

**BARTLETT PARK DISTRICT  
COMMITTEE WORKSHOP MEETING MINUTES  
AUGUST, 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, 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 Special Facilities, Lynsey Heathcote; Superintendent of Business Services, Eric Leninger; and Executive Assistant, Lindsey Tuminaro.

**Pledge of Allegiance**

President Eckelberry led the Pledge of Allegiance.

**Residents Comment**

None

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

**Resolution 20-05 – NWSRA Assessment**

Ms. Gunsteen advised the Board that each year the District adopts a resolution which accepts Northwest Special Recreation Association Assessment as determined by the NWSRA Board of Trustees. Staff requested the Finance Committees approval of Resolution 20-05. Mr. Lewis made a motion, and Ms. Palmer seconded. **Motion carried.**

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

**Bartlett Park Landscape/Walkway Renovation**

Ms. Palmer advised the Board of the renovation project that was scheduled to go to bid in early spring 2020, but due to Covid-19 the project was postponed. Staff is working with Upland Design to make improvements to the brick near the gazebo, the landscaping around the gazebo, and the path in Bartlett Park. A bid opening is set for August 19, 2020. The Board asked Staff to work with Upland Design, and offer different landscape options that would incorporate the existing bricks. Staff agreed and will report back with options at the next meeting.

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

### **BCC – Driveway Improvements**

Ms. Stocks updated the Board on the capital improvement plan to replace the asphalt on the service drive near O'Brien Woods up to the shipping dock. Staff is recommending A & A Paving Contractors, Inc. for the amount of \$24,619.77 to remove and replace the asphalt. Ms. Stocks made a motion, and Mr. Lewis seconded. **Motion carried.**

### **Bartlett Park – Path Improvements**

Ms. Stocks informed the Board that Staff has reached out to several companies to remove and replace the existing asphalt for the Bartlett Park path. Staff is recommending A & A Paving Contractors, Inc. for the amount of \$24,930.51. Ms. Stocks made a motion, and Mr. Eckelberry seconded. **Motion carried.**

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

### **Fall Sports 2020**

Ms. Kasuba informed the Board of the All Sport Policy for youth and adult sports that went into effect on August 15<sup>th</sup>. The new policy required staff to restructure their planning for the soccer season to comply with the new guidelines. The new guidelines put each sport into a risk category and then outline the level of play allowed. Staff will review each program and make adjustments to comply with the updated guidelines.

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

### **Scheduling/Rentals Update**

Ms. Fagan advised the Board that Covid-19 has had a significant impact on the rental/scheduling of events. With the new guidelines allowing up to 50 people, we are seeing an increase in bookings on outside rentals, and staff is working on promoting a sale to help increase bookings in the oak room.

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

No Report

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

### **Telecommuting Policy**

Mr. Lewis provided the Board with the new telecommuting policy. The District has implemented flexible work schedules during the pandemic. With the uncertainty of the 2020-21 school year the District created the telecommuting policy to provide a framework for Staff to arrange working off-site when necessary. Staff is requesting the Personnel Committee's approval of the policy. Mr. Eckelberry made a motion, and Ms. Palmer seconded. **Motion Carried.**

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

No Report

**Old Business**

None

**New Business**

None

**Adjournment**

There being no further business before the Board, Mr. Eckelberry moved to adjourn the meeting, Ms. Stocks made a motion, and Ms. Palmer seconded. **Motion carried at 8:09 PM.**

Minutes Approved by the Board on August 25, 2020.

By: *Rita Fletcher*  
Rita Fletcher, Board Secretary