

**BARTLETT PARK DISTRICT  
COMMITTEE WORKSHOP MEETING MINUTES  
TUESDAY, FEBRUARY 14, 2017**

**Call to Order**

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

**Roll Call**

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

Recording Secretary Stephanie Baxter took the minutes.

**Pledge of Allegiance**

President Lewis led the Pledge of Allegiance.

**Presentation – Staff Recognition**

President Lewis welcomed and thanked everyone in attendance. He described an incident that took place at approximately 4:00pm on January 18. John Lund, a LIFECENTER employee, phoned 911 and summoned lifeguard staff to the racquetball court. A gentleman who had been playing racquetball had collapsed. Bartlett Park District staff performed CPR in seven cycles and administered shock treatment and oxygen. The EMS arrived approximately 8 minutes after the call to 911 was made. The gentleman thanked each of the five staff members and presented them with a plaque showing his gratitude. The gentleman's fiancé also spoke and said they are eternally grateful for this group of young adults for saving his life.

It was noted that the gentleman had vitals while being transported to the hospital, but his breathing was labored.

The Bartlett Fire District Chief Mike Falese was also in attendance. He said if the staff had not done CPR the outcome would not have been successful. He said our staff recognized the situation and acted appropriately in saving the gentleman. Mr. Falese said he thanks the staff and also the Board on behalf of 42,000 Bartlett residents. On March 15<sup>th</sup>, the fire district will also recognize the 5 park district staff members.

Awards were presented to Eric Hutchison, Nicole Levandowski, John Lund, Julia Paris, and Kelly Schroeder for their lifesaving actions and dedication. Mr. Dave Littwin also noted that each individual will receive the "citizen lifesaving award" from Ellis & Associates, and congratulated his staff.

**Finance Committee, Mr. Woods Chairperson*****Potential New Financial Reporting Model for Governmental Funds***

Mr. Woods announced that the Government Accounting Standards Board (GASB) is revisiting the format and content of governmental funds like the General and Debt Service funds, and there is potential for some significant changes in the future. There are three options that GASB is looking at, and it is expected that one of these three will be adopted by the end of 2021. Mr. Woods said no action is needed at this time.

**Planning Committee, Ms. Stocks Chairperson*****Ordinance 17-01 – Annexation of Property***

Ms. Stocks noted that the Village of Bartlett recently contacted the park district and advised that they had missed annexing property in 2002, now known as Bartlett Pointe West. Bartlett Park District Attorney Steve Adams recently worked with the property owners to obtain all of the proper legal information and signatures to allow for the annexation of this property by the park district. To correct the Village's oversight and to ensure that all new homes being built in the Bartlett Pointe West subdivision are part of the Bartlett Park District, staff has requested that the Planning Committee approve Ordinance 17-01 that will now annex the property. Ms. Stocks moved to approve the described Ordinance 17-01, seconded by Mr. Woods. **Motion carried.**

***Humbracht Park Playground***

Ms. Stocks reported that at the January Board meeting, the Board reviewed and made recommendations on the playground equipment for Humbracht Park playground. The park district was awarded a grant for \$30,000 through IPRA/Playcore/GameTime that will be put towards the cost of equipment. The playground equipment will be purchased through U.S. Communities National Cooperative Purchasing Program which means the bid process is not required.

There was a bid opening held February 10, 2017 for the renovation of Humbracht Park Playground. Staff received a total of 5 bids and 1 bid was disqualified. Staff is requesting approval to purchase playground equipment from Cunningham Recreation in the amount of \$69,000 and the approval to hire E. Hoffman, Inc. in the amount of \$73,377.60 for the Humbracht Park playground renovation. This company has been used in the past for projects at Centennial, Kjar and Tallgrass Park. The total project includes the purchase of playground equipment and renovation of Humbracht Park and is within the budget.

Ms. Stocks made a motion to approve this recommendation, second by Mr. Mostardo. **Motion carried.**

**Building and Grounds Committee, Mr. Mansfield Chairperson*****BCC – 3<sup>rd</sup> Floor Carpet Replacement***

Mr. Eckelberry indicated that the carpet on the 3<sup>rd</sup> floor at Bartlett Community Center is scheduled to be replaced this year as part of the capital improvement plan. This includes the hallway, staff offices, elevator and conference room. The project will consist of removing existing carpeting and installing approximately 1,000 square feet of new carpeting. Staff obtained quotes from 3 companies to remove and replace the carpet, and is recommending Commercial Specialists, Inc. for the amount of \$20,929. Mr. Woods made a motion for the approval to hire Commercial Specialist, Inc. for the cost of \$20,929 to remove and replace the 3<sup>rd</sup> floor carpet at Bartlett Community Center. Ms. Palmer seconded the motion. **Motion carried.**

***Accessibility Projects***

Mr. Eckelberry reported 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 to meet ADA standards for slope and drainage. The path starts at the west end of the parking lot and ends at Millwood Drive entrance. On February 3, 2017, 12 sealed bids were received for the path replacement projects. Staff is recommending the approval to hire Allstar Asphalt. Mr. Mostardo made a motion to approve the hiring of Allstar Asphalt, Inc. in the amount of \$28,075 for path replacement work at Trails End Park, seconded by Ms. Palmer.

Mr. Woods inquired about Alternate #1 and #2 on the bid tabulation. Ms. O'Brien explained that Alternate #1 included a culvert pipe that needs replaced and Alternate #2 is for two collapsible bollards on the opposite ends of each path. ***Motion carried.***

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

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 28<sup>th</sup> through Wednesday, August 2<sup>nd</sup>, 2017. All appropriate liability insurance and permits will be required for certain activities. Mr. Mostardo motioned to approve the request, seconded by Ms. Stocks. ***Motion carried.***

***New Cooking Class: Cooking with Kavita***

Mr. Mostardo said a new adult cooking class is scheduled for Wednesday, February 22, 2017 at the Bartlett Community Center from 6:30-8:30pm. Participants will learn new recipes and experiment with different ingredients as they learn about healthy Indian cooking.

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

Mr. Eckelberry 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. Mr. Eckelberry motioned to approve their request, seconded by Ms. Stocks. ***Motion carried.***

***New Swim Lesson Option***

Mr. Eckelberry stated that swim lesson classes will now be offered to those attending park district summer camps. Campers will be eligible to extend their camp time to attend swim lessons either prior to or immediately after day camp.

**Villa Olivia Committee, Ms. Palmer Chairperson*****Strategic Plan***

Ms. Palmer said that one of the strategic plans for Villa Olivia is to “charter the staff with exploring strategic alternatives for VO.” She said staff has been working on this plan and is prepared to present an update to the Board.

Ms. Fletcher and Mr. Pope gave a PowerPoint presentation on what has been accomplished to date for the Strategic Plan.

Mr. Pope began by pointing out that he and the VO staff has spent the last 2-3 years going over the Villa Olivia operations and looking for ways to cut costs.

Several financial reductions have taken place in the areas of Food & Beverage Operations, Golf Operations, and Winter Sports Operations. Administration staff is currently taking a hard look at revenues and expenditures, while also researching different planning ideas that could be profitable to Villa Olivia. All park district staff was surveyed and encouraged to submit ideas that they felt might be possible considerations. The administrative staff met with Hitchcock Design Group to discuss the top 24 ideas that were then explored.

The Board was provided with Study A and Study B that Hitchcock Design Group developed that shows how things could be laid out on the Villa Olivia property. President Lewis suggested that the Board speak with Ms. Fletcher about ideas that should be considered. President Lewis also recommended that the Board hold a Saturday workshop and spend a ½ day looking at the ideas in detail.

#### ***WEDDINGWIRE Couples Choice Award***

Ms. Palmer announced that Villa Olivia again received the WEDDINGWIRE Couples' Choice Award for 2017. This is the 4<sup>th</sup> consecutive year we have received this prestigious award. The Couples' Choice Award recognizes businesses among the top 5% of wedding professionals nationwide. Winners are selected based on feedback from past couples who demonstrate excellence in quality, service, responsiveness and professionalism.

#### **Personnel Committee, Ms. Palmer Chairperson**

No business.

#### **Community Relations and Legislative Issues Committee, Mr. Lewis Chairperson**

President Lewis said that he and his wife recently celebrated their 50<sup>th</sup> wedding anniversary at Villa Olivia and it was a very enjoyable event.

Mr. Lewis also reminded the Board that the Wine & Beer Tasting event will be held Friday, February 24<sup>th</sup> at Villa Olivia. The Foundation is still looking for donations for the basket raffles.

#### **Old Business**

Ms. Palmer asked Ms. Fletcher if she has heard any mention about the water tower at Villa Olivia getting re-painted. Ms. Fletcher said she has been in discussions with Village staff and trustees. She said the Village is aware that the tower needs repainting, as does another one, but it is going to cost approximately \$500,000 to paint one tower.

#### **New Business**

None.

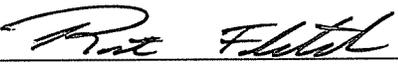
#### **Resident Comments**

None.

#### ***Adjournment***

There being no further business, Commissioner Eckelberry moved to adjourn the meeting, seconded by Commissioner Mostardo. **Motion carried at 8:32pm.**

Minutes Approved by the Board on February 28, 2017.

By:   
Rita Fletcher, Board Secretary