

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, DECEMBER 10, 2019**

Call to Order

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

Roll Call

President Eckelberry called for roll. Commissioners answering present were: Stephen M. Eckelberry, Lori A. Palmer, Diana Gunsteen, Susan M. Stocks, Dale Ann Kasuba, Jody E. Fagan. Commissioner Theodore J. Lewis 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.

Pledge of Allegiance

President Eckelberry led the Pledge of Allegiance.

Residents Comment

None

Finance Committee, Ms. Gunsteen, Chairperson

Ordinance 19-07, Annual Tax Levy Ordinance

Ms. Gunsteen stated Resolution 19-01, Estimate of Taxes was presented to the Board for review and approval in November 2019. No changes have been made. Ms. Gunsteen made a motion to approve Ordinance 19-07. Seconded by Ms. Stocks. **Motion Carried.**

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

Ms. Gunsteen presented the list of approved purchases between September 2019 and November 2019. Ms. Fagan asked why the payment for Drendal Property Management was so high compared to other months. Mr. Pope responded that he billed for two months plus for a piece of equipment. Mr. Eckelberry made a motion to accept the report as presented, seconded by Ms. Palmer. **Motion Carried.**

Planning Committee, Ms. Palmer, Chairperson

PARC Grant

The IDNR is accepting applications for PARC grants through January 21st. This program provides grants for brick and mortar projects with the priority of the program being the renovation or construction of indoor recreation facilities. Ms. Fletcher had a conference call with IDNR for clarification on acceptable renovation and construction projects. Ms.

Fletcher suggested a family changing room to the BAC Bath House and renovating the Log Cabin, with the addition of an outdoor restroom. IDNR advised they will get back to Ms. Fletcher in one week to confirm which project would fit the grant process best. Ms. Fletcher asked the board which project they would like to prioritize. The Board discussed both options and agreed to hear the response from IDNR before moving forward on one project over the other. Ms. Fletcher hoped to provide more information at the Board Meeting.

Building and Grounds Committee, Ms. Stocks, Chairperson

Bartlett Park Tree Removal

Ms. Stocks reported that staff evaluated the tree risk assessment report of Bartlett Park and determined 6 trees need to be removed due to age, deficiencies, and disease. Staff is working with Green Scene Tree Service Company to remove and stump grind the 6 trees. The work will begin at the end of this month. Ms. O'Brien confirmed at this time we do not have plans to replace the trees.

Recreation Committee, Ms. Kasuba, Chairperson

Winter Break Activities

Ms. Kasuba wanted to let the Board know about the scheduled winter break activities. BCC will be offering School Day Off Camp for grades K-6 on December 23, 26, 27, 30 and January 2 & 3. Youth School Day Off Basketball Open Gym is available from 12-6pm on December 20, 23, 26, 27, 30 and January 2 & 3. New Celebration Slime-New Year's Lab Experience is on December 22 from 9:30-10:30am, and a New Kid's Paint Day for ages 6-14 on December 20th from 11am-12:30pm. The Nature Center will offer Day of Fun Camp for ages 6-13 on December 23, 27, 30 and January 2 & 3 from 9am to 3pm.

Special Facilities Committee, Ms. Fagan, Chairperson

VSI/Rec Trac

Ms. Fagan advised the RecTrac migration is making headway. The VSI consultant was onsite for 5 days during the test migration. A group of staff have been working to learn the new system. The consultant will be back on January 26th. A live migration is set for January 27th and we plan to go live on January 28th.

Jingle Jam Fit-Mas Party

LIFECENTER is hosting a Jingle Jam Fitness party on December 18th from 6:30-8pm and tickets are \$10.

Villa Olivia Committee, Mr. Lewis, Chairperson

Christmas Day Holiday Brunch

Mr. Eckelberry informed the Board of the Christmas Day Brunch at Villa Olivia. Brunch will be held on December 25th from 9:30am-2pm.

Winter Sports Training Preparations

Mr. Eckelberry reported that Winter Sports Preparation is underway. Staff orientation and safety training went well on December 7th. There will be a second round of training on December 18th for additional staff. Villa Olivia plans to open next week, weather permitting.

Personnel Committee, Mr. Lewis, Chairperson

No report

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

No report

Old Business

Ms. Gunsteen asked about BCC window and wall project. Ms. Fletcher advised the BCC window renovation is underway, the project should be completed by the end of December. The framing of the windows is set to begin December 19th.

New Business

None

Adjournment

There being no further business before the board, Ms. Palmer moved to adjourn the meeting, seconded by Ms. Gunsteen. **Motion carried at 7:51pm**

Minutes Approved by the Board on December 17, 2019.

By: *Rita Fletcher*
Rita Fletcher, Board Secretary