

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, DECEMBER 11, 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. Commissioners James A. Mansfield and Dale Ann Kasuba were 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.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Finance Committee, Mr. Mostardo Chairperson

Ordinance 18 - 06, Annual Tax Levy Ordinance

Ms. Palmer explained that in November, Resolution 18-08, Estimate of Taxes to be Levied was presented to the Board for review and approval. No changes have been made to the levy amounts, and staff is requesting Finance Committee approval. Mr. Eckelberry made a motion for approval of Ordinance 18-06, Annual Tax Levy Ordinance, seconded by Mr. Lewis. Ms. Palmer asked if there were any questions and Ms. Gunsteen asked for a clarification on how the CPI rate is lower than the levy amount the District is requesting. Ms. Palmer and Mr. Romejko explained the levy process to help the Board get a better understanding of the amount the District is requesting. ***Motion carried.***

Purchase Orders Between \$5,000 and \$15,000

A list of approved purchase orders between \$5,000 and \$15,000 for the time period of September 2018 through November 2018 was presented to the Board. Staff requested that the Finance Committee accept this report. A motion was made by Mr. Eckelberry, seconded by Ms. Gunsteen to accept and approve this request. ***Motion carried.***

Planning Committee, Mr. Eckelberry Chairperson

2018-2019 Goals & Objectives

Mr. Eckelberry reported the 2018-2019 Goals and Objectives were included in the packet showing the progress staff is making after the second quarter. Staff are working towards getting all the goals done on schedule.

Building and Grounds Committee, Ms. Palmer Chairperson***Ice Skating Rinks***

Ms. Palmer informed the Board that plans are underway to get the outdoor ice skating rinks up and operating at Leiseberg Park and Apple Orchard Community Park when the weather cooperates.

Recreation Committee, Ms. Gunsteen Chairperson***Winter Break Activities***

Ms. Gunsteen discussed the following programs that will be held over winter break:

At the Bartlett Community Center: New Sports and More Winter Break Camp will be taking place January 2-4. School Day Off Camp, for students in grades K-6 will take place December 26 – 28 and January 2-4. There will also be Checkmate winter camp for beginner and experienced chess players on December 26-28.

At the Nature Center, we will be hosting a Day of Fun Camp for youth 6-13 on December 26-28 and January 2-4.

Special Facilities Committee, Mr. Mansfield Chairperson***Policy 5.80 – Refund Policy***

Ms. Stocks explained that office manager Amy McKinley has as one her goals for this year to look at restructuring our current Refund Policy to reflect the changing needs of our patrons and focus on providing a more positive customer service approach. To meet these changes staff is recommending the outlined changes to the policy and is asking for committee approval of Policy 5.80. A motion was made by Mr. Eckelberry, seconded by Ms. Palmer. **Motion Carried.**

Villa Olivia Committee, Mr. Lewis Chairperson***Christmas Day Champagne Brunch***

Mr. Lewis stated that Villa Olivia will once again hold their Christmas Day Champagne Brunch on Monday, December 25th, with seating's from 9:30am to 2:00pm. The brunch features an expanded offering of menu items.

Ski with Santa Event

Mr. Lewis announced that the annual 'Ski with Santa' event will take place Saturday, December 22nd, from 11am – 2pm. Santa will be skiing throughout the facility, and customers are invited to find him and have their photo taken with him.

Personnel Committee, Mr. Lewis Chairperson

No Report

Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson

No report.

Old Business

Ms. Palmer brought up that she attended the Tree Lighting at Bartlett Park and she thought everything looked great including the new tree. She asked that staff be thanked for all of their hard work.

New Business

No Report

Resident Comments

None.

Adjournment

There being no further business, Mr. Eckelberry moved to adjourn the meeting, seconded by Ms. Palmer. **Motion carried at 7:44pm.**

Minutes Approved by the Board on December 18, 2018.

By:

Rita Fletcher

Rita Fletcher, Board Secretary