

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, FEBRUARY 23, 2021**

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 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, Maureen Regan.

Resolution 21-02 Recognizing Martin Mancera

Mr. Eckelberry presented the resolution to Mr. Mancera and thanked him for his 20 years of outstanding service to the Bartlett Park District. Mr. Lewis made a motion, Ms. Palmer seconded. **Motion carried**

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

Passed and Approved on February 23, 2021

Approval of Minutes

Mr. Eckelberry moved to approve the minutes for the January 26th, 2021 Board Meeting, and the February 9th, 2021 Committee Workshop Meeting. Ms. Palmer made a motion, and Mr. Lewis seconded. **Motioned carried.**

Residents Comment

None

Monthly Treasurer's Report, Ms. Gunsteen, Chairperson

Ms. Gunsteen moved to approve the Monthly Treasurer's Report for January 2021. Ms. Gunsteen made a motion, and Ms. Kasuba seconded. **Motion carried.**

Finance Committee, Ms. Gunsteen, Chairperson

Ordinance 21-01: Surplus Property

Ms. Gunsteen recommended the approval of the ordinance to declare certain Park District personal property as surplus and authorize sale or conveyance. Ms. Gunsteen made a motion to approve Ordinance 21-01, 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 February 23, 2021

Planning Committee, Ms. Palmer, Chairperson

Ms. Palmer advised the board, they have been contacted about a possible land donation for a parcel of property on Jervey Lane. It was decided to wait until the snow has melted to make a recommendation to the board.

Building and Grounds Committee, Ms. Stocks, Chairperson

Vehicle Purchase

Ms. Stocks advised the Board of the Building and Grounds Committee request to purchase a 2021 Ford Ranger truck, as part of their capital improvement plan, in the amount of \$24,263 from Friendly Ford Dealership. Ms. Stocks made a motion, and Mr. Lewis seconded. **Motion carried.**

Recreation Committee, Ms. Kasuba, Chairperson

No Business

Special Facilities Committee, Ms. Fagan, Chairperson

No Business

Villa Olivia Committee, Mr. Lewis, Chairperson

Mr. Lewis shared information with the board in regards to ski operations at Villa Olivia this season. With lots of snow and continuing cold weather, it has been an outstanding year for Villa Olivia. Ski participants this season have doubled compared to last year and the previous year.

Personnel Committee, Mr. Lewis, Chairperson

Full-Time & Part- Time Salary Ranges for FY 2021-2022

Mr. Lewis advised the board the Personnel Committee recommended approval of the Full-Time and Part-Time Salary Ranges for FY 2021-2022. Mr. Lewis made a motion, Ms. Kasuba 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 January 2020 Bill List. Ms. Fagan moved to approve the Bill List as presented, and Ms. Kasuba seconded. **Motion carried.**

Capital Projects List

Ms. Fletcher presented the preliminary 2021-2022 Capital Projects list for items over \$5,000 to the board. Some projects will be paid out of Build America Bond rebates and some will come out of departmental budgets. Some projects from the current year were not completed and will be move to the coming year. Ms. Fletcher advised that the budget is still being worked on and the list might change, but encouraged the board to share anything not already on the list that they would like added.

Superintendent of Recreation Report, Ms. Dasbach

Program Updates

Ms. Dasbach updated the board on recent programs and the increase in registration for classes and services. Schrade gym rentals and snowshoeing continue to be busy. Youth soccer registration ended last week with 270 participants registered.

Spring Program Guide

The Spring Program Guide is now available on the Park District website. The guide includes programs and events for April and May with a focus on golf and a Summer Camp preview. Resident registration begins February 24th at 9am and regular registration opens March 11th at 9am. Ms. Dasbach added we are looking forward to getting back to printing and mailing the guide beginning with Summer 2021.

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

Snow Removal Update

The Bartlett area has received approximately 28 inches of snow this season and the Parks Department staff has been busy keeping up with clearing the snow from primary and secondary areas. Ms. O'Brien explained that primary areas include parking lots, service drives, and walkways at the following locations: Bartlett Community Center, Administration Building, Schrade Gym, Log Cabin, Nature Center, Leiseberg Park, and sidewalks at selected parks that near schools. Secondary routes include bike trails and parking lots and walkways at designated parks. The Parks department has also been assisting with clearing the parking lot and walkways at Villa Olivia on many occasions. Because of the rapid snowfall this year, the staff has often times had to go back to primary areas to clear snow again before they are able to move on to secondary locations. The Parks Department has received a lot of phone calls in regards to snow removal and wanted share the procedures they have in place and why there may be a delay in secondary area snow removal.

Maintenance Updates

The Parks department is currently addressing two water issues, one in Splash Central lobby area and the other outside Schrade Gym. Ms. O'Brien informed the board the leak above the family changing rooms in the lobby of Splash Central is currently being investigated to resolve that issue. The Village of Bartlett discovered a water main leak outside of Schrade gym and needed to dig about 10 feet down to find that leak and repair. The leak has been repaired but the sidewalk outside the gym had to be removed in the process and will be repaired at a later date. Ms. Gunsteen inquired if the water leak caused any damage to Schrade Gym itself. Ms. O'Brien confirmed that the water leak was located outside the building and there was no damage done to the building, besides the sidewalk which will be replaced by the Village of Bartlett.

Superintendent of Special Facilities, Ms. Heathcote

Ms. Heathcote shared that the Life Center will be partnering with the South Elgin High School track team to use the indoor track during time when the track is closed to the public. It is a great opportunity to partner with the school and allow the members of the track team to exercise at a time when the track would be otherwise unused.

Superintendent of Business Services, Mr. Leninger

Mr. Leninger shared with the board the District has completed their 3 year contract with their auditing service. Staff is currently requesting and comparing proposal from auditing firms for a new 3 year contract. In the coming weeks, staff will review and interview firms and will present their recommendation to the board in March.

Old Business

None

New Business

None

Closed Session

Mr. Lewis moved to adjourn into Closed Session under Section 2 (C) (1) of the Open Meetings Act, for the discussion of employment, compensation, discipline or performance of employees of the District. Previously noted Section 2(C)(11) was canceled. Mr. Lewis made a motion, and Ms. Stocks seconded.

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

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

Motion approved at 7:52pm

Reconvening of Board Meeting

Mr. Eckelberry called the meeting back to order at 7:59pm 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 Fagan. Staff members present were: Executive Director, Rita Fletcher

Action Resulting from Closed Session

No Action resulted from the closed session

Adjournment

There being no further business before the Board, Mr. Eckelberry moved to adjourn the meeting, Ms. Gunsteen made a motion, and Ms. Palmer seconded. **Motion carried at 8:00 PM.**

Minutes Approved by the Board on March, 23rd 2021.

By: Rita K. Fletcher
Rita Fletcher, Board Secretary