

**BARTLETT PARK DISTRICT  
COMMITTEE WORKSHOP MEETING MINUTES  
TUESDAY, JANUARY 14, 2020**

**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, Theodore J. Lewis, Susan M. Stocks, Dale Ann Kasuba, Jody E. Fagan. Commissioner Diana Gunsteen 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 20-01, Surplus Property Ordinance**

Mr. Eckelberry stated Ordinance 20-01 is requesting permission to dispose of property deemed to be of no use to the District. The property will be disposed in the most appropriate manner benefiting the Park District. Mr. Lewis made a motion to approve Ordinance 20-01. Seconded by Ms. Stocks. **Motion Carried.**

**Planning Committee, Ms. Palmer, Chairperson**

**Resolution 20-01 – IDNR PARC Grant**

Staff consulted with Williams Architects about the addition of family changing rooms to the Bartlett Aquatic Center. The current plan will add two family changing rooms. The current manager's office will be demolished and the current staff area will become the location of one of the family changing rooms. A new managers office and staff area will be constructed which will extend the building area approximately eighteen feet further. The cost to make these changes is \$455,000. The Board discussed the new floor plan and agreed the design was well thought out and didn't take away from the current designated locker room space. Mr. Eckelberry made a motion to approve Resolution 20-01. Seconded by Mr. Lewis. **Motion Carried**

### **Building and Grounds Committee, Ms. Stocks, Chairperson**

#### **Bartlett Family Fishing Derby Request**

The Bartlett Police Department is requesting approval to use Beaver Pond Park for their annual 'Family Fishing Derby' event on Saturday May 16, 2020 (rain date of Saturday May 30, 2020). Staff is asking for the Board's approval. Mr. Lewis made a motion to approve. Seconded by Mr. Eckelberry. **Motion carried.**

### **Recreation Committee, Ms. Kasuba, Chairperson**

Ms. Kasuba advised the Board of a few Preschool updates. Last fall staff completed the required renewal process for our DCFS licenses. It is now good for the next three years for specific ages, locations and times. The Young 3's class started on January 7<sup>th</sup> with 16 students and will run through May. The class meets two days a week and the child must turn age 3 by January 1<sup>st</sup>. VIP registration (current preschool families) starts January 20<sup>th</sup> for the 20-21 school year. The preschool program serves ages 3-5 and is recreational based. January 18<sup>th</sup> we will be attending the Bartlett Public Library District Preschool & Daycare Fair. On January 25<sup>th</sup> from 10am – 12pm we will be hosting our annual Preschool Open House in the preschool wing at BCC. This allows prospective families to tour the rooms, meet the staff and ask questions.

### **Special Facilities Committee, Ms. Fagan, Chairperson**

Ms. Fagan advised the Board of the Shared Kitchen opportunity. The Village of Bartlett reached out to staff about the potential of renting the Oak Room kitchen as a shared kitchen. A shared kitchen is a commercial space that is licensed, certified, and equipped for professional food production. This space would be available for entrepreneurs to rent through flexible plans. Staff is investigating whether to pursue this opportunity and the pricing options as well as the cost of additional small kitchen equipment to move from a Risk Category 3 to a Risk Category 2. This could be a potential new revenue source and the Village would potentially partner with us. Ms. Stocks inquired on the types of entrepreneurs that would utilize this opportunity. Ms. Heathcote provided one example of someone who wanted to open up a bakery, but can't legally do it out of their home. This would give them access to our kitchen to run their business. Ms. Stocks confirmed the hours would be set like regular business hours of operation. The Board likes the idea of a shared kitchen. They advised Ms. Heathcote to report back with more information once available.

### **Registration Counter Surveys**

The Special Facilities front desk staff at the Community Center started to utilize an iPad to solicit guest satisfaction surveys following interaction. To date we have 79 surveys. Of those, 96% responded they were attended to within 2 minutes or less and rated their interaction a 4.81 out of 5 stars.

**Villa Olivia Committee, Mr. Lewis, Chairperson**

**Valentine's Dinner**

Villa Olivia will be hosting a Valentine's Dinner on Friday, February 14<sup>th</sup>. Guests will enjoy a five course meal that features a lobster and filet entrée, accompanied by appetizer, salad, intermezzo, and dessert. A complimentary glass of champagne is included. There are two seating's available at 6:30pm and 7:30pm. Reservations are taken at Villa Olivia.

**Personnel Committee, Mr. Lewis, Chairperson**

**Exceptional Work Place Award**

The Bartlett Park District earned the Illinois Park and Recreation Association Exceptional Workplace Award. To win this award the park district was graded on nine different areas. The award will be presented at the IPRA annual meeting and the IAPD/IPRA conference. The Board congratulated the staff on receiving this award.

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

**Chairperson**

**Schoppe Park**

At the December meeting a resident attended the meeting and asked about a dog park being added to Schoppe Park. Staff researched the request and concluded that a majority of the park is covered by wetland area along with a natural area of trees and a small creek. There is a playground at the park with an open area for play and picnics. Currently there are two dog parks located in Bartlett, Riley's Run and Hawk Hollow. Staff does not feel this addition is needed. Discussion ensued and it was agreed to not move forward with the request.

**Old Business**

None

**New Business**

None

**Adjournment**

There being no further business before the board, Mr. Eckelberry moved to adjourn the meeting, seconded by Mr. Lewis. **Motion carried at 7:48pm**

Minutes Approved by the Board on January 28, 2020.

By:   
Rita Fletcher, Board Secretary

