

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

Approval of Minutes

Mr. Eckelberry moved to approve the minutes for the July 28th, 2020 and August 11, 2020 meeting. Mr. Lewis made a motion, and Ms. Gunsteen seconded.

Motioned carried.

Residents Comment

None

Presentation

Resolution 20-06 Recognizing Kimberly Dasbach for 20 Years of Outstanding Service to the Bartlett Park District.

Mr. Eckelberry presented Ms. Dasbach with Resolution 20-06 and thanked her for 20 years of outstanding service to the District. Mr. Eckelberry made a motion, Mr. Lewis seconded. **Motion carried.**

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

Passed and Approved on August 25, 2020

Monthly Treasurer's Report, Ms. Gunsteen, Chairperson

Ms. Gunsteen moved to approve the Monthly Treasurer's Report for July 2020. Mr. Lewis seconded. **Motion carried.**

Finance Committee, Ms. Gunsteen, Chairperson

Resolution 20-05 NWSRA Assessment

Each year the Park District adopts a resolution that accepts the Northwest Special Recreation Association Assessment as determined by the NWSRA Board of Trustees. The assessment amount this year is \$237,521.67. Ms. Gunsteen made a motion to approve, and Ms. Fagan seconded. **Motion carried.**

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

Passed and Approved on August 25, 2020

Planning Committee, Ms. Palmer, Chairperson

Bartlett Park – Landscape/Walkway Renovation – Near Gazebo

Ms. Palmer informed the Board of the previous discussions regarding the existing engraved brick pavers. At the Boards request, staff brought back four different options of how to relocate the pavers. The Board reviewed the options, and agreed on option two. The Board also agreed they would like to include the alternate amount in the bid for colored and stamped concrete. The Planning Committee recommends approval to award Integral Construction, Inc the bid for the base amount of \$39,319.59 and the alternate amount of \$9,526.22 for a total of \$48,845.81. Ms. Palmer made a motion, and Mr. Lewis seconded. **Motion carried.**

Building and Grounds Committee, Ms. Stocks, Chairperson

Bartlett Community Center

Ms. Stocks reported the Building and Grounds Committee recommends approval of hiring A & A Paving to remove and replace the asphalt at the Bartlett Community Center leading up to the loading dock for the amount of \$24,619.77. Ms. Stocks made a motion, and Ms. Kasuba seconded. **Motion carried.**

Bartlett Park – Path Improvement Project

Ms. Stocks stated the Building and Grounds Committee is also recommending approval to hire A & A Paving to remove and replace the walking path around Bartlett Park for the amount of \$24,930.51. Ms. Stocks made a motion, and Ms. Kasuba seconded. **Motion carried.**

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

New Policy 3.75 – Telecommuting Policy

Mr. Lewis stated the Personnel Committee is recommending approval of the new telecommuting policy. Mr. Eckelberry made a motion, and Ms. Gunsteen seconded.

Motion Carried.

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 July 2020 Bill List. Ms. Gunsteen moved to approve the Bill List as presented and Ms. Palmer seconded.

Motion carried.

Golf Update

Ms. Fletcher advised the board that Wheaton Academy High School boys and girls golf teams are using Villa Olivia as their home course. They will be splitting their time practicing at both Villa Olivia and Apple Orchard Golf Course.

Superintendent of Recreation Report, Ms. Dasbach

Archery Program

Ms. Dasbach advised the Board that between June and August we’ve had over 70 participants in our regular archery classes. Classes will be moved indoors once the cold weather moves in.

Preschool

Ms. Dasbach informed the Board that the first day of preschool is September 8th. There are currently 83 students enrolled in the program. The program is scheduled to run through mid-May. The department will be monitoring the current programs for the next few months, and will add more classes as needed.

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

Parks Department Update

Ms. O’Brien informed the Board that the Parks Department was able to mulch nine playgrounds and re-mulch the O’Brien Woods Trail. The department was also able to remove invasive plants along the creek at Marianne Cordell Park and repaint the lights along the pathway at Bartlett Park.

Superintendent of Special Facilities, Ms. Heathcote

Miscellaneous Updates

Ms. Heathcote advised the Board that the Twilight Golf outing was cancelled due to the current COVID-19 guidelines. LIFEcenter has determined there is no need to pre-register for a workout session as the number of people attending allows us to continue to provide a safe workout environment. Ms. Heathcote also advised the Board that Splash Central's hours will change as of September. The details will be available online in the fall brochure.

Superintendent of Business Services, Mr. Leninger

FY2019-20 Audit

Mr. Leninger stated that the Comprehensive Annual Financial Report will be presented at the September 8th Committee Meeting.

Document Destruction Project

Mr. Leninger advised the Board that the District has submitted a proposal to the State to obtain authorization to destroy over 700 boxes of records that have been kept longer than the State requirement. Once authorization is received, staff plans to schedule a date later this year to complete the destruction project.

Old Business

None.

New Business

None

Closed Session:

Ms. Palmer moved to adjourn into Closed Session under Section 2 (c)(21) for the purpose of discussion of the minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval, or release of such minutes. Ms. Palmer made a motion, and Mr. Lewis seconded.

Mr. Eckelberry asked for Roll call vote to adjourn into Closed Session:

AYES: Eckelberry, Palmer, Gunsteen, Lewis, Stocks, Kasuba and Fagan.

NAYS: None

ABSENT:

Motion approved at 8:23pm

Reconvening of Committee Workshop Meeting

Mr. Eckelberry called the meeting back to order at 8:25 PM and 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: Rita Fletcher and Lindsey Tuminaro.

Action Resulting from Closed Session

President Eckelberry indicated that the Board had recommended the full release of Closed Session Meeting Minutes from 12/17/19. All other Closed Session Minutes should remain closed. Ms. Stocks moved to release of the specific dates listed, seconded by Ms. Palmer. **Motion carried.**

Adjournment

There being no further business before the Board, Mr. Eckelberry moved to adjourn the meeting, Mr. Lewis made a motion, and Ms. Gunsteen seconded. **Motion carried at 8:26 PM.**

Minutes Approved by the Board on September 22, 2020.

By: *Rita Fletcher*
Rita Fletcher, Board Secretary