

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, APRIL 27, 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 Business Services, Eric Leninger; and Executive Assistant, Maureen Regan. Superintendent of Special Facilities, Lynsey Heathcote, was absent.

**Pledge of Allegiance**

President Eckelberry led the Pledge of Allegiance.

**Approval of Minutes**

Mr. Eckelberry moved to approve the minutes for the March 27<sup>th</sup>, 2021 Board Meeting, and the April 13<sup>th</sup>, 2021 Committee Workshop Meeting. Ms. Palmer made a motion, and Ms. Kasuba seconded. **Motion Passed.**

**Residents Comment**

None

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

Ms. Gunsteen moved to approve the Monthly Treasurer's Report for March 2021. Ms. Gunsteen made a motion, and Mr. Lewis seconded. **Motion Passed.**

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

**Resolution 21-03 Appropriated Transfer of Funds**

Ms. Gunsteen stated the Finance Committee is recommending approval of the 21-03 Appropriated Transfer of Funds Resolution. These transfers were budgeted and appropriated within the FY 2020-21 Budget and Appropriation Ordinance. Ms. Gunsteen made a motion to approve, Ms. Palmer seconded.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

**Motion Passed.**

**Ordinance 21-02 Annual Budget and Appropriation Ordinance (Tentative)**

Ms. Gunsteen requested approval of the 21-02 Annual Budget and Appropriation Ordinance (Tentative). Ms. Gunsteen reminded the Board, the final budget is scheduled to be approved at a special board meeting beginning at 7:15pm on May11, 2021, and the tentative budget is posted in the Administration Building as well as on the district's website. Ms. Gunsteen motioned to approve, seconded by Ms. Fagan.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

**Motion Passed.**

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

No Business

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

No Business

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

No Business

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

**Food Truck Event Request**

Ms. Fagan informed the Board the Parents and Teachers of Bartlett Elementary School (PTB) are requesting to use the parking spaces on Eastern Road by the Log Cabin for a food truck event to raise money for Bartlett Elementary School. Ms. Fletcher shared that these types of food truck events are becoming more popular and therefore new procedures and guidelines will be developed for hosting food trucks on Park District property moving forward. Ms. Palmer agreed that creating set guidelines and procedures for hosting these types of events is necessary. Ms. Fagan, Ms. Gunsteen, and Ms. Kasuba shared their support for this event as well as appreciation to the PTB for requesting permission before moving forward with their plans. Ms. Gunsteen made a motion to approve, Ms. Fagan seconded. **Motion Passed.**

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

No Business

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

No Business

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

**Mission, Vision & Core Values**

Mr. Eckelberry informed the Board the Community Relations and Legislative Issues committee is proposing an edit to the Bartlett Park District Core Values. It was discussed at the strategic planning meeting in January, and recommended to eliminate the third line which reads, "They do not change with trends or fads and they define what we stand for, in good times and bad." The remainder of the Core Values are to remain the same. Ms. Palmer made a motion to approve the change to the Core Values, Ms. Gunsteen seconded the motion. **Motion Passed.**

### **Joint Taxing District Meeting**

Mr. Eckelberry shared that the annual Joint Taxing District meeting with the Village of Bartlett, Library District, Fire District, townships, etc. is scheduled for Wednesday, May 12<sup>th</sup>, at 7pm at Hanover Township Senior Center. At this meeting elected officials and staff discuss items each agency is working on. Mr. Eckelberry and Ms. Palmer volunteered to attend the meeting with Ms. Fletcher on behalf of the Park District.

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

#### **Bill List**

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

### **Operational Changes**

Ms. Fletcher updated the Board on recent operational changes at the Bartlett Community Center. During the pandemic, the aquatics manager has also been filling in as health & fitness manager. With the Bartlett Aquatic Center opening soon, it is a good time to bring back Johnny Pacheco as Health and Fitness manager. Ms. Fletcher explained that because LifeCenter is still not as busy as in the past, Mr. Pacheco will also be over seeing front counter operations at Apple Orchard Golf Course. This will allow for more time for Villa Olivia staff, who previously oversaw Apple Orchard, to enhance operations for golf and start planning ahead for winter sports.

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

#### **Youth Musical Theatre- Summer Show 2021**

Ms. Dasbach informed the Board that the annual youth musical theater is normally scheduled to take place in March, but with COVID restrictions plans were delayed. We will be trying something new this year with a summer show, The Nifty Fifties. Auditions begin May 5<sup>th</sup> with shows scheduled for the beginning of July. Auditions are open for ages 8-18 years old and advanced sign-up is required.

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

#### **Apple Orchard Golf Course- Shelter Removal**

Ms. O'Brien confirmed that two shelters were removed from the Apple Orchards Golf Course due to deterioration. While completing routine maintenance at the beginning of the season, staff noticed that the shelter located at tee box #6 was leaning. The shelter located at tee box #7 was also leaning due to wooden posts that had deteriorated over time. Both of the shelters were removed while staff determines if there is a need to replace the shelters and research the cost.

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

#### **COVID-19 Scheduling Updates**

Ms. Fletcher explained to the Board the most recent guidelines on capacity for social events, according to the Illinois Department of Commerce and Economic Opportunity (DCEO) Restore Illinois Phase 4 Guidelines issued on March 30, 2021. Under the new guidelines, individuals with proof of full vaccination or a negative COVID test 1 to 3 days prior to an event, do not count against capacity limits. These guests would still need to follow guidelines regarding face coverings and social distancing, but allow parties to increase their group size over the 50 person capacity limit. Staff are working on creating a Capacity Limit Agreement that renters requesting more than 50 attendees would sign to assume the responsibility for checking vaccination and test status. Mr. Eckelberry asked if DCEO has provided guidelines on how to enforce proof of

vaccination and testing. Ms. Fletcher explained that this is a state guideline, but enforcement is up to each County and the County has not yet provided guidelines to business owners. Ms. Palmer asked what the new capacity would be if these new guidelines are met. Ms. Fletcher responded that staff is working on new possible capacities for event space, but need to keep in mind the social distance guideline of 6ft is still in place, and are looking at different possible layout options to accommodate more guests.

**Superintendent of Business Services, Mr. Leninger**  
**IMRF 2022 Calendar Year Preliminary Employer Rate**

Mr. Leninger shared the preliminary employer contribution rate for 2022 is 8.57%, which is a decrease from the 2021 employer rate of 10.9%. The decrease in the District's IMRF employer contribution rate will likely result in reduced money levied for the IMRF fund this coming November when the tax levy is prepared.

**Old Business**

None

**New Business**

None

**Adjournment**

There being no further business before the Board, Mr. Eckelberry moved to adjourn the meeting, Ms. Stocks made a motion, and Mr. Lewis seconded. **Motion Passed at 7:54 PM.**

Minutes Approved by the Board on May 25<sup>th</sup>, 2021.

By: Rita K. Fletcher  
Rita Fletcher, Board Secretary