

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, FEBRUARY 25, 2020**

Call to Order

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

Roll Call

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

Staff members present were: Executive Director, Rita Fletcher; Superintendent of Recreation, Kimberly Dasbach; 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.

Approval of Minutes

Mr. Eckelberry moved to approve the minutes of February 11, 2020 Committee Workshop Meeting, motioned by Mr. Lewis, seconded by Ms. Gunsteen. **Motioned carried.**

Residents Comment

None

Monthly Treasurer's Report, Ms. Gunsteen, Chairperson

Ms. Gunsteen moved to approve the Monthly Treasurer's Report for January 2020, motioned by Ms. Stocks, seconded by Ms. Kasuba. **Motion carried.**

Finance Committee, Ms. Gunsteen, Chairperson

No Report.

Planning Committee, Ms. Palmer, Chairperson

Bartlett Park Playground Bid

Ms. Palmer advised the Board of the bid opening that was held on January 30th for the Bartlett Park Playground project. We received six qualified bids. The Planning Committee recommended approval to award the project to the Kenneth Company for the amount of \$403,372.00. Ms. Palmer made a motion to approve. Ms. Fagan seconded. **Motion carried.**

Building and Grounds Committee, Ms. Stocks, Chairperson

No report.

Recreation Committee, Ms. Kasuba, Chairperson

National Night Out Request

Ms. Kasuba informed the Board of the 2020 Nation Night Out Request from the Village of Bartlett. The Bartlett Police Department uses several parks and facilities to host their Annual National Night Out. The Recreation Committee requested approval of the proposed schedule. Ms. Kasuba made a motion to approve. Ms. Palmer seconded.

Motion carried.

Special Facilities Committee, Ms. Fagan, Chairperson

Global Arts Festival

Ms. Fagan informed the Board of the Global Arts Festival request and Ordinance 20-03. The Arts in Bartlett requested to use Bartlett Park, Gazebo and Log Cabin for their Annual Global Arts Festival. Artist's will set up their tents, a stage, and sell food, beer and wine. Per Ordinance 20-03, alcohol consumption will be limited to an enclosed beer garden. The Special Facilities Committee recommended approval of the request. Ms. Fagan moved to approve. Ms. Kasuba motioned and Ms. Palmer seconded. **Motion carried.**

Ordinance 20-03

Ms. Fagan stated the Special Facilities Committee is also recommending approval of Ordinance 20-03 Allowing Consumption of Alcoholic Beverages in Bartlett Park. Ms. Fagan made a motion to approve, seconded by Ms. Fagan.

Roll Call Vote:

Ayes: Eckelberry, Palmer, Gunsteen, Lewis, Stocks, Kasuba, Fagan

Nays: None

Absent: None

Abstain: None

Passed and Approved on February 25, 2020

Villa Olivia Committee, Mr. Lewis, Chairperson

Drendel Property Management Agreement

Mr. Lewis advised the Board of the Drendel Property Agreement. The agreement is to oversee the golf and ski grounds maintenance operations from April 1, 2020 – March 31, 2021 for the amount of \$37,500.00. The Villa Olivia Committee recommended approval of the contract. Mr. Lewis motioned to approve the agreement. Ms. Stocks seconded. **Motion carried.**

Personnel Committee, Mr. Lewis, Chairperson

Ordinance 20-02 - Amended Sexual Harassment Policy

Mr. Lewis informed the Board that we must comply with the Workplace Transparency Act, Public Act 101-0221. The Bartlett Park District needs to amend the Sexual Harassment Policy to create a reporting and investigative process for complaints of sexual harassment by one park board commissioner against another park board commissioner. Mr. Lewis motioned to approve Ordinance 20-02. Ms. Palmer seconded.

Roll Call Vote:

Ayes: Eckelberry, Palmer, Gunsteen, Lewis, Stocks, Kasuba, Fagan

Nays: None

Absent: None

Abstain: None

Passed and Approved on February 25, 2020

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

No Business

Executive Director's Report, Ms. Fletcher

Bill List

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

Motion carried.

Capital Projects List

Ms. Fletcher advised the Board of the preliminary 2020-21 Capital Projects list for items over \$5,000. Since the budget is still in progress, the list is subject to change.

Superintendent of Recreation Report, Ms. Dasbach

Youth Theatre Performances –Disney's Frozen Jr.

Ms. Dasbach informed the Board of the upcoming production, Disney's Frozen Jr.. The cast of 52 young performers are preparing for their 5 performances at the Oak Room in the Community Center. The show will run from March 12th through March 15th.

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

2019 Parks Department Recap

Ms. O'Brien provided the Board with a 2019 Parks Department winter projects recap. During the winter season staff completes routine maintenance. They also complete a variety of projects between snow removal and ice making. Since this past season was very mild, staff was able to assist with some of the facility projects too.

Superintendent of Business Services Report, Mr. Romejko
Minimum Wage Increase Impact Update

Mr. Romejko informed the Board on the impact of the minimum wage increase. Based on covered days worked from January 1, 2020 through February 9, 2020 staff estimates an additional \$5346 was spent in wages directly related to minimum wage. Additional funds were spent on Social Security, Medicare and taxes bringing the total increase to \$5,755 during that time period.

HR Source Check-Up

Mr. Romejko informed the Board on a recent service that was provided to the Park District. HR Source is a non-for-profit employers' association who provides human resources, compensation, training, and employee benefits services. HR Source came on site to perform a complimentary HR Check-up. This a compliance based review and discussion for to help minimize risk and maximize effectiveness. HR Source provided very positive feedback.

Superintendent of Special Facilities, Ms. Heathcote
Bartlett Aquatic Center Summer Preparation

Ms. Heathcote informed the Board on the upcoming aquatics season preparations. Staff recently started interviewing for all positions, planning staff trainings, and reviewing operations. Monday, February 17th we held our annual flash sale where families received a 15% off discount. New this year we also provided each household with two free daily admission guest passes and a cup that can be refilled at the concession stand for a discounted rate. Staff will share more details about pass sales as they become available.

Old Business

None.

New Business

None

Closed Session:

None

Adjournment:

There being no further business before the board, Mr. Eckelberry moved to adjourn the meeting, motioned by Ms. Gunsteen, seconded by Ms. Palmer. **Motion carried at 7:50pm**

Minutes Approved by the Board on March 10, 2020.

By: Rita Fletcher
Rita Fletcher, Board Secretary