

**BARTLETT PARK DISTRICT  
COMMITTEE WORKSHOP MEETING MINUTES  
TUESDAY, MAY 10, 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, Lori A. Palmer, and Nicholas A. Mostardo. Commissioners Stephen M. Eckelberry and James A. Mansfield were absent.

Staff members present were Executive Director Rita Fletcher, Superintendent of Special Facilities Steven Karoliussen, Superintendent of Recreation Kimberly Dasbach, Superintendents of Business Services Susan Leninger and Kevin R. Romejko, Superintendent of Villa Olivia Peter Pope, and Superintendent of Parks and Planning Kelly O'Brien.

Recording Secretary Stephanie Baxter took the minutes.

**Pledge of Allegiance**

President Lewis led the Pledge of Allegiance.

**Finance Committee, Mr. Woods Chairperson**

***Preliminary Audit Work***

Ms. Leninger reported that one of the auditors from Selden Fox, LTD was out on May 2 & 3, 2016 to do some preliminary audit work. The regular audit schedule has not yet been determined.

**Planning Committee, Ms. Stocks Chairperson**

***Policy 6.40 – Cooperation Between Organizations***

Ms. Stocks indicated this policy deals with the importance of working with other agencies to best serve the residents of the Park District. Staff is not recommending any changes at this time.

***Policy 6.42 – Joint Development of School and Park Property***

Ms. Stocks noted that this policy explains the need to work with the school district if a new building is being considered to avoid duplication of facilities and the efficient use of fiscal resources. Staff is not recommending any changes.

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

***Temporary Tower Installation***

Ms. O'Brien discussed the upcoming installation of a temporary tower that the Village is requesting to place on park district property. The Village is asking to install a temporary tower next to the water tower located on park district property to relocate 3 cell vendor antennas. The temporary tower footprint is 20 feet x 20 feet and 120 feet high. There will be no drilling or digging, and a temporary chain link fence will be placed around the perimeter for security. The tower will be installed late June – early July and be up for approximately 3 months.

The Board confirmed that they had no objections with this temporary tower installation.

***Policy 6.38 – Environmental Policy***

Ms. O'Brien reported this policy is to provide guidelines for staff and govern the Bartlett Park District's environmental management practices. Staff is not recommending any changes.

***Policy 6.50 – Recycling Policy***

Ms. O'Brien expressed the purpose of this policy is to set standards for staff to recycle materials it uses and minimize non-hazardous waste. Staff is recommending changing "Department Heads" to "Superintendents" and changing the word "Supervisors" to "Managers".

**Recreation Committee, Mr. Mostardo Chairperson*****National Night Out 2016 Request***

Mr. Mostardo noted that the Village of Bartlett is requesting approval to use several park district areas and facilities as part of the Bartlett Police Department's annual National Night Out events. The Recreation, Special Facilities and Parks Departments work cooperatively with the Police Department on many of these activities. Appropriate liability insurance and permits will be required for certain activities. Mr. Woods moved to approve the National Night Out 2016 request as presented, seconded by Ms. Stocks. ***Motion carried.***

***Policy 6.44 – Movable Soccer Goals and Education Safety***

Mr. Mostardo explained that this new policy staff has created will aid in educating organizations, coaches, volunteers and employees on inspecting and securing movable soccer goals. Mr. Mostardo asked if the language for this new policy was something that PDRMA had recommended, and Ms. Fletcher noted that Ms. Dasbach reviewed several similar documents when writing the policy.

Mr. Woods moved to approve Policy 6.44 – Movable Soccer Goals and Education Safety, seconded by Ms. Palmer. ***Motion carried.***

***Policy 6.39 – Facility Conduct***

Mr. Mostardo noted a minor change to this policy since the Character Counts Coalition of Bartlett has dissolved.

**Special Facilities Committee, Mr. Eckelberry Chairperson*****Bartlett Aquatic Center***

Mr. Karoliussen conveyed that the Aquatic Managers have been busy hiring employees for the 2016 season. Also, as of April 30<sup>th</sup>, the sales for season passes are down 13% from 2015.

**Villa Olivia Committee, Ms. Palmer Chairperson*****Tube Shaper Purchase***

Ms. Palmer discussed a Tube Shaper that the committee is recommending to purchase. The device is attached to the piston bully and creates two narrow tubing lanes as opposed to one wide lane. Mr. Woods moved to approve the Tube Shaper purchase in the amount of \$11,500.00, seconded by Mr. Mostardo. ***Motion carried.***

Mr. Woods asked if Mr. Pope could elaborate on this item. Mr. Pope explained that the device funnels about 17" high walls and creates two lanes for tubing, using hydraulics and compressing the snow to make it firm. This will allow for more patrons to go down the hills and get more rides in because we will be able to create three or four lanes as opposed to two single lanes. Mr.

Mostardo inquired if the cost for this item is a pretty competitive price, and Mr. Pope assured him that it was and we did receive a small discount on the purchase.

### ***Mother's Day Champagne Brunch***

Mr. Pope acknowledged that the brunch took place on Sunday, May 8<sup>th</sup> at Villa Olivia. The final count was 1,010 guests. Actual numbers were a bit short of the reservations expected due to some no-shows and a few reductions in party sizes, but overall he was pleased with this year's outcome. Mr. Mostardo inquired if the revenue was higher this year, and Mr. Pope confirmed that it was.

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

No report.

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

#### ***Memorial Day Walk***

Mr. Lewis noted the District has been invited to participate in the Bartlett Memorial Day Walk and Remembrance on Monday, May 30<sup>th</sup>. He asked the Commissioners to be there, if possible, and to let Ms. Fletcher know if they are planning to participate.

Mr. Lewis asked Ms. Fletcher to discuss the most recent update with the Inclusive Playground. Ms. Fletcher remarked that the Bartlett Rotary has agreed to donate \$5,000 this year and has pledged to raise another \$20,000 by May 2017. This year the Apple Blossom Run raised \$1,600 towards the playground. Ms. Fletcher noted that we still have a ways to go, but she is very excited about the recent progress.

Mr. Lewis discussed the Turbo Turtle Race for this year. He noted that since the race is on the last day of the festivities, there should be a lot of ticket sales over the weekend. Mr. Lewis remarked if any of the Commissioners would like to help sell tickets at the festival that would be helpful.

### **Old Business**

Mr. Woods inquired about the changes to various board policies. Ms. Fletcher reminded him that she is bringing the policies to the Board a few at a time and will bring the entire policy book to the Board in July for approval.

### **New Business**

None.

### **Resident Comments**

None.

### **Adjournment**

There being no further business before the Board, Mr. Mostardo moved to adjourn the meeting, seconded by Ms. Stocks. ***Motion carried at 7:48pm.***

Minutes Approved by the Board on May 24, 2016.

By: \_\_\_\_\_  
Rita Fletcher, Board Secretary