel in Northbrook. The current job description is being reviewed and the position will be posted soon.

**Superintendent of Business Services Report, Mr. Romejko*****Business Services Department Annual Audit***

Mr. Romejko discussed the Business Services Department Annual Report that was provided to the Board. The department encompasses the operations of finance, human resources, and information technology. The department consists of eight full-time and two part-time team members. It was noted that 764 people were employed by the Park District during fiscal year 2016-17. The staff is made up of 7% full-time employees, 40% part-time and 53% seasonal. Employees who work at the Bartlett Park District resided in 51 different towns with 65% of them being Bartlett residents. The Park District employed individuals between the ages of 16 to 86, with 53% of them being high school and college aged. It was noted that the aquatics department employed 239 employees throughout the year.

Mr. Romejko also reported that the Information Technology area of Business Services is responsible for the support and maintenance of 18 different types of managed network devices. He noted that in the upcoming year, the IT staff has a number of upcoming and potential projects including the replacement of security alarm systems and Ethernet service. The Business Services staff will investigate and research the implementation of new hire paperwork through the existing Frontline Recruiting and Hiring software, as well as web-based training modules to create a more structured part-time onboarding and training process. Mr. Mansfield complimented Mr. Romejko on his report.

**Superintendent of Special Facilities Report, Ms. Heathcote*****Bartlett Aquatic Center (BAC) Season Ending***

Ms. Fletcher reported for Ms. Heathcote that the Bartlett Aquatic Center has switched over to their late summer hours, and will officially close for the season at the end of the day on Labor Day, Monday, September 4<sup>th</sup>.

**Old Business**

No business.

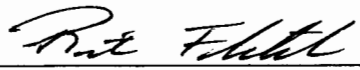
**New Business**

No business.

**Adjournment**

There being no further business, Mr. Eckelberry moved to adjourn the meeting, seconded by Mr. Mostardo. **Motion carried at 8:00pm.**

Minutes Approved by the Board on September 26, 2017.

By:   
Rita Fletcher, Board Secretary