

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, OCTOBER 22, 2019**

Call to Order

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

Roll Call

President Eckelberry called for the roll. Commissioners answering present were: Stephen Eckelberry, Lori Palmer, Diana Gunsteen, Theodore Lewis, Susan Stocks, Dale Ann Kasuba and Jody Fagan.

Staff members present were Executive Director Rita Fletcher, Superintendent of Recreation Kimberly Dasbach, Superintendent of Villa Olivia Peter Pope, Superintendent of Parks & Planning Kelly O'Brien and 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. Lewis moved to approve the minutes of the September 17, 2019 Regular Board Meeting and the October 8, 2019 Committee Workshop Meeting, seconded by Ms. Palmer. **Motion carried.**

Resident Comments

None.

Monthly Treasurer's Report, Ms. Gunsteen Chairperson

Mr. Lewis moved to approve the Monthly Treasurer's Report for September 2019, seconded by Ms. Palmer. **Motion carried.**

Finance Committee Report, Ms. Gunsteen Chairperson

No Report

Planning Committee Report, Ms. Palmer Chairperson

No Report

Building and Grounds Committee Report, Ms. Stocks Chairperson

BCC – Building Heating Boiler #1 Replacement

Ms. Stocks stated the Building and Grounds Committee had recommended the approval to hire Dennis Curtis Boiler Service & Sales Inc. to replace Heating Boiler #1 at BCC for the amount of \$24,821. Mr. Lewis made a motion to approve the hiring of Dennis Curtis Boiler Service & Sales Inc., seconded by Ms. Gunsteen. **Motion Carried.**

Recreation Committee Report, Ms. Kasuba Chairperson

No Report

Special Facilities Committee Report, Ms. Fagan Chairperson

No Report

Villa Olivia Committee Report, Mr. Lewis Chairperson

No Report

Personnel Committee Report, Mr. Lewis Chairperson

No Report

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

No Report

Executive Director's Report, Ms. Fletcher

Bill List

Ms. Fletcher recommended approval of the October 2019 Bill List. Mr. Lewis moved to approve the Bill List as presented, seconded by Ms. Gunsteen. ***Motion carried.***

Make A Difference Day

Ms. Fletcher reported that every October, National Make A Difference Day is recognized where people are encouraged to take time to make a difference in their community. On October 11th full time staff of the Park District got together to make a difference at Oak Grove Park. The natural area had become a dumping ground for branches, furniture and trash. Staff spent the morning cleaning up the area and it was great to see staff from all departments working together and accomplish so much at this park.

Superintendent of Recreation Report, Ms. Dasbach

Recreation Department Annual Report

Ms. Dasbach presented her yearly report on the Recreation Department. Throughout the year the recreation department utilizes over 374 volunteers that contribute over 16,000 volunteer hours for park district programs. This past year over 1190 programs were offered which included 58 new programs/events. Ms. Dasbach reported that weather made a major impact on programs during the spring with over 10 inches of rain falling in April and May. In April the park district's redesigned website was launched and we have had over 345,000 views in less than five months. Discussion ensued regarding Google Analytics over the past two years. Overall it was a good year in the recreation department with good steady growth in the camps and other areas. For 2020 staff will be looking at new programs and ways to improve current programs.

Superintendent of Villa Olivia Report, Mr. Pope

Equipment Technician Vacancy Filled

Mr. Pope reported that Nick Nourtsis had left the district for a new position on August 23rd. Mr. Pope said he is happy to report that the position has been filled as we have hired Grayson Murtagh who will start on October 28th. Grayson has three years of experience and will be a great addition to Villa Olivia.

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

Fall Maintenance Project Update

Ms. O'Brien reported that staff has been staying busy this fall working on a number of projects. At Apple Orchard Golf Course 17 tree stumps were removed and 10 new trees were planted. Sealcoating parking lots at Bartlett Community Center, Blue Heron Park, Leiseberg Park and Riley's Run were all

completed. Staff has been working on fall cleanup by removing annual flowers, pruning shrubs and cleaning landscape beds.

Superintendent of Business Services Report, Mr. Romejko

Payment Types Via RecTrac

Mr. Romejko gave the Board a brief update on the way staff is collecting payments for programs, memberships and rentals using the district's software program RecTrac. During the past 12 months 76% of payments were made by credit card with Visa being the most often used card. 14 percent of payments are made with cash and only 10 percent pay by check.

Superintendent of Special Facilities Report, Ms. Heathcote

Barracuda Winter Conditioning

Ms. Heathcote informed the Board about a new winter conditioning program that is being held at Splash Central. The program began on October 1st and is set up as an off season training program for members of the district's summer swim team the Barracudas.

Old Business

No Report

New Business

No Report

Closed Session:

Ms. Palmer moved to adjourn into Closed Session under Section 2 (c)(1) of the Open Meetings Act, for the purpose of the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District; seconded by Ms. Stocks.

President Eckelberry asked for a roll call vote to adjourn into closed session:

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

Nays: None

Motion Approved at 7:55pm.

Reconvening of Regular Board Meeting

President Eckelberry called the meeting back to order at 8:07pm and called for the roll; Commissioners answering present were: Stephen Eckelberry, Lori Palmer, Diana Gunsteen, Theodore Lewis, Susan Stocks, Dale Ann Kasuba and Jody Fagan.

Adjournment

There being no further business, Ms. Palmer moved to adjourn the meeting, seconded by Ms. Stocks

Motion carried at 8:08pm.

Minutes Approved by the Board on November 26, 2019.

By: *Rita Fletcher*
Rita Fletcher, Board Secretary