

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, DECEMBER 17, 2019**

Call to Order

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

Roll Call

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

Vice President Palmer led the Pledge of Allegiance.

Approval of Minutes

Ms. Palmer moved to approve the minutes of November 26, 2019 Regular Board Meeting and December 10, 2019 Committee Workshop Meeting, Motioned by Mr. Lewis, seconded by Ms. Stocks. **Motioned carried.**

Residents Comment

Ms. Palmer asked if a member of the BAPS Charities would like to speak. Mr. Niren Patel thanked Ms. Palmer and informed the Board that BAPS Charities was at the meeting to present \$5,000 donation to the Bartlett Parks Foundation. Every year BAPS Charities in North America does a Walk Green event to support the Nature Conservancy and two local causes, this year the Foundation was a recipient. The walk is held in June and begins at Bartlett Park and everyone is invited to participate. Ms. Palmer and the entire Board thanked BAPS Charities for their donation.

Ruth Beckner a resident of Bartlett since 1958 came to discuss Schoppe Park. Schoppe Park is adjacent to Independence School on Taylor and Crest. Ms. Beckner requested the Board consider putting in a dog park in the open area. Ms. Palmer asked what the Park District has done to the area recently. Ms. Fletcher confirmed the playground has been updated and that Bartlett currently has two dog parks. Ms. Beckner stated the lot sizes in her neighborhood are small, and a dog park would help the residents. Ms. Fagan confirmed the lots in the area are small. Mr. Lewis asked that Ms. Fletcher look

into this. Ms. Fletcher stated that some of the land is school district property, but she will look into exactly how many acres the Park District owns. Ms. Palmer would also like to know how much of the land the Park District owns and is usable. Ms. Fletcher advised she would report back in January on the acreage and useable land.

Monthly Treasurer's Report, Ms. Gunsteen, Chairperson

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

Finance Committee, Ms. Gunsteen, Chairperson

Ordinance 19-07, Annual Tax Levy Ordinance

Ms. Gunsteen stated the Finance Committee is recommending approval of Ordinance 19-07, The Annual Tax Levy Ordinance. Ms. Gunsteen made a motion to approve, seconded by Ms. Fagan.

Roll Call Vote:

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

Nays: None

Absent: Eckelberry

Abstain: None

Passed and Approved on December 17, 2019

Purchase Orders between \$5,000 and \$15,000

Ms. Gunsteen presented the list of approved purchase orders between \$5,000 and \$15,000 for the time period of September 2019 and November 2019. Ms. Gunsteen made a motion to accept the report, seconded by Ms. Fagan. **Motion carried.**

Planning Committee, Ms. Palmer, Chairperson

No Business

Building and Grounds Committee, Ms. Stocks, Chairperson

No Business

Recreation Committee, Ms. Kasuba, Chairperson

No Business

Special Facilities Committee, Ms. Fagan, Chairperson

No Business

Villa Olivia Committee, Mr. Lewis, Chairperson

No Business

Personnel Committee, Mr. Lewis, Chairperson

No Business

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

No Business

Executive Director's Report, Ms. Fletcher

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

PARC Grant Update

Ms. Fletcher spoke with the Illinois Department of Natural Resources regarding the PARC Grant, they recommend the Park District moves forward with the family changing room project for the Bartlett Aquatic Center. The reason being that BAC has set hours of operation and that is one of IDNR's requirements. The Board was in agreement with moving forward on the project. Ms. Fletcher is working on getting costs and will have a full report in January.

Superintendent of Recreation Report, Ms. Dasbach

Snowshoeing

Ms. Dasbach reported that winter is a great time to explore the outdoors. The Bartlett Nature Center invites everyone out to try snowshoeing. Free rentals are available on a first come first serve basis Monday – Friday from 9am to 3pm and Saturday 9am – 12pm.

Villa Olivia will be featured in the January/February issue of IPRA Magazine. The article highlights the different activities available at Villa Olivia such as: Skiing, Snowboarding & Tubing, Winterfest 2020 and sledding.

The New High School Bash is scheduled in the Oak Room on January 17th from 7-10:30pm. Teens in grades 9-12 are welcome to enjoy the DJ, axes, bags along with pizza and drinks.

Superintendent of Villa Olivia Report, Mr. Pope

Snow Making Study Update

Mr. Pope reported on the snow making process at Villa Olivia. He stated that there are many variables to the snow making process and the type of snow that is made. He continues to document the measurements and costs throughout the process. From December 9th – 12th a good amount of snow was made, but not enough to cover the all of the runs and operate the tow rope. The beginner runs as well as the tubing hill will open on Thursday, December 19th. In total Mr. Pope has calculated 186 hours of snow making. He will report back in January with accurate measurements and production costs.

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

Ice Rinks

Ms. O'Brien informed the Board last year the Park District had two ice rinks open to the public. Reports show over the last four years the rinks were only open 7-9 days total due to the changing weather conditions. After evaluating labor and maintenance, staff decided to only open the Leiseberg Park ice rink this season. They will not advertise hockey at the rink, but nets will be available.

Superintendent of Business Services Report, Mr. Romejko

Preparation for Villa Olivia Winter Sports Season

Mr. Romejko stated Human Resources provided general Park District orientation training for winter sports operation team members on Saturday, December 7th. A second training will take place on Wednesday, December 18th. All new hire and re-hire onboarding was done through the District's new payroll and human resource management system. IT tested the hardware and software for the ski lodge & ski café, and accounting provided cash handling training to the cashiers.

Superintendent of Special Facilities, Ms. Heathcote

Ms. Heathcote was happy to report breakfast with Santa was a success at Villa Olivia. The team received great feedback on the food and photos with Santa.

The Holly Jolly Trolley is scheduled for Thursday, December 19th. The trolley starts at Vila Olivia where there will be cookies and crafts. Carolers will be on board as the trolley makes its way to the log cabin where Santa and his elves will be waiting. We currently have 198 people are registered for the event.

Old Business

None.

New Business

None

Closed Session:

Ms. Palmer moved to adjourn into Closed Session under Section 2 (c)(21) for the discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes. Seconded by Ms. Gunsteen.

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

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

NAYS: None

ABSENT: Eckelberry

Motion approved at 7:59pm

Minutes Approved by the Board on January 28, 2020.

By: 
Rita Fletcher, Board Secretary

