

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, JANUARY 28, 2020**

**Call to Order**

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

**Roll Call**

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

**Pledge of Allegiance**

Vice President Palmer led the Pledge of Allegiance.

**Approval of Minutes**

Ms. Palmer moved to approve the minutes of December 17, 2019 Regular Board Meeting and January 14, 2020 Committee Workshop Meeting, motioned by Ms. Stocks, seconded by Mr. Lewis. **Motioned carried.**

**Residents Comment**

None

**Monthly Treasurer's Report, Ms. Gunsteen, Chairperson**

Ms. Gunsteen moved to approve the Monthly Treasurer's Report for December 2019, motioned by Ms. Stocks, seconded by Ms. Kasuba. **Motion carried.**

**Finance Committee, Ms. Gunsteen, Chairperson**

**Ordinance 20-01, Surplus Property Ordinance**

Ms. Gunsteen stated the Finance Committee is recommending approval of Ordinance 20-01, The Surplus Property Ordinance. Ms. Gunsteen made a motion to approve, seconded by Mr. Lewis.

Roll Call Vote:

Ayes: Palmer, Gunsteen, Lewis, Stocks, Kasuba

Nays: None

Absent: Eckelberry and Fagan

Abstain: None

**Passed and Approved on January 28, 2020**

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

No Business

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

**Bartlett Family Fishing Derby**

Ms. Stocks stated the Building and Grounds Committee recommended approval of the use of Beaver Pond by the Bartlett Police Department on Saturday May 16, 2020 for the Family Fishing Derby. A rain date is scheduled for May 30, 2020. Ms. Stocks motioned for approval, Mr. Lewis seconded. **Motion carried.**

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

No Business

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

No Business

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

No Business

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

No Business

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

No Business

**Executive Director's Report, Ms. Fletcher**

Ms. Fletcher recommended approval of the January 2020 Bill List. Ms. Palmer moved to approve the Bill List as presented, Mr. Lewis motioned, seconded by Ms. Gunsteen.

**Motion carried.**

**Project Updates**

Ms. Fletcher advised the Board that the Free To Be Me Playground Project went out to bid on January 13<sup>th</sup> and the bid opening will be held on January 30<sup>th</sup>. The results will be presented to the Board at the February 11, 2020 Committee Workshop Meeting.

Since the November meeting staff has looked into two different types of temporary ice rinks and will look at a third and report back as information becomes available.

## **Superintendent of Recreation Report, Ms. Dasbach**

### **Winterfest Special Event**

Ms. Dasbach informed the Board of the upcoming Winterfest Special Event that will be held on Saturday, February 15<sup>th</sup> from 12-4pm. This event is held at the Bartlett Nature Center. The popular dogsledding demonstrations will take place with or without snow throughout the day. There will be other indoor activities such as painting, snow shoeing, snow block making, Iditarod slideshow presentation, crafts and a winter activity with our sponsor L.L. Bean. This event is in partnership with Adopt-A-Husky.

## **Superintendent of Villa Olivia Report, Mr. Pope**

### **Snow Making Study**

Mr. Pope reported on the snow making process at Villa Olivia. He confirmed the two primary costs involved in snow making are labor and electricity. Between labor and electricity the average snow making cost is \$36.95 an hour. Since the week of November 11<sup>th</sup> we've had 271 hours of "good" snowmaking and 151 hours of "average" snowmaking for a combined total of 422 hours. The total cost of snow making to date is \$15,593. We currently are able to maintain our base on 4 small beginner runs, the tubing lanes, the chairlift run and some terrain park areas. The beginner runs have been open 13 of the 30 scheduled days. The slope ticket price is reduced to 50% when only this area of the facility is open. Our revenue for skiing and snowboarding is \$13,860 as of January 20, 2020. The tubing lanes have been open 17 of the 30 scheduled days and as of January 20<sup>th</sup> our revenue is \$64,946.

## **Superintendent of Parks & Planning Report, Ms. O'Brien**

### **2019 Parks Department Recap**

Ms. O'Brien provided the Board with a 2019 Parks Department Recap Report. The parks department maintains 43 parks (447 acres) including 36 playgrounds, 39 athletic fields, 3 spray grounds, and 12 picnic shelters. Parks also maintains 8 facilities, indoor/outdoor pools, and a 9-hole golf course. The parks department and facilities consists of 4 managers, 15 full-time, 5 part-time and 18 seasonal staff.

Throughout the year the parks department performs routine maintenance. This includes playground inspections/ repairs, dragging softball/baseball fields daily, painting soccer fields weekly, cleaning of shelters, garbage removal, landscape bed maintenance, and herbicide and fertilizer applications. The parks department completed the following projects in 2019; the ballfield renovation on Apple Orchard Community Park, renovating wooden benches at various parks, Trails End Park improvements, Valleyview Park, mulch and landscape beds, Sunrise Disc Course improvements, added sand play areas to multiple parks, planted 21 new trees and 4 memorial trees. The parks department is involved in a number of special events that happen outside of normal work hours such as National Night Out, Bartlett Summer Festival and the Apple Blossom 5K Run.

Ms. O'Brien also informed the Board on the facility maintenance custodial staff. Staff is required to provide maintenance and custodial care to the Log Cabin, Schrade Gym, Administration Building, Apple Orchard Clubhouse, Maintenance Shop, and Bartlett Community Center. Facility maintenance is responsible for keeping the buildings HVAC, plumbing, and electrical systems operating properly. They also maintain the pools and spray playgrounds according to health department requirements. In 2019 facilities maintenance completed the following projects; power washed the front of BCC, BCC driveway and parking lot improvements, replaced 2<sup>nd</sup> boiler at BCC, repainted the main pool and lazy river at BAC and rehabbed the sand play area at BAC. Lastly, Ms. O'Brien reported on the Apple Orchard Golf Course. The golf course is maintained by one full-time greens keeper, one part-time staff and two part-time laborers. Staff is required to mow the greens, fairways, tee box, and rough areas. They also change the tee marker and cup locations, fill divots, apply fertilizer and herbicide, and rake bunkers. This year the staff replaced the entire split rail fence, removed 16 trees and plated 11 new trees at Apple Orchard Golf Course.

**Superintendent of Business Services Report, Mr. Romejko**  
**Districtwide Gift Card Purchases in December 2019**

Mr. Romejko was happy to report during in the month of December the Bartlett Park District sold 167 gift cards totaling the amount of \$9,853 with a majority of the gift cards being sold at Villa Olivia.

**Superintendent of Special Facilities, Ms. Heathcote**  
**"Raise Your Glass" 6<sup>th</sup> Annual Wine, Beer and Spirit Fundraiser**

Ms. Heathcote informed the Board that the 6<sup>th</sup> Annual Wine & Beer Event. On February 21<sup>st</sup> from 7-10pm the Bartlett Parks Foundation will be hosting the 6<sup>th</sup> Annual Wine, Beer and Spirit Fundraiser at Villa Olivia. Guests will enjoy beer, wine and spirit tastings from a variety of vendors as well as delicious hors d'oeuvres, raffles, a silent auction, and live music. Tickets are \$35 per person and \$15 for a designated driver.

**Old Business**

None.

**New Business**

None

**Closed Session:**

None

**Adjournment:**

There being no further business before the board, Ms. Palmer moved to adjourn the meeting, motioned by Ms. Stocks, seconded by Mr. Lewis. **Motion carried at 7:59pm**

Minutes Approved by the Board on February 25, 2020.

By: *Rita Fletcher*  
Rita Fletcher, Board Secretary