

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
DECEMBER 15, 2020**

**Call to Order**

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

**Roll Call**

President Eckelberry called for roll. Commissioners answering present were: Stephen M. Eckelberry, Lori A. Palmer, Diana Gunsteen, Theodore J. Lewis, Susan Stocks, Dale Ann Kasuba and Jody 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; and Superintendent of Business Services, Eric Leninger.

**Approval of Minutes**

Mr. Lewis moved to approve the minutes of the November 24, 2020 Regular Board Meeting and the December 8, 2020 Committee Workshop Meeting, seconded by Ms. Stocks.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

**Motion Passed**

**Resident Comments**

None.

**Monthly Treasurer's Report, Ms. Gunsteen Chairperson**

Ms. Gunsteen moved to approve the Monthly Treasurer's Report for November 2020, seconded by Ms. Palmer.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

**Motion Passed**

**Finance Committee, Ms. Gunsteen, Chairperson**

**Ordinance 20-07: Annual Tax Levy**

Ms. Gunsteen stated the Finance Committee is recommending approval of Ordinance 20-07; Annual Tax Levy. Ms. Gunsteen made a motion to approve Ordinance 20-07 and Ms. Kasuba seconded.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

**Motion Passed**

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

Ms. Gunsteen stated the Finance Committee is recommending acceptance of purchase orders between \$5,000 and \$15,000 for the time period of September 2020 through November 2020. Ms. Gunsteen made a motion to accept the list presented, seconded by Ms. Kasuba.

Roll Call Vote:

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

Nays: None

Absent: Stocks

Abstain: None

**Motion Passed**

**Planning Committee, Ms. Palmer, Chairperson**

**Ordinance 20-8; Annexation of Eastfield Subdivision**

Ms. Palmer advised the Board the Planning Committee is recommending approval of Ordinance 20-08: Annexation of Eastfield Subdivision. Ms. Palmer made a motion to approve Ordinance 20-08, seconded by Ms. Gunsteen.

Roll Call Vote:

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

Nays: None

Absent: Stocks

Abstain: None

**Motion Passed**

**Building and Grounds Committee, Ms. Stocks, Chairperson**

No Report

**Recreation Committee, Ms. Kasuba, Chairperson**

No Report

**Special Facilities Committee, Ms. Fagan, Chairperson**

No Report

**Villa Olivia Committee, Mr. Lewis, Chairperson**

No Report

**Personnel Committee, Mr. Lewis, Chairperson**

No Report

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

No Report

**Executive Director's Report, Ms. Fletcher**

**Bill List**

Ms. Fletcher recommended approval of the December 2020 Bill List. Mr. Lewis moved to approve the Bill List as presented, Seconded by Ms. Gunsteen.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

**Motion Passed**

**Goals & Objectives**

Ms. Fletcher reported that staff is at the six month mark for completing goals and objectives for this fiscal year. Staff is making progress and we hope to finish all the goals by the end of April.

**Superintendent of Recreation Report, Ms. Dasbach**

**Website Top 10**

Ms. Dasbach spoke to the Board about the Park District's top 10 website page views for November 2020. Villa Olivia and related winter sports activities were the top pages visited. Analytics indicated that we had 73% new visitors and 27% returning visitors to our website.

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

**Parks Department Staff**

Ms. O'Brien informed the board that she wanted to share some staff updates for the parks department. In March Jessica Meyers was hired as the new Parks, Golf and Fleet manager. Jessica has a Bachelor's degree from Northern Illinois University and previously work at Streamwood Park District. In August, Rick Jackson was hired a

Parks Department Level 1 for landscape and golf, previously Rick worked for the Geneva Park District.

### **Superintendent of Special Facilities Report, M. Heathcote**

#### **Donations Accepted**

Ms. Heathcote reported that since October the Park District has been supporting the Bartlett Lions Club food drive for Hanover Township by having the community center as a drop off location. The Park District is also working with Hanover Township for their annual Holiday Toy Drive by accepting donations.

### **Superintendent of Business Services Report, Mr. Leninger**

#### **Winter Sports Preparation**

Mr. Leninger reported that the Business Services department has been busy helping get everything going for the ski season. New this year was Human Resources presented the general orientation in a virtual format via Zoom in order to comply with the Tier 3 mitigation regulations.

#### **Old Business**

None

#### **New Business**

None

#### **Resident Comments**

None

#### **Closed Session:**

Mr. Lewis 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. Mr. Lewis made a motion, and Ms. Kasuba 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 7:48pm**

#### **Reconvening of Committee Workshop Meeting**

Mr. Eckelberry called the meeting back to order at 7:50pm 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 member present: Rita Fletcher

### **Action Resulting from Closed Session**

President Eckelberry indicated that the Board had recommended the full release of Closed Session Meeting Minutes from August 25, 2020. All other Closed Session Minutes should remain closed. Ms. Stocks moved to release the minutes from August 25, 2020, seconded by Ms. Palmer.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

**Motion Passed**

### **Adjournment**

There being no further business before the Board, Mr. Eckelberry moved to adjourn the meeting, Mr. Lewis made a motion, and Ms. Palmer seconded.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

**Motion carried at 7:52 PM.**

Minutes Approved by the Board on January 26, 2021.

By: *Rita K. Fletcher*  
Rita Fletcher, Board Secretary