

**BARTLETT PARK DISTRICT  
COMMITTEE WORKSHOP MEETING MINUTES  
TUESDAY, MARCH 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 James A. Mansfield. Commissioner Nicholas A. Mostardo 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.

**Finance Committee, Mr. Woods Chairperson**

***Ordinance 17-02 Surplus Property Ordinance***

Mr. Woods announced that the park district periodically disposes of property it deems to no longer be of use to the district. Property is disposed of in the most appropriate manner benefiting the park district. Staff is requesting that the Finance Committee approve Ordinance 17-02 Surplus Property Ordinance. Mr. Eckelberry moved to approve Ordinance 17-02, seconded by Ms. Stocks. ***Motion carried.***

***Purchase Orders Between \$2,500 and \$10,000***

A list of approved purchase orders between \$2,500 and \$10,000 for the time period of December 2016 through February 2017 was presented to the Commissioners. Staff requested that the Finance Committee accept this report. A motion was made by Ms. Stocks, seconded by Mr. Eckelberry to accept and approve this request. ***Motion carried.***

**Planning Committee, Ms. Stocks Chairperson**

***Capital Projects List***

Ms. Stocks announced that there was a list provided to the Commissioners of the preliminary 2017-18 Capital Projects that will be paid from the Build America Bond rebates and the departmental budgets. This year, the park district will begin the Schrade Gym renovations so the majority of the capital project fund money will go towards that project for the 2017-18 budget. It was noted that staff is still working on the budget, therefore the list is subject to change.

Commissioner Woods inquired about the Build America Bond annual rebates. Ms. Fletcher responded that those funds are put into the Capital Projects funds for future improvements within the district.

Ms. Palmer said that she noted the expense for a boardwalk at Beaver Pond Park was at the top of the list for park improvements. Ms. Fletcher said that the Capital Projects budget is very tight because of the renovations to Schrade Gym this year, therefore some things were cut from the list. Ms. Palmer said she does not disagree that the work needs to be completed at Beaver Pond Park, but said this is a lot of money to do improvements there. She directed Ms. Fletcher to use her best judgment as far as the priority of the projects to be completed from this year's funds.

### **Building and Grounds Committee, Mr. Mansfield Chairperson**

#### ***Parks Department Staffing Update***

Mr. Mansfield said he is happy and proud to report that 3 employees have been promoted within the parks department over the last few months, and asked Ms. O'Brien to comment further. Ms. O'Brien explained that Steve Groboske was promoted from full-time facility maintenance to Facility Maintenance Manager. Part-time employee Mike Moretti was then promoted to replace Steve's full-time position. Recently Dan Touzios was promoted from full-time park maintenance to the Parks & Athletic Fields Manager. Staff is now in the process of interviewing candidates to replace the full-time park maintenance position and hopes to hire someone over the next few weeks.

President Lewis commented that the Board is glad to see that the park district is able to promote from within.

### **Recreation Committee, Mr. Mostardo Chairperson**

#### ***Spring Break Activities***

Mr. Eckelberry announced that there are several activities taking place during the upcoming spring break, March 27<sup>th</sup>–31<sup>st</sup>. There will be a Googly Gump Spring Break Camp and a Take a Walk in the Park Day held at the Bartlett Nature Center. At the Bartlett Community Center, Spring Break Camp, Youth Open Gym, Chess Scholars Camp, Picasso's Workshop Expressions in Paint & Clay, and Blended Martial Arts & Self Defense Classes will take place.

### **Special Facilities Committee, Mr. Eckelberry Chairperson**

#### ***Annual Arts Festival Request***

Mr. Eckelberry noted that Arts in Bartlett has requested to use Bartlett Park, gazebo and log cabin from Friday, June 23<sup>rd</sup> through Sunday, June 25<sup>th</sup> to hold their annual arts festival. Arts in Bartlett will be responsible for providing a certificate of insurance along with obtaining Village sound and appropriate liquor licenses. The park district will waive all park permit fees in exchange for being listed as a sponsor. Mr. Woods moved to approve the Arts in Bartlett request, seconded by Ms. Palmer. ***Motion carried.***

#### ***Bartlett Park Request***

Mr. Eckelberry explained that the Bartlett Firefighters have formed an organization called "Ignite the Courage", a 501(3)(c) organization which is an extension of the Bartlett Fire Protection District. They have requested to host their "Ignite the Courage Fest" in Bartlett Park. The event is an expansion of the annual Pink Heals tour, and will raise funds and provide much needed resources for local Bartlett residents affected by any form of illness or hardship. The event will be held on Saturday, August 12<sup>th</sup> from 8am – 8pm. They are also requesting to use the park Friday, August 11<sup>th</sup> for setup, and Sunday, August 13<sup>th</sup> for take down and cleanup. Mr. Woods made a motion to approve the request, seconded by Ms. Palmer. ***Motion carried.***

**Villa Olivia Committee, Ms. Palmer Chairperson****Drendel Property Management Agreement**

Ms. Palmer discussed the current 12-month agreement that Villa Olivia currently has with Drendel Property Management. The agreement will end on March 31, 2017, and staff is interested in entering into another 12-month term agreement, which would run from April 1, 2017 through March 31, 2018. The total cost of the agreement is \$36,000. Mr. Woods made a motion to approve the request, seconded by Ms. Palmer. Mr. Woods inquired why we are only entering in 12-month agreements, and Mr. Pope explained that by doing the 12-month agreements, this allows for us to be more flexible in case changes are needed. **Motion carried.**

**Bartlett Parks Foundation: Drive “FORE” the Playground Golf Outing**

Ms. Palmer announced that the Bartlett Parks Foundation will host an 18-hole golf outing to be held at Villa Olivia on Friday, July 28, 2017. The outing will include a continental breakfast, shotgun start at 9:30am, scramble format scoring, boxed lunch and awards program following golf that will feature appetizers and drinks. All proceeds will benefit the Inclusive Playground project. Registration information, along with sponsorship and donation requests will be sent out soon.

**Personnel Committee, Ms. Palmer Chairperson****Full-Time Salary Ranges for FY2017-18**

A list of proposed full-time salary ranges for FY2017-18 was provided to the Board, with changes from FY2016-17 highlighted in yellow. Mr. Mansfield made a motion to accept the staff's request for approval of the proposed full-time salary ranges for FY2017-18. Mr. Eckelberry seconded the motion. **Motion carried.**

**Part-Time Salary Ranges for FY2017-18**

A list of proposed part-time salary ranges for FY2017-18 was provided to the Board, with changes from FY2016-17 highlighted in yellow. Ms. Stocks made a motion to accept the staff's request for approval of the proposed part-time salary ranges for FY2017-18, seconded by Mr. Eckelberry. **Motion carried.**

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

No business.

**Old Business**

No business.

**New Business**

Mr. Mansfield asked Ms. Fletcher if we have hired anyone for the Health and Fitness Manager position. Ms. Fletcher replied that an offer has been made, but the candidate still needs to pass their physical.

**Resident Comments**

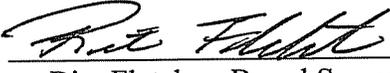
None.

President Lewis announced that it was Steve Karoliussen's last board meeting. He shared what a big asset Mr. Karoliussen has been to the Bartlett Park District and noted that it has been a pleasure working with him all of these years. Ms. Palmer also thanked Mr. Karoliussen for being the Bartlett Chamber of Commerce liaison.

***Adjournment***

There being no further business, Commissioner Eckelberry moved to adjourn the meeting, seconded by Commissioner Stocks. **Motion carried at 7:53pm.**

Minutes Approved by the Board on March 28, 2017.

By:   
Rita Fletcher, Board Secretary