

**BARTLETT PARK DISTRICT  
COMMITTEE WORKSHOP MEETING MINUTES  
TUESDAY, FEBRUARY 11, 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**

No Report

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

**Bartlett Playground Bid**

Ms. Palmer advised the Board that the Bartlett Park Playground project went out for bid on January 30th. Six qualified bids were received. Hitchcock Design contacted the references and verified the pricing. Staff is requesting the Planning Committee's approval to award the Free To Be Me Playground Project at Bartlett Park to The Kenneth Company for the amount of \$403,372.00. Ms. Palmer made a motion to approve the bid award. Seconded by Mr. Eckelberry. **Motion Carried**

**School District Property**

Ms. Palmer informed the Board that School District U-46 contacted staff regarding property they own surrounding Hawk Hollow School. Staff is looking for input from the Board regarding the property from the School District. The Board discussed the property and the parking lot at Hawk Hollow School and told staff to move forward with discussions with U-46.

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

**BCC Window and Wall Project**

Ms. Stocks updated the Board on the interior wall repairs at BCC. Facility maintenance and park staff have been working hard to repair the interior wall damage from the windows being replaced. To date staff has completed 7 offices, the conference room, stairwells, and storage rooms. The fitness studio is in progress and once that is finished staff will order new window sills.

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

**2020 National Night Out Request**

Ms. Kasuba advised the Board of the Village of Bartlett's request to use several parks, areas and facilities as part of the Bartlett Police Departments annual National Night Out events. The Recreation, Special Facilities and Park Departments work with the Police Department on many of these activities. The Police Department is requesting:

Friday, July 31<sup>st</sup> from 4-8pm at the Jim Jensen Pavilion, Apple Orchard Fields 3 & 4 and South Parking lot

Friday, July 31<sup>st</sup> from 8:15-10:15pm at the Bartlett Aquatic Center

Monday, August 3<sup>rd</sup> from 8am-10pm at Bartlett Park, Log Cabin and Gazebo

Tuesday, August 4<sup>th</sup> from 8am -10pm at Bartlett Park, Login Cabin & Gazebo

Wednesday, August 5<sup>th</sup> from 8am –10pm at Bartlett Park, Log Cabin and Gazebo

Staff is requesting the Recreation Committee's approval of these activities and locations contingent on all requirements being met. Mr. Eckelberry made a motion to approve the schedule. Ms. Fagan seconded. **Motion carried.**

**Youth Sports Registration Deadlines**

Ms. Kasuba informed the Board of the registration deadlines coming up in the next few weeks. The spring youth soccer (Kindergarten – 8<sup>th</sup> grade) deadline is Saturday, February 15<sup>th</sup> at 12pm. The girl's summer softball (Age 7 – High School) deadline is Saturday, March 7<sup>th</sup> at 12pm. The girl's spring volleyball (Grades 5<sup>th</sup>-8<sup>th</sup>) deadline is Tuesday, March 10<sup>th</sup> at 6pm. Practices for all three sports will begin in April.

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

**Ordinance 20-03 Global Arts Festival**

Ms. Fagan advised the Board of Ordinance 20-03 the Global Arts Fair request. The Arts in Bartlett are requesting to use Bartlett Park, Gazebo and Log Cabin on Friday, June 26<sup>th</sup>, Saturday, June 27<sup>th</sup> and Sunday June 28<sup>th</sup>. The artists plan to set up tents and a stage for entertainment. The Arts in Bartlett will provide a certificate of insurance and obtain the appropriate liquor licenses to sell beer, wine and food at the event. Staff is requesting the Special Facilities Committee approval of this request and Ordinance contingent on the Arts in Bartlett meeting all requirements. Mr. Eckelberry made a motion to approve. Ms. Stocks seconded. **Motion carried.**

### **Recreation Software Update**

Ms. Fagan asked Ms. Heathcote to update the Board on the RecTrac 3.1 progress. Ms. Heathcote stated the new system has increased the speed of transactions and updated the online experience with the updated look and features of WebTrac. Users are now able to use enhanced search features, update their account, view a shopping history, and view childcare statements. The system upgrades have been well received by staff and public.

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

#### **Drendel Property Management**

Mr. Lewis advised the Board that our 12 month agreement with Drendel Property management expires on March 31, 2020. Under the agreement DPM provides consultation, oversight, and hands on involvement for our golf and ski maintenance. They also provide professional advice on purchases, projects, improvements and budget. Staff would like to enter into another 1 year agreement from April 1, 2020 thru March 31<sup>st</sup>, 2021 for the amount of \$37,500. The Villa Olivia Committee is requesting approval to enter into an agreement with Drendel Property Management. Mr. Eckelberry made a motion to approve. Ms. Stocks seconded. **Motion carried.**

#### **Ordinance 20-02 Amended Sexual Harassment Policy**

Mr. Lewis informed the Board that the Bartlett Park District must comply with the Workplace Transparency Act, Public Act 101-0221 and amend our Sexual Harassment Policy. This Ordinance creates a reporting and investigative process from complaints of sexual harassment by one board member against another board member. The Ordinance was drafted by our attorneys at Robbin Schwartz. Staff is requesting the Personnel Committee approval of Ordinance 20-02. Mr. Eckelberry made a motion to approve. Ms. Palmer seconded. **Motion carried.**

#### **Part-Time Salary Ranges for FY2020-21**

Mr. Lewis advised the Board that salary ranges are reviewed annually to ensure the Park District is offering fair and competitive wages to its part-time employees. Staff took into consideration legislation signed by Governor Pritzger in February 2019 increasing the State's minimum wage to \$10 per hour on July 1, 2020 and \$11 on January 1, 2021. Staff is requesting the Personnel Committee approval of the proposed Part-Time salary ranges for FY2020-21. Mr. Eckelberry made a motion to approve. Ms. Kasuba seconded. **Motion carried.**

#### **Full-Time Salary Ranges for FY2020-21**

Mr. Lewis explained to the Board that Full-Time Salary Ranges are also reviewed annually. To aid in the review process staff utilized data from the 2020 Park and Recreation Compensation Survey compiled by HR Source with support and partnership from Illinois Park and Recreation Association. Staff is requesting Personnel Committee

to approve the proposed full time ranges for FY2020-21. Mr. Eckelberry made a motion to approve. Ms. Palmer seconded. **Motion carried.**

### **Villa Olivia Fish Fry**

Mr. Lewis informed the Board of the upcoming Fish Fry events during Lenten season. Villa Olivia offers a weekly All-You-Can-Eat Fish Fry on Fridays from February 28th through April 10th. The special is offered during lunch and dinner.

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

#### **IAPD Legislative Breakfasts**

Mr. Eckelberry informed the Board that the IAPD/IPRA Joint Legislative Committee is hosting two legislative breakfasts in the area. The first breakfast is scheduled for Saturday, September 22<sup>nd</sup> at 8am at the Schaumburg Golf Club. The second is scheduled Friday, March 6<sup>th</sup> at 7:30am at the Wheaton Park District. If any Board member wants to attend please let Executive Director Fletcher know.

### **Old Business**

None

### **New Business**

None

### **Closed Session:**

Ms. Palmer moved to adjourn into Closed Session under Section 2 (c)(1) for the purpose of discussing the appointment, employment compensation, discipline, performance, or dismissal of specific employees of the District. Seconded by Ms. Fagan.

Ms. Palmer asked for Roll call vote to adjourn into Closed Session:

AYES: Eckelberry, Palmer, Lewis, Stocks, Kasuba, Fagan

NAYS: None

ABSENT: Gunsteen

**Motion approved at 7:58pm**

### **Reconvening of Committee Workshop Meeting**


Ms. Palmer called the meeting back to order at 8:17 PM and 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.

**Adjournment**

There being no further business before the Board, Mr. Eckelberry moved to adjourn the meeting, Mr. Lewis made a motion and Ms. Palmer seconded. **Motion carried at 8:18 PM.**

Minutes Approved by the Board on February 25, 2020.

By:   
Rita Fletcher, Board Secretary

