

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, NOVEMBER 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, Lori A. Palmer, Theodore J. Lewis, Diana Gunsteen and Dale A. Kasuba. 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

Resolution 18-08, Estimate of Taxes to Be Levied

Ms. Palmer stated please find Resolution 18-08, Estimate of Taxes to Be Levied and the corresponding memorandum. Ms. Palmer asked Mr. Romejko to explain the process. Mr. Romejko said the first step in the tax levy process, is we have to comply with the Truth in Taxation Law and essentially what that is saying is the finance committee isn't increasing the aggregate levy more than 105% of the prior year's. As stated in the Resolution, point 3 says based on last year's levy we're asking for an increase of 4.99%. The CPI is 2.1%, therefore we won't get what we ask for but this makes sure that we can be made whole. The counties will give us what we're legally able to receive. We have to do this 20 days prior to bringing the tax levy, which will happen on December 18. Ms. Palmer asked if there's a deadline that the levy needs to be submitted by. Mr. Romejko said that the levy has to be filed by the last Tuesday of December. Staff is requesting Finance Committee approval of Resolution 18-08, Estimate of Taxes to Be Levied. Mr. Eckelberry made a motion to approve, seconded by Mr. Lewis. **Motion carried.**

Planning Committee, Mr. Eckelberry Chairperson

BCC Front Entrance

Mr. Eckelberry said the Bartlett Community Center is over 18 years old and with that comes the need to replace and update areas of the building. At the front of the building there are two retaining walls that are breaking down and in need of replacement. Instead of just replacing the walls staff hired Upland Design to look at the landscaping for the entire front of the building. Mr. Eckelberry introduced Michelle Kelly from Upland Design to present a few options.

Ms. Kelly presented the Board with three options for new retaining walls and landscape for the front of Bartlett Community Center. The first option was to enhance the front area by removing the brick landscaping around the trees. Ms. Kelly presented 4 different retaining wall options for the Board to review. This option would keep the existing trees but update the circular retaining wall. The second option is to expand the current circle retaining wall and make it a larger space. The third option was to take the trees out and add sun sails with café style seating/twig seating to the front entrances. Ms. Gunsteen brought up looking at adding more lighting to the south entrance because it was very dark in that area. The Board had discussion about all three proposals. Ms. Fletcher summarized it by saying that she would take a look at the lighting on the south entrance, the board didn't like the café style seating but kind of liked the twig style seating and liked the new landscaping ideas that were proposed. They liked the brick retaining wall options but not the concrete and they wanted existing trees to stay and not be removed.

Building and Grounds Committee, Ms. Palmer Chairperson
BCC, Building Heating Boiler #1 Replacement

Ms. Palmer said as part of our capital improvement plan, the building heating boiler #1 is scheduled to be replaced. The building has two heating boilers that provide heat to the building. Staff contacted four companies to complete the work at BCC. The lowest bid came in at \$24,821 and staff is requesting approval. Mr. Lewis made a motion to approve and Mr. Eckelberry seconded. **Motion carried.**

Recreation Committee, Ms. Gunsteen Chairperson
14th Annual Nutcracker All Jazzed Up

Ms. Gunsteen stated The Bartlett Park District is excited for the production of the Nutcracker All Jazzed Up. Every year new story elements are added to make the show new and exciting. We have 77 performers that range in age from 5 to 18 years old. There will be 7 shows that are held in the Oak Room at the Community Center. All seats are reserved and tickets are available at the Bartlett Community Center or can be ordered by phone.

Special Facilities Committee, Mr. Mansfield Chairperson
Holiday Tree Lighting

Ms. Stocks mentioned the Bartlett Area Chamber of Commerce, the Village of Bartlett, and Bartlett Park District in downtown Bartlett Park on Friday, November 30 to celebrate the start of the holiday season with the annual tree lighting. The fun starts at 5pm with Santa in the Log Cabin. At 6:30pm the South Elgin High School Choir will perform in the Gazebo followed by the Village President, Kevin Wallace, lighting the tree at 7pm.

Villa Olivia Committee, Mr. Lewis Chairperson
Thanksgiving Day Champagne Brunch

Mr. Lewis announced that Villa Olivia's Thanksgiving Day Champagne Brunch will be held on November 22, with seating's from 9:30am to 2:00pm. The brunch features an expanded offering of menu items, as well as a complimentary glass of champagne.

Personnel Committee, Mr. Lewis Chairperson
IAPD Credentials Certificate

Mr. Lewis stated the Illinois Association of Park Districts (IAPD) requires the Park District Board to officially name delegates to their Annual Business meeting scheduled to be held on Saturday January 26, 2019. Since Lori Palmer is on the IAPD Board staff is

recommending she be listed as the delegate followed by Steve Eckelberry and Susan Stocks as alternates. Staff is asking for the Personnel Committee to approve the attached Credentials Certificate. Mr. Eckelberry made a motion to approve, seconded by Ms. Gunsteen. **Motion carried.**

Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson

Mr. Lewis announced on November 17th is the Volunteer Fire Fighters Turkey raffle at the fire barn.

Old Business

None

New Business

None

Resident Comments

None

Adjournment

There being no further business, President Stocks moved to adjourn the meeting, seconded by Commissioner Mr. Mostardo. **Motion carried at 8:14 pm.**

Minutes Approved by the Board on November 27, 2018.

By: *Rita Fletcher*
Rita Fletcher, Board Secretary