

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, OCTOBER 9, 2018**

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, Lori A. Palmer, Theodore J. Lewis, 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, Superintendent of Business Services Kevin Romejko and Superintendent of Special Facilities Lynsey Heathcote.

Recording Secretary Kim Monforti took the minutes.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Finance Committee, Ms. Palmer Chairperson

CPI Rate for 2018 Tax Extension

Ms. Palmer stated the Consumer Price Index (CPI) computing the 2018 tax extension is at 2.1%. The CPI was also 2.1% for the 2017 tax extension

Planning Committee, Mr. Eckelberry Chairperson

No Report

Building and Grounds Committee, Ms. Palmer Chairperson

Humbracht Park Playground

Ms. Palmer said that last year Humbracht Park playground was donated to Kids Around the World and was installed in Khan Sen Sok, Cambodia. Staff plans to donate Trails End Park playground as well.

Recreation Committee, Ms. Gunsteen Chairperson

Zombie Obstacle Course

Ms. Gunsteen stated the Zombie Run will be on Saturday, October 20th from 4-6pm. The 2 mile obstacle course event takes place in O'Brien Woods where participants will run, climb and crawl their way through the of Zombie infested woods. Due to the loose and uneven terrain running and hiking gear is strongly encouraged. Registration is now open and race day registration will be available from 1:30 - 2:30pm. This Special Event has the biggest demand for volunteers we normally aim to have 40- 50 volunteer zombies!

Special Facilities Committee, Mr. Mansfield Chairperson**The Taste of the Towns**

Ms. Stocks mentioned that in conjunction with the Bartlett Area Chamber of Commerce we will once again be hosting the "The Taste of the Towns" on Thursday, November 1st at 5:30 pm in the Oak Room at Bartlett Community Center. Restaurants will showcase their menus and catering options for the holidays. Chamber members are invited to spend the evening with friends and enjoy a networking opportunity with great food and drinks. The Bartlett Park District will be providing a complimentary beverage ticket for each Chamber member.

Villa Olivia Committee, Mr. Lewis Chairperson**Winter Sports Preparations Underway**

Mr. Lewis stated the Annual Winter Open House will take place on Sunday, November 11th. The Ski Patrol will conduct their annual Outdoor Emergency Care refresher, which is an all-day affair, will take place on Sunday, October 7th. The annual Chairlift Evacuation training will take place on Sunday, November 18th. Our Job Fair will take place on Saturday, October 27th.

Personnel Committee, Mr. Lewis Chairperson**Revised Full-Time Employee Personnel Policy Manual**

Mr. Lewis noted the revised Full-Time Employee Personnel Policy Manual is to set forth the Park District's present policies and procedures as they apply to all full-time employees. Due to revisions and updates to both State of Illinois and Federal Laws, from time to time it is necessary to update the Park District's Manual. Changes are denoted in red text. The Manual was last revised January 2013. Ms. Gunsteen asked if Steve Adams reviewed the policy and Ms. Fletcher stated that Nicole Karas has reviewed it. Ms. Gunsteen also asked if employees have to sign it and is it kept on file. Ms. Fletcher stated that yes all full time employees will receive a copy and will have to sign it. Staff is requesting Personnel Committee approval of the revised Full-Time Employee Personnel Policy Manual. Mr. Lewis made a motion to approve, seconded by Mr. Eckelberry. **Motion carried.**

Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson**Emergency Response Drill**

Ms. Stocks stated that on Sunday morning October 21st the Park District, the Village of Bartlett, the Police Department and the Bartlett Fire Protection District will be testing Bartlett's emergency response capabilities with a full scale simulated emergency exercise near the community center. The drill will start at approximately 8:00am. The Police and Fire Department have done drills over the years but this is the first time the Park District has been asked to join in. Members of the safety committee will all be taking part in the drill and we are looking forward to seeing how the process works. The community center will be open as usual and press releases will be sent out in advance to let people know that a drill is going on as there will be an unusual amount of police and fire vehicles around the area that morning. The Police Department is asking that people don't come out to observe the exercise.

Old Business

None

New Business

None

Resident Comments

Ms. Jody Fagan introduced herself to the Board of Commissioners and let them know she submitted a letter of interest for the open Commissioner position.

Closed Session

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(C)(3) of the Open Meetings Act, for the discussion of the selection of a person to fill a public office including a vacancy in a public office, or the discipline, performance or removal of an occupant of a public office. Ms. Palmer seconded the motion. **Motion carried.**

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Mansfield

ABSTAIN: None

Reconvening of Regular Board Meeting

President Stocks called the meeting back to order at 8:10 pm and called for the roll. Present were Susan M. Stocks, Stephen M. Eckelberry, 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 Kim Monforti took the minutes.

New Business

Mr. Eckelberry made a motion to approve that Ms. Palmer take over the Treasurer position for the remainder of the term, seconded by Mr. Lewis. **Motion carried.**

Adjournment

There being no further business, President Stocks moved to adjourn the meeting, seconded by Commissioner Mr. Mostardo. **Motion carried at 8:12 pm.**

Minutes Approved by the Board on October 23, 2018.

By: Rita Fletcher
Rita Fletcher, Board Secretary