

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, AUGUST 13, 2019**

Call to Order

Vice President Palmer called the meeting to order at 7:30 pm.

Roll Call

Vice President Palmer called for roll. Commissioners answering present were: Lori Palmer, Theodore J. Lewis, Susan M. Stocks, Dale Ann Kasuba and Jody E. Fagan. Commissioners Stephen Eckelberry and Diana Gunsteen 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 and Superintendent of Special Facilities, Lynsey Heathcote.

Pledge of Allegiance

Vice President Palmer led the Pledge of Allegiance.

Finance Committee, Ms. Gunsteen, Chairperson

Resolution 19-06 – NWSRA Assessment

Ms. Palmer stated that each year the Park District adopts a resolution which accepts the Northwest Special Recreation Association Assessment as determined by the NWSRA Board of Trustees. This year the assessment amount is \$249,650.24. Staff is requesting Finance Committee approval of Resolution 19-06. Mr. Lewis made the motion to approve, seconded by Ms. Stocks. **Motion carried.**

Policy 5.70 – Capital Asset Policy

Ms. Palmer asked Ms. Fletcher to explain the Capital Asset Policy that is being presented. Ms. Fletcher thanked Ms. Palmer and stated that this policy was created on a recommendation of our auditors Lauterbach & Amen. The park district has been keeping track of all our capital assets but we lacked a set policy on the best way to track everything which this policy outlines to ensure we are keeping accurate records. Mr. Lewis made a motion to approve this policy, seconded by Ms. Stocks. **Motion Carried.**

Planning Committee, Ms. Palmer, Chairperson

Valley View Park – Bid Results

Ms. Palmer reported that on August 7th a bid opening was held for the playground replacement at Valley View Park. Five bids were received and staff checked references and they are recommending the bid be awarded to Hacienda Landscaping, Inc., for the amount of \$118,916.00. Ms. Stocks made a motion to approve Hacienda Landscaping, seconded by Ms. Fagan. **Motion Carried**

Building and Grounds Committee, Ms. Stocks, Chairperson
Bartlett Community Center – Driveway Improvements

Ms. Stocks announced that as part of the capital improvement plan we are looking to make asphalt improvements at Bartlett Community Center. The project consists of removing and replacing approximately 10,982 square feet of asphalt located near BAC and the drive by the library. Staff is recommending hiring A & A Paving Contractors. for the amount of \$23,520. Ms. Stocks made the motion to approve, seconded by Ms. Kasuba. **Motion carried.**

BAC – Lazy River Painting

Ms. Stocks reported that the lazy river at Bartlett Aquatic Center is scheduled to be repainted this year. Staff contacted several companies and obtained three quotes to paint the lazy river. Ms. Palmer asked when the lazy river was last painted, Ms. O'Brien stated it was last painted in 2015. Ms. Stocks stated staff is recommending hiring Nedrow Decorating Inc., for the amount or \$24,450.00 to paint the lazy river. Ms. Stocks made the motion to approve, seconded by Ms. Kasuba. **Motion Carried.**

Recreation Committee, Ms. Kasuba, Chairperson
Bartlett Raiders Athletic Association Sponsorship Request

Ms. Kasuba stated that the Bartlett Raiders Athletic Association is requesting approval of six 4x4 sponsorship banners at Koehler Football Field. Once approved they will be put up on Saturday mornings and removed on Sunday afternoon during the 2019 football season. Staff is recommending approval of this request. Ms. Stocks made a motion to approve the Bartlett Raiders request, seconded by Mr. Lewis. **Motion Carried.**

Root Beer Rocks

Ms. Kasuba announced that we have a new program taking place on Friday August 30th at 6:00pm called Root Beer Rocks where participants will learn the science and chemistry of making a Root Beer Float.

Special Facilities Committee, Ms. Fagan, Chairperson
Assistant Aquatics Manager

Ms. Fagan informed the Board the on July 11th Assistant Aquatics Manager Kelly Schroeder resigned to take a new position in Grand Rapids Michigan. Kelly had been with the district since 2015 and staff is interviewing candidates to fill the position.

Villa Olivia Committee, Mr. Lewis, Chairperson
Capital improvements Update

Mr. Lewis stated that as part of our capital projects budget, Villa Olivia has been working on two projects. The first is the removal of 32 dead trees. Staff has hired Green Scene Tree Service to remove the trees and the project should be done by the end of August. Staff has also hired Presta Construction Concrete to remove and replace the outside stairs that are used by golfers and snow tubers. They are also planning to get the project completed by the end of August.

Personnel Committee, Mr. Lewis Chairperson

No report.

Community Relations and Legislative Issues Committee, Mr. Eckelberry, Chairperson

No report.

Old Business

None.

New Business

None.

Resident Comments

None.

Adjournment

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting, seconded by Ms. Gunsteen. **Motion carried at 7:45 pm.**

Minutes Approved by the Board on August 27, 2019.

By: *Rita Fletcher*

Rita Fletcher, Board Secretary