

# BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, MARCH 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, and Susan M. Stocks. Commissioners Dale Ann Kasuba and Jody Fagan were 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, Maureen Regan.

## Pledge of Allegiance

President Eckelberry led the Pledge of Allegiance.

## Approval of Minutes

Mr. Eckelberry moved to approve the minutes for the February 23<sup>rd</sup>, 2021 Board Meeting, and the March 9<sup>th</sup>, 2021 Committee Workshop Meeting. Mr. Lewis made a motion, and Ms. Palmer seconded. **Motioned Passed.**

## 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 Mr. Lewis seconded. **Motion Passed.**

## Finance Committee, Ms. Gunsteen, Chairperson

### **Purchase Orders Between \$5,000 & \$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 December 2020 through February 2021. Ms. Gunsteen made a motion to accept the list as presented, Mr. Lewis seconded. **Motion Passed**

## **Request for Proposals of Audit Services**

Ms. Gunsteen reported the Finance Committee has selected Selden Fox Ltf to audit the District's financial statements for the next three fiscal years. Ms. Gunsteen motioned to approve this selection, seconded by Mr. Lewis. **Motion Passed.**

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

#### **Strategic Planning Report**

Ms. Palmer presented to the Board the updated 2021-2025 strategic plan. The strategic plan was presented at the March 9<sup>th</sup>, 2021 Committee Workshop meeting where the board discussed changes they would like to see made to the plan. Ms. Palmer advised the Board the requested changes were made and motioned to approve the 2021-2025 Strategic Plan. Ms. Stocks seconded the motion. **Motion Passed.**

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

#### **Splash Central Lighting Replacement**

Ms. Stocks advised the Board that the Building and Grounds Committee recommends the approval to hire Twin Supplies, LTD to remove and replace 28 light fixtures with LED lighting at Splash Central for the amount of \$19,974. Ms. Stocks made a motion to approve, seconded by Mr. Lewis. **Motion Passed.**

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

No Business

### **Special Facilities Committee, Ms. Faqan, Chairperson**

No Business

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

#### **Drendal Property Management Agreement**

Mr. Lewis reported the Villa Olivia Committee recommends entering into a new agreement with Dendel Property Management for April 1, 2021 to March 31, 2022. Drendel provides consultation, oversight and hands on involvement in golf and ski maintenance operations at Villa Olivia. The total amount for this new agreement will be \$37,500. Mr. Lewis made a motion to approve this new agreement, Ms. Stocks seconded. **Motion Passed.**

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

No Business

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

#### **Meeting with State Representative Seth Lewis**

Mr. Eckelberry shared with the Board that he, along with Ms. Fletcher, Ms. Palmer and Ms. Gunsteen, met with State Representative Seth Lewis at the community center where he set up his mobile office for the day. Representative Lewis has been working out of mobile offices and meeting with several municipalities to introduce himself and get to know the leaders in his district and what their concerns are. Mr. Eckelberry said it was a good meeting and he appreciated the opportunity to talk with Representative Lewis.

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

#### **Bill List**

Ms. Fletcher recommended approval of the January 2020 Bill List. Mr. Lewis moved to approve the Bill List as presented, and Ms. Gunsteen seconded. **Motion Passed.**

## **Golf Operations**

Ms. Fletcher announced the opening of Apple Orchard and Villa Olivia golf courses on Friday, March 26. Villa Olivia will open only the front 9 at this time. The back 9 holes at Villa Olivia will open once all of the snow has melted and a crane can be brought in to remove light towers. Ms. Palmer inquired as to the depth of snow that the ski hills had. Ms. Fletcher responded that at the peak of the season the ski hills had about 24 to 30 inches of snow, which is why there is still some snow on the hills despite the warmer weather.

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

### **Youth Spring Sports**

Ms. Dasbach updated the board on Youth Spring Sports registration. Spring soccer, softball, and volleyball are all up in participation from last fall. The Restore Illinois All Sports Policy for youth and adult sports will be followed and updated as needed.

### **Before and After School Recreation**

Ms. Dasbach shared that as of this week, the park district is working with the principal of Centennial Elementary School on plans to offer Before and After School Recreation Program that supports the needs of families in the area. The current District U-46 plan is to begin full days on April 6<sup>th</sup>, 2021.

### **Dan Mitchell**

After 23 years with the Bartlett Park District, Dan Mitchell will be retiring from his position as Environmental Education Manager at the Nature Center. His last day will be May 26<sup>th</sup>.

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

### **Parks Department Update**

Ms. O'Brien informed the board the Parks and Planning department is conducting their bi-annual park inspection and gearing up for the spring season. Staff is busy bringing out picnic tables and garbage cans to various parks, cleaning up debris, and starting daily course maintenance in preparation for opening day. Pre-season pool maintenance and preparations will begin soon, earlier than previous seasons because of the facilities being closed last year.

## **Superintendent of Special Facilities, Ms. Heathcote**

### **Bartlett Aquatic Center Opening Update**

Ms. Heathcote reported to the Board that the opening plans for the Bartlett Aquatic Center are still being finalized. Updates to state restrictions were announced recently, but they were not specific to aquatic facilities. Ms. Heathcote explained that although they are making plans according to the current restrictions, they are expecting to receive more information specifically pertaining to aquatic facilities and are therefore waiting to announce the opening plan to the public. The Bartlett Aquatic Center will not be selling season passes this year but they will be able to open the concession stand. Staff is focusing their effort on hiring all positions to ensure that when the pool opens there is sufficient staff to do so as well as account for increases in capacity as the summer progresses. Ms. Heathcote shared that pre-registration may be required for the summer, similar to Splash Central open swim and other activities. Ms. Gunsteen expressed concerns about the pre-registration and asked if residents will be given priority for open swim availability. Ms. Fletcher responded that they have considered this and they have also spoken to other community pools in the area and have found that all are planning to open in some capacity, which will offer other options for non-residents. Ms. Palmer also expressed concerns about pre-registration, noting the issues with aqua fit classes where spots were

quickly being taken by more computer savvy residents while other residents were frequently missing the opportunity to participate. Ms. Palmer would like to ensure all residents have a fair chance to register for open swim. Ms. Heathcote explained that staff is working on the software that will be used to take reservations, and improvements and considerations will be made based on how the software is currently being used in other areas. Ms. Fletcher shared the difficulties of planning for this year because of the need to follow the state guidelines, while knowing they could change quickly, and the responsibility to adjust quickly to better serve our residents. If the restrictions on capacity were lifted and the pool was able to open at full capacity, it would not be as simple as opening the doors. Adjustments to staffing and procedures would need to be made, but the staff is committed to making adjustments as quickly as they can.

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

#### **FY2021-22 Annual Budget**

Mr. Leninger reminded the Board the fiscal year is coming to an end and the staff has been working hard on the 2021-2022 annual budget since October of last year. This year, the budget process has had the additional challenge of planning for operations as COVID restrictions loosen, and are hopefully lifted entirely prior to the end of the 2021-2022 fiscal year. The Proposed Annual Budget will be presented at the April 13, 2021 Committee Meeting. Staff will post the Tentative Budget and Appropriation Ordinance at the Administration Building in accordance with Illinois law, along with on the Park District's website. The final Budget and Appropriation Ordinance is scheduled to be approved May 11, 2021 at a Special Board meeting beginning at 7:15pm.

#### **Old Business**

None

#### **New Business**

None

#### **Closed Session**

Ms. Palmer 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. Ms. Palmer 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

Nays: None

Absent: Kasuba, Fagan

Abstain: None

**Motion approved at 7:52pm**

#### **Reconvening of Board Meeting**

Mr. Eckelberry called the meeting back to order at 8:47pm and called for roll. Commissioners answering present were: Stephen M. Eckelberry, Lori A. Palmer, Diana Gunsteen, Theodore J. Lewis, and Susan M. Stocks. Ms. Kasuba and Ms. Fagan were absent.

#### **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 8:49 PM.**

Minutes Approved by the Board on April, 27<sup>th</sup> 2021.

By: Rita K. Fletcher  
Rita Fletcher, Board Secretary