

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, NOVEMBER 26, 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, Susan Stocks and Dale Ann Kasuba. Commissioners Ted Lewis and Jody 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 & 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

Ms. Palmer moved to approve the minutes of the October 22, 2019 Regular Board Meeting and the November 12, 2019 Committee Workshop Meeting, seconded by Ms. Gunsteen.

Motion carried.

Resident Comments

None.

Monthly Treasurer's Report, Ms. Gunsteen Chairperson

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

Finance Committee Report, Ms. Gunsteen Chairperson

Ordinance 19-06 – Authorizing Supplemental Property Tax Levy

Ms. Gunsteen stated the Finance Committee is recommending approval of Ordinance 19-06, Authorizing Supplemental Property Tax Levy. Ms. Gunsteen made a motion to approve, seconded by Ms. Palmer.

Roll Call Vote:

Ayes: Eckelberry, Palmer, Gunsteen, Stocks, Kasuba

Nays: None

Absent: Lewis, Fagan

Abstain: None

Passed and Approved on November 26, 2019

Resolution 18-08, Estimate of Taxes to Be Levied

Ms. Gunsteen stated the Finance Committee is recommending approval of Resolution 19-07, Estimate of Taxes to Be Levied. Ms. Gunsteen made a motion to approve, seconded by Ms. Palmer.

Roll Call Vote:

Ayes: Eckelberry, Palmer, Gunsteen, Stocks, Kasuba

Nays: None

Absent: Lewis, Fagan

Abstain: None

Passed and Approved on November 26, 2019

Planning Committee Report, Ms. Palmer Chairperson

Playground Equipment Purchase

Ms. Palmer reported the Planning Committee recommended approval of purchasing playground equipment for Bartlett Park from BCI Burke Company for the amount of \$166,453.88. Ms. Palmer made a motion to approve, seconded by Ms. Stocks. **Motion Carried**

Building and Grounds Committee Report, Ms. Stocks Chairperson

No Report

Recreation Committee Report, Ms. Kasuba Chairperson

Program Guide Bid

Ms. Kasuba stated the Recreation Committee recommended approving the bid for printing the program guides to Paulson Press for the amount of \$124,500. Ms. Kasuba made a motion to approve, seconded by Ms. Gunsteen. **Motion Carried**

Special Facilities Committee Report, Ms. Fagan Chairperson

USA Hoops Basketball Tournament

Mr. Eckelberry reported the Special Facilities Committee recommended approval of the USA Hoops request to use the Bartlett Community Center Gymnasium on Saturday May 23rd and Sunday May 24th. Ms. Palmer made a motion to approve the request, seconded by Ms. Gunsteen. **Motion Carried**

Villa Olivia Committee Report, Mr. Lewis Chairperson

No Report

Personnel Committee Report, Mr. Lewis Chairperson

IAPD Credentials Certificate

Mr. Eckelberry stated the Illinois Association of Park Districts (IAPD) requires the Park District Board to officially name delegates to their Annual Business meeting scheduled to be held on Saturday January 25, 2020. Since Lori Palmer is on the IAPD Board staff is recommending she be listed as the delegate followed by Steve Eckelberry as an alternate. Ms. Gunsteen made the motion to approve, seconded by Ms. Kasuba. **Motion Carried**

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 November 2019 Bill List. Ms. Kasuba moved to approve the Bill List as presented, seconded by Ms. Gunsteen. **Motion carried.**

2019-20 Goals & Objectives

Ms. Fletcher reported that staff is working hard on the 2019-20 Goals & Objectives and they have just ended the second quarter of the fiscal year that ended on October 31st. Staff is confident that we can complete everything by the end of the fiscal year.

Superintendent of Recreation Report, Ms. Dasbach***Program Guide Creation***

Ms. Dasbach reported that she wanted to give the Board a brief report on how the behind the scenes work is done for the program guides. She stated the four guides are broken up into set months and staff is given a scheduled of when all program information is due to marketing who over sees the design and layout of the guide. The process takes planning well in advance of programs starting so staff is working on brochure information the entire year. With many surveys the park district does the program guide still rates at the top of list where patrons are finding information.

Superintendent of Villa Olivia Report, Mr. Pope***Snow Making Gun Purchase***

Mr. Pope reported that we have purchased the HKD Volt stick gun to make snow at Villa Olivia. This new gun is a simpler more affordable option that we feel will provide us more options as it can be moved around or mounted on a pole which could be very effective at the tubing hill.

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

Ms. O'Brien reported that she wanted to give the Board a couple of updates on playgrounds. At Trails End park staff was informed there is a safety recall on the merge climber. Staff have closed off this piece of equipment until a representative from Burke comes out to inspect the equipment. Schrader Park was recently vandalized and over \$5,000 of damage was done to the playground. On a good note the playground at Valley View was completed and is open for use.

Superintendent of Business Services Report, Mr. Romejko***Utility Expenses***

Mr. Romejko stated that he wanted to give the Board an update on where the park district is at the six month mark regarding utility costs. He outlined the costs for natural gas, electric and water and reported the Community Center, Bartlett Aquatic Center and Villa Olivia are the top three facilities for use of utilities.

Superintendent of Special Facilities Report, Ms. Heathcote***2019/20 Aquatic Operational Recap Report***

Ms. Heathcote stated that she would be giving a brief recap on the aquatic operations report that was included in the Boards packet. The slow start to summer due to weather impacted the Bartlett Aquatic Center operations as we were only open 80 full days this summer

compared to 97 in 2018. This resulted in less revenue, on the good side staff held expenses down to offset the loss of revenue. We continue to see a decline in pool passes sold instead we continue to see an increase in daily paid admissions which is what is occurring at other park district facilities. This year staff sent out an electronic survey to participants and we received 182 responses who provided good information on our overall operation.

Ms. Heathcote then went over the numbers for the first six months of Splash Central reporting that at this time the financial numbers look better now than at this point one year ago. Overall Ms. Heathcote is happy with how both aquatic operations have done in the past year.

Old Business

No Report

New Business

No Report

Adjournment

There being no further business, Ms. Stocks moved to adjourn the meeting, seconded by Ms. Kasuba **Motion carried at 8:05pm.**

Minutes Approved by the Board on December 17, 2019.

By: *Rita Fletcher*
Rita Fletcher, Board Secretary