

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, FEBRUARY 13, 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, Theodore J. Lewis, Lori A. Palmer, and Diana Gunsteen. Commissioners Nicholas A. Mostardo and James A. Mansfield 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.

Recording Secretary Stephanie Baxter took the minutes.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Finance Committee, Mr. Mostardo Chairperson

No report.

Planning Committee, Mr. Eckelberry Chairperson

Schrade Gym Update

Mr. Eckelberry reported that after a meeting with the Construction Management Firm, Fredrick Quinn Corporation, the decision was made to move up the date for the release of bid documents for construction at Schrade Gym. The bid information and documents will be available beginning February 15, 2018, and can be viewed at the Dodge Construction plan room, Reed Construction Data and at Fredrick Quinn's office. There will be a mandatory pre-bid meeting scheduled for Wednesday, February 21st and bid opening will be held Wednesday, March 7th. Staff plans to make a recommendation to the Board at the March Committee Meeting.

Building and Grounds Committee, Ms. Palmer Chairperson

Beaver Pond Boardwalk Installation Bid Approval

Ms. Palmer announced that bids were received for the boardwalk installation at Beaver Pond. Bid opening took place February 7th and 5 sealed bids were received as follows:

NAME OF COMPANY	BID BOND	BID TOTAL
Nettle Creek Nursery, Inc.	Yes	\$24,600
Martam Construction, Inc.	Yes	\$25,000
Clauss Brothers, Inc.	Yes	\$30,153
Misfits Construction Co.	Yes	\$31,600
R&W Clark Construction, Inc.	No	\$36,800

Staff is currently in the process of checking references, and Ms. Fletcher said that a recommendation will be brought to the Board at the February 27th Board Meeting. Mr. Eckelberry asked if the bid results were in line with the budget, and she noted that the totals, including the architects, appear to be within the budget.

Recreation Committee, Ms. Gunsteen Chairperson
2018 National Night Out Request

Ms. Gunsteen stated that the Village of Bartlett has requested approval to use several areas and facilities as part of the Bartlett Police Department's annual National Night Out events. The line-up is still tentative, and will be finalized once everything is confirmed:

- Friday, August 3** **Jim Jensen Pavilion, Apple Orchard Fields 3 & 4 and the south parking lot from 4–8pm** for Mini Trackless Train, inflatables, a tethered hot air balloon and games. **Bartlett Aquatic Center from 8:15–10:15 pm** for the annual pool party.
- Monday, August 6** **Bartlett Park, Log Cabin & Gazebo from 8am–10pm** for National Night Out set-up.
- Tuesday, August 7** **Picnic In the Park: Bartlett Park, Gazebo and Log Cabin from 8am–10pm.** Events include demonstrations (BMX Bicycle Show, Train Ride, & panning for gold), helicopter fly by, inflatables, music and booths.
- Wednesday, August 8** **Bartlett Park, Log Cabin & Gazebo from 8am–12noon** for take down and cleanup. (If no rain date)
- Wednesday, August 8** **Picnic In the Park rain date: Bartlett Park, Log Cabin & Gazebo from 8am–10pm.**
- Thursday, August 9** Rain date, if needed. **Bartlett Park, Log Cabin & Gazebo**

Ms. Gunsteen added that the appropriate liability insurance and permits will also be required for certain activities. Mr. Eckelberry made a motion to approve the 2018 National Night Out Request, as presented, seconded by Mr. Lewis. **Motion carried.**

Basketball League 2017-2018 Recap

Ms. Gunsteen said that basketball leagues are currently up to 81 teams, and she added that she is personally glad to see that teams for the younger grades have gotten started.

Special Facilities Committee, Mr. Mansfield Chairperson

Bartlett Summer Festival Park Request

Mr. Eckelberry noted that the Bartlett Fire Department requested to use Bartlett Park, the Log Cabin and the Gazebo for their Bartlett Summer Festival. The Board had questions about this request that was originally presented at the January Committee Workshop Meeting:

Friday, August 10 th	5pm-10pm	(actual Festival time with set-up from 8am-4pm)
Saturday, August 11 th	9am-10pm	(actual Festival time)
Sunday, August 12 th	8am-3pm	(no Festival time – tear down and clean-up only)

Ms. Heathcote said that she met with a representative of the Fire Department and received answers to many of the questions. She added that she feels much better about their request and plans for the event. Ms. Palmer asked if the Fire Department is still working on ideas for the fencing, and Ms. Fletcher noted that they are trying to come up with a plan for that. Mr. Lewis made a motion to approve the Bartlett Fire Department request for Bartlett Summer Festival as presented, seconded by Ms. Palmer. **Motion carried.**

BAPS Charities Park Request

Mr. Eckelberry reported that BAPS Charities has requested the use of Bartlett Park, the Log Cabin and the Gazebo on Sunday, June 10, 2018 from 6am to 1pm for their annual walkathon. They expect approximately 1,000 participants and will be responsible for parking and amplified sound permits from the Village of Bartlett, certificate of insurance, permit fees, electricity and port-a-potties. Mr. Lewis made a motion to approve their request as presented, seconded by Ms. Gunsteen. **Motion carried.**

Village Church of Bartlett Request

Mr. Eckelberry said the Village Church of Bartlett is requesting the use of Bartlett Park, the Log Cabin and the Gazebo for their annual Easter Egg Hunt on Saturday, March 31st from 8am-2pm. Staff has requested approval of this request, contingent on Village Church of Bartlett providing all necessary permits, certificates of insurance, and port-a-potties. Mr. Lewis motioned to approve this request as presented, seconded by Ms. Gunsteen. **Motion carried.**

Heritage Days Request

Mr. Eckelberry noted that Bartlett Heritage Days Planning Committee has requested to use a combination of Bartlett Park, the Log Cabin and the Gazebo for their annual Heritage Days Celebration, as follows:

Friday, September 7 th	Bartlett Park	Open
Saturday, September 8 th	Bartlett Park, Log Cabin and Gazebo	7am-5pm
Sunday, September 9 th	Bartlett Park, Log Cabin and Gazebo	9am-6pm

The Heritage Days Committee will be responsible for obtaining and providing certificates of insurance, electricity, amplified sound permit from the Village of Bartlett, and for all repairs to the park and facilities, as well as compliance with all Park District policies and procedures. The Park District will waive the typical rental fees in exchange for being listed

as an event sponsor. Mr. Lewis made a motion to approve the Heritage Days Request, as presented, seconded by Ms. Palmer. **Motion carried.**

Ms. Gunsteen asked if all of the groups who are requesting the use of Bartlett Park are aware that possible construction on the Inclusive Playground may be taking place, and Ms. Fletcher said that the Foundation project will not go out for bid until this fall, so this will not be an issue this year.

Villa Olivia Committee, Mr. Lewis Chairperson

Villa Olivia Fish Fry

Mr. Lewis discussed the All-You-Can-Eat Fish Fry that will be held at Villa Olivia every Friday from February 16th through March 30th. Choices include Cod or Tilapia, Fried Shrimp, Strip Steak, Chicken Parmesan and more. Mr. Lewis added that he has been there several times over the last few years and it is an exceptional meal.

Personnel Committee, Mr. Lewis Chairperson

Human Resources – Recruitment

Mr. Lewis reported that staff has been actively recruiting for both full-time and part-time employment opportunities. All opportunities are posted on the Park District website and social media outlets, as well as IPRA, Indeed, local newspapers, and community colleges.

Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson

No report.

Old Business

No business.

New Business

No business.

Resident Comments

None.

Closed Session

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

AYES: Stocks, Eckelberry, Lewis, Palmer, Gunsteen

NAYS: None

ABSENT: Mostardo and Mansfield

ABSTAIN: None

Motion approved at 7:42pm

Reconvening of Regular Board Meeting

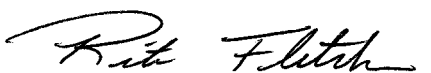
Vice President Stocks called the meeting back to order at 8:19pm and called for the roll. Commissioners answering present were: Susan M. Stocks, Stephen M. Eckelberry, Theodore J. Lewis, Lori A. Palmer, and Diana Gunsteen. Commissioners Nicholas A. Mostardo and James A. Mansfield were absent.

Staff member present was Executive Director Rita Fletcher.

Adjournment

There being no further business, Commissioner Eckelberry moved to adjourn the meeting, seconded by Commissioner Palmer. **Motion carried at 8:19pm.**

Minutes Approved by the Board on February 27, 2018.

By: 
Rita Fletcher, Board Secretary