

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, NOVEMBER 8, 2016**

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, Susan M. Stocks, Kenneth N. Woods, 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.

Finance Committee, Mr. Woods Chairperson

Resolution 16-05 Estimate of Taxes to be Levied

Mr. Woods explained that a detailed estimate of taxes to be levied for tax year 2016 was provided in the Board packet. Mr. Woods noted that he did speak with Mr. Romejko and there is a slight increase in the amount, but not much. Mr. Romejko remarked that the difference can be measured by comparing the proposed levy to what was actually extended for tax year 2015. He noted that we will not get what we actually asked for. Mr. Mostardo made a motion for approval of Resolution 16-05 Estimate of Taxes to be Levied, seconded by Ms. Stocks. ***Motion carried.***

Planning Committee, Ms. Stocks Chairperson

No report.

Building and Grounds Committee, Mr. Mansfield Chairperson

Apple Orchard Golf Course

Mr. Eckelberry reported that the Apple Orchard Golf Course closed as of Monday, October 31, 2016. Staff has been working on removing tables, chairs, benches, pull carts, signs and ball washers. They will also aerate fairways, clean up landscape beds and begin working on stabilizing 80 feet of the pond shoreline by hole #9. This will protect and control shoreline erosion around the pond.

Recreation Committee, Mr. Mostardo Chairperson

Brochure Printing Bid

Mr. Mostardo announced that sealed bids were opened for the printing of program brochures on October 27, 2016. A total of 6 bids were received and 2 bids were disqualified. The bid is for 3 years and includes 12 program brochures total, 4 program brochures per year from Spring 2017 through Winter 2020. The quantity of brochures will be 16,500 for each season. Staff has

recommended that the Board accept the bid from John S. Swift Co. in the amount of \$124,948. This is our current printer, the working relationship is good, and the price falls within the budget. Mr. Eckelberry seconded the motion. **Motion carried.**

Basketball Open Gym

Mr. Mostardo noted that basketball open gym began on November 1st and will continue to run through the end of March. There will be adult, youth, school day off, adult/child basketball and adult/tot fun gym sessions offered. The staff is prepared to add youth open gym days beginning at noon if U-46 schools are closed.

Special Facilities Committee, Mr. Eckelberry Chairperson

Locker Replacement

Mr. Eckelberry said that on October 28, 2016 two RFP's were received for the final phase of replacing the Splash Central lockers. The project will include removal and disposal of a bank of lockers in both locker rooms along with those in the family changing area. Staff has recommended the acceptance of the proposal from Lowery McDonnell Co. who bid the lowest price in the amount of \$17,401.73. Mr. Woods made a motion to accept and approve the Lowery McDonnell Co. bid, seconded by Mr. Mostardo. **Motion carried.**

Villa Olivia Committee, Ms. Palmer Chairperson

Engineering Services Proposal

Ms. Palmer explained that the project to install restrooms and showers at the outside building at Villa Olivia is in need of water and sewer service to be connected to the public water mains and brought to the building. CEMCON, Inc. has provided budget estimates and can complete topographic and planimetric surveying, engineering plans, and construction phase services (including layout and record drawings). Ms. Palmer made a motion to accept the staff recommendation to hire CEMCON, Inc. at a cost of \$13,300 to provide these services. Mr. Eckelberry seconded the motion. Mr. Mostardo asked if this expense would be covered under the Capital Projects budget, and Ms. Fletcher clarified that it would. **Motion carried.**

Annual Winter Sports Open House

Ms. Palmer noted that the annual winter sports open house will be held on November 13th from 12:00noon to 4:00pm in the Ski Lodge. Season pass sales and lesson registration will begin that day. Equipment fittings and demos will be provided, several vendors will be on site, games and raffles will take place, and refreshments will be served.

Thanksgiving Day Brunch

Ms. Palmer announced that Villa Olivia will once again hold their Thanksgiving Day Champagne Brunch this year. The brunch will be held on Thursday, November 24th with seating's from 9:30am to 2:00pm. Reservations are currently up to 371 per Mr. Pope, and historically the maximum is 500 people.

Personnel Committee, Ms. Palmer Chairperson

Ms. Palmer described that the Illinois Association of Park Districts (IAPD) requires the Park District Board to officially name delegates to their annual business meeting which is scheduled to be held Saturday, January 21, 2017. Since Ms. Palmer is on the IAPD Board, staff recommends that she be listed as the delegate, followed by Steve Eckelberry and Ted Lewis as alternates. The Personnel Committee recommends that the Credentials Certificate that was

provided to the Board be approved. Mr. Woods made a motion to approve the proposed delegate(s) and Credentials Certificate as presented. Mr. Mostardo seconded the motion. **Motion carried.**

Community Relations and Legislative Issues Committee, Mr. Lewis Chairperson

No report.

Old Business

None.

New Business

None.

Resident Comments

None.

Closed Session

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. Mr. Mostardo seconded the motion, **Motion carried.**

ROLL CALL VOTE:

AYES: Lewis, Eckelberry, Palmer, Woods, Stocks, and Mostardo.

NAYS: None.

ABSENT: Mansfield.

ABSTAIN: None.

Motion approved at 7:40pm.

Reconvening of Regular Board Meeting

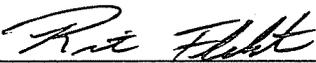
President Lewis called the meeting back to order at 8:03pm and called for the roll. Present were Theodore J. Lewis, Stephen M. Eckelberry, Lori A. Palmer, Kenneth N. Woods, Susan M. Stocks, and Nicholas A. Mostardo. Commissioner James A. Mansfield was absent.

Staff members present was Executive Director Rita Fletcher.

Adjournment

There being no further business, Commissioner Eckelberry moved to adjourn the meeting, seconded by Mr. Mostardo. **Motion carried at 8:04pm.**

Minutes Approved by the Board on November 22, 2016.

By: 
Rita Fletcher, Board Secretary