

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 22, 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, Theodore J. Lewis, Susan M. Stocks, Dale Ann Kasuba, and Jody E. Fagan. Diana Gunsteen was absent.

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 August 25th, 2020 Board Meeting, and the September 8th, 2020 Committee Workshop Meeting. Mr. Lewis made a motion, and Ms. Kasuba seconded. **Motioned carried.**

Residents Comment

None

Monthly Treasurer's Report, Ms. Gunsteen, Chairperson

Mr. Eckelberry moved to approve the Monthly Treasurer's Report for August 2020. Mr. Lewis made a motion, and Ms. Palmer seconded. **Motion carried.**

Finance Committee, Ms. Gunsteen, Chairperson

FY2019-20 Comprehensive Annual Financial Report (CAFR)

Ms. Eckelberry advised the Board that the Finance Committee requested approval of the FY2019-2020 Bartlett Park District Comprehensive Annual Financial Report. Mr. Lewis made a motion, and Ms. Stocks seconded. **Motion carried.**

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

Mr. Eckelberry stated the Finance Committee requested approval of the purchase orders between \$5,000 and \$15,000 from June 1, 2020 through August 31, 2020. Ms. Palmer made a motion and Mr. Lewis seconded. **Motion carried.**

Planning Committee, Ms. Palmer, Chairperson

Resolution 20-07: Intergovernmental Agreement Between the Bartlett Park District and the County of DuPage for the Local Government COVID-19 Reimbursement Program

Ms. Palmer informed the Board of the previous discussion regarding the Coronavirus relief funds from DuPage County for the 37 Park Districts serving the county. The funds are to reimburse the Park Districts for expenses occurred due to Covid-19. To receive the funds the Bartlett Park District had to enter into an Intergovernmental Agreement with DuPage County and follow the regulations in the agreement. The Planning Committee requested approval of Resolution 20-07: Intergovernmental Agreement Between the Bartlett Park District and the County of DuPage. Ms. Palmer made a motion, and Mr. Lewis seconded. **Motion carried.**

Roll Call Vote:

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

Nays: None

Absent: Gunsteen

Abstain: None

Passed and Approved on September 22, 2020

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

Snowmaking Equipment

Mr. Lewis advised the Board of the Villa Olivia Committee's request to purchase two additional snow guns for the amount of \$31,000.00. Mr. Lewis made a motion, and Ms. Palmer seconded. **Motion carried.**

Personnel Committee, Mr. Lewis, Chairperson

No Business

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 August 2020 Bill List. Ms. Palmer moved to approve the Bill List as presented, and Ms. Kasuba seconded.

Motion carried.

Halloween Update

Ms. Fletcher advised the Board that the Park District will be working with the Village of Bartlett, the Bartlett Public Library, the Bartlett Fire Protection District, and Hanover Township to create a safe Halloween event. It will be a drive thru event that will take place in the Bartlett Community Center parking Lot on Friday, October 30th from 6:30-8:60pm. Ms. Fletcher will provide more details at the next meeting.

Villa Olivia Golf Course

Ms. Fletcher informed the Board that the Villa Olivia golf course doesn't have a complete irrigation system. This year, to keep the greens from burning up, staff would hand water the greens each day. Recently staff has been working on adding irrigation heads at six holes to help reduce hand watering. This leaves only 4 holes that still need irrigation heads installed next season.

Superintendent of Recreation Report, Ms. Dasbach

Nutcracker 2020 Update

Ms. Dasbach advised the Board of the "Nutcracker All Jazzed Up!" auditions that took place the first week of September. The Park District partnered up with Lisa's School of Dance and held auditions for 81 dancers. There will be a few adjustments to this year's program, including in person and at home rehearsals, shorter run time of the performance with the help of a narrator, and smaller audience sizes.

Dirt Dash

Ms. Dasbach informed the Board of the Dirt Dash that will be held in O'Brien Woods on Saturday, October 17th from 12-2pm. This event will be full of dirt, obstacles, and is for all age groups.

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

Apple Orchard Golf Course Update

Ms. O'Brien advised the Board that due to the significant amount of play, on September 15th staff core aerated, top dressed, and reseeded the greens at Apple Orchard golf course.

Superintendent of Special Facilities, Ms. Heathcote

Swim Lesson Update – Fall

Ms. Heathcote advised the Board that swim lessons at Splash Central are back to their “normal” schedule. They currently have 84 registered participants and hope classes will continue to increase.

Superintendent of Business Services, Mr. Leninger

HR Manager Position

Mr. Leninger informed the Board of the vacant HR Manager position. He explained that the position was posted on September 11th, and they plan to hold interviews in early October. We hope to have the position filled by mid-November.

Old Business

Ms. Palmer inquired about the Bartlett Park walkway bid. Ms. Fletcher advised they plan to use colored concrete for the walkway.

New Business

None

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 7:48 PM.**

Minutes Approved by the Board on October 27, 2020.

By: *Rita Fletcher*
Rita Fletcher, Board Secretary