

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, DECEMBER 19, 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, 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, and Superintendent of Business Services Kevin Romejko.

Recording Secretary Stephanie Baxter took the minutes.

**Pledge of Allegiance**

President Stocks led the Pledge of Allegiance.

**Presentation**

Several members of the Bartlett Lions Club were in attendance and presented the Bartlett Parks Foundation with a \$5,000 check for the inclusive playground initiative. Mr. John Sias commented that the Lions are excited to support this effort. Ms. Marianne Cordell, Mr. Ted Lewis, and Ms. Rita Fletcher, on behalf of the Foundation, accepted the Lions Club donation and thanked them for their support.

**Approval of Minutes**

Mr. Eckelberry moved to approve the minutes of the November 28, 2017 Board Meeting and the December 12, 2017 Committee Workshop Meeting, seconded by Mr. Lewis. **Motion carried.**

**Resident Comments**

None.

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

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

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

**Ordinance 17-09, Annual Tax Levy**

Mr. Mostardo reminded the Board that Resolution 17-09, Estimate of Taxes to be Levied had been presented to the Board for review and approval in November. He noted that there have been no changes made to the levy amounts, and made a motion for the approval of Ordinance 17-09, Annual Tax Levy, seconded by Mr. Eckelberry. **Motion carried.**

**ROLL CALL VOTE:**

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

NAYS: None

ABSENT: Mansfield

ABSTAIN: None

**Passed and Approved this 19<sup>th</sup> day of December 2017.**

**Request for Proposals (RFP) of Audit Services**

Mr. Mostardo announced that an RFP of audit services had been released in November 2017. After completion of reference checks and the evaluation criteria outlined in the RFP, the Finance Committee requested approval of engaging Lauterbach & Amen LLP of Naperville to audit the District's financial statements for the fiscal years ending April 30, 2018, 2019 and 2020 for the all-inclusive maximum, not to exceed fee of \$51,000. Mr. Mostardo motioned to accept this recommendation, seconded by Ms. Palmer. **Motion carried.**

**Purchase Orders Between \$5,000 and \$15,000**

Presented to the Board was a list of approved purchase orders between \$5,000 and \$15,000 for the time period of September 2017 through November 2017. Mr. Mostardo moved that the Board accept these Purchase Orders, seconded by Mr. Eckelberry. **Motion carried.**

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

No business.

**Building and Grounds Committee Report, Ms. Palmer Chairperson****D.A.R.E. Family Fishing Derby Request**

Ms. Palmer stated that the Building and Grounds Committee had recommended approval for Bartlett Police Department to use Beaver Pond on Saturday, May 12, 2017, from 8:00am to 12:00pm for their annual 'Family Fishing Derby'. The rain date is scheduled for Saturday, June 2, 2018. Ms. Palmer motioned to approve this request, seconded by Mr. Eckelberry.

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

No business.

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

No business.

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

No business.

**Personnel Committee Report, Mr. Lewis Chairperson****Resolution 17-10, Adopting a Policy Prohibiting Sexual Harassment**

Mr. Lewis announced that Public Act 100-0554 was amended by the Illinois General Assembly on November 16, 2017. This Act mandates that all governmental units adopt a resolution establishing a policy prohibiting sexual harassment. Mr. Lewis made a motion to approve Resolution 17-10, Adopting a Policy Prohibiting Sexual Harassment, seconded by Mr. Mostardo. **Motion carried.**

**ROLL CALL VOTE:**

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

NAYS: None

ABSENT: Mansfield

ABSTAIN: None

**Passed and Approved this 19<sup>th</sup> day of December 2017.**

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

No business.

**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 Ms. Gunsteen. **Motion carried.**

**2017-2018 Goals & Objectives Update**

Ms. Fletcher noted that the Board was provided a 2<sup>nd</sup> quarter update of this year's goals and objectives. She noted that staff has been making progress on their goals and should be on target to complete the 2017-2018 goals by the end of April 2018.

**Superintendent of Recreation Report, Ms. Dasbach****Coach Decks**

Ms. Dasbach discussed one of the new resources that are being used by youth sports coaches in softball and basketball. They are instructional decks of cards, designed by professional coaches that are currently being used by our volunteer coaches. She noted that each sport is broken down into four areas: skills, drills, individual and team. This allows the coaches to easily run a practice efficiently with little to no preparation. Ms. Dasbach said she is happy to be able to try something new. Ms. Stocks asked how long the cards have been used by the coaches and Ms. Dasbach replied that coaches began using the softball cards in the summer and the basketball ones in the fall. Ms. Dasbach said they will continue to do evaluations and determine how well the cards are working.

**Superintendent of Villa Olivia Report, Mr. Pope****2017-2018 Winter Sports Season Update**

Mr. Pope updated the Board on the winter sports season at Villa Olivia. He said that the official opening day was Friday, December 15<sup>th</sup>. The temperatures had dropped around December 5<sup>th</sup> which gave staff approximately 10 days to make snow. The grounds crew worked three shifts around the clock to prep for opening day. Mr. Pope added that one of the beginner hills was open, along with the tubing hill. With the current warmer weather, Mr. Pope reported that the snow depth is down to a few inches, and they are hoping to add more snow to the current base, provided the temperature drops low enough at night. The goal was to have the major run open by this upcoming weekend, but with the loss of the snow that was previously there and the warmer temperatures, Mr. Pope reported that this will not be able to happen. Mr. Pope hopes to have the chair lift run open by the middle of next week. Ms. Gunsteen asked if it was busy last weekend, and Mr. Pope said he was pleased with the outcome. He noted that a discounted price was run because not all of the hills were open. Snowboarding was very busy, the beginner hills were also busy, the tubing hills had over 350 people, the ski side had 130 and the ski café did well for its limited opening. Mr. Pope reported that revenue was over \$13,000 for opening weekend.

**Superintendent of Parks and Planning Report, Ms. O'Brien****Winter Operations and Responsibilities**

Ms. O'Brien explained that the Parks Department and Villa Olivia staff completed safe winter operations training in November. At the training, staff learned proper plowing and shoveling techniques and salting practices. Ms. O'Brien noted that the Parks Department is responsible for removing snow at 6 facilities, including the IDNR building. Staff clears parking lots, driveways, sidewalks, pathways and areas of the bike path. Unfortunately the ice rinks were unable to open due to the rise in temperatures. She added that once the weather turns, staff will be ready to open.

**Superintendent of Business Services Report, Mr. Romejko****Preparation for Villa Olivia Ski Season**

Mr. Romejko discussed some of the operations that the business services staff have been busy with preparing for the ski season at Villa Olivia. Human Resources provided a general orientation training for 66 ski operation employees on December 2<sup>nd</sup> and a second training held on December 19<sup>th</sup>. Mr. Romejko reported that the IT department has also been busy installing and updating the software and hardware necessary to operate the ski lodge and ski café. Also, the cash management training was conducted with any staff who will be handling cash.

**New Districtwide Plastic Gift Cards**

Mr. Romejko announced that the park district has rolled out its new districtwide gift cards. These cards can be used at any district facility, are run through the ETS system and provide consistency across the District. Mr. Romejko said that the gift card sales have been successful. As of today, there have been 50 gift cards sold for a revenue of an excess of \$2,700. Mr. Romejko added that 75-80% of the gift cards have been sold at Villa Olivia.

**Superintendent of Special Facilities Report, Ms. Heathcote**

No report.

**Old Business**

No business.

**New Business**

No business.

**Closed Session**

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(c)(21) for the discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes. Mr. Mostardo seconded the motion.

**Motion carried.**

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Mansfield

ABSTAIN: None

*Motion approved at 7:51pm.*

**Reconvening of Regular Board Meeting**

President Stocks called the meeting back to order at 7:55pm and called for the roll. 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. Recording Secretary Stephanie Baxter took the minutes.

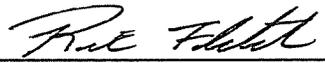
**Action Resulting from Closed Session**

Mr. Eckelberry indicated that the Board had recommended the full release of Closed Session Meeting Minutes from 09/21/2017. All other Closed Session Minutes should remain closed. Mr. Eckelberry moved to release the Minutes from 09/21/2017 as outlined in Closed Session, seconded by Mr. Mostardo. **Motion carried.**

**Adjournment**

There being no further business, Commissioner Lewis moved to adjourn the meeting, seconded by Mr. Eckelberry. **Motion carried at 7:57pm.**

Minutes Approved by the Board on January 23, 2018.

By:   
Rita Fletcher, Board Secretary