

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, MAY 25, 2021**

Call to Order

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

Roll Call

Executive Director Fletcher called for roll. Commissioners answering present were: Lori A. Palmer, Diana Gunsteen, Theodore J. Lewis, and Dale Ann Kasuba. Commissioners Stephen Eckelberry, Susan Stocks, 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 Palmer led the Pledge of Allegiance.

Approval of Minutes

Ms. Palmer moved to approve the minutes for the April 27, 2021 Board Meeting, and the May 11th, 2021 Public Hearing, Annual Meeting, and Committee Workshop Meeting. Ms. Gunsteen made a motion, and Mr. Lewis seconded. **Motion Carried.**

Residents Comment

None

Monthly Treasurer's Report, Mr. Lewis, Chairperson

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

Finance Committee, Mr. Lewis, Chairperson

Ordinance 21-03 Surplus Property Ordinance

Mr. Lewis stated the District periodically disposes of property it deems to no longer be of use to the District and therefore the finance committee is requesting approval of the Surplus Property Ordinance. Mr. Lewis made a motion to approve, Ms. Gunsteen seconded.

Roll Call Vote:

Ayes: Palmer, Gunsteen, Lewis, Kasuba

Nays: None

Absent: Eckelberry, Stocks, Fagan

Abstain: None

Motion Carried.

Resolution 21-04, Authorizing the Deposit of Park District Funds in Certain Depositories

Mr. Lewis advised the Board the district annually designates institutions as depositories in which its funds may be deposited. Mr. Lewis made a motion to approve Resolution 21-04 Authorizing the Deposit of Park District Funds in Certain Depositories. Ms. Gunsteen seconded the motion,

Motion Carried.

Roll Call Vote:

Ayes: Palmer, Gunsteen, Lewis, Kasuba

Nays: None

Absent: Eckelberry, Stocks, Kasuba

Abstain: None

Motion Carried.

Planning Committee, Ms. Gunsteen, Chairperson

Ordinance 21-04, James “Pate” Philip State Park Agreement

Ms. Gunsteen reminded the Board this agreement with the Illinois Department of Natural Resources and the Forest Preserve District of DuPage County is to continue the operation of our Nature Center at the state park while overseeing the Visitor Center and maintaining the grounds areas around the building. Ms. Fletcher shared that the previous 5 year agreement signed in 2015, expired in December of 2020. Ms. Palmer inquired if the agreement is always a 5 year term and Ms. Fletcher responded the last two agreements were both for 5 years. Ms. Palmer asked if there were any differences in this new agreement. Ms. Fletcher responded no, and noted that the delay in signing a new agreement was due to some personal changes in the other two agencies and pandemic restrictions which delayed the process. Ms. Gunsteen made a motion to approve the new agreement for James “Pate” Philip State Park, seconded by Mr.

Lewis. **Motion Carried.**

Roll Call Vote:

Ayes: Palmer, Gunsteen, Lewis, Kasuba

Nays: None

Absent: Eckelberry, Stocks, Kasuba

Abstain: None

Motion Carried.

Building and Grounds Committee, Ms. Stocks, Chairperson

Trash and Recycle Service Request for Approval

Ms. Palmer informed the Board the Building and Grounds Committee recommends the approval of hiring Advance Disposal for the amount of \$22,246.53 for a 1 year contract to provide all labor, materials, and equipment necessary towards recycling and dumpster services at the following facilities: Community Center, Bartlett Aquatic Center, Nature Center, Park Maintenance, Log Cabin, and Villa Olivia. Ms. Palmer made a motion to approve, seconded by Ms. Kasuba. **Motion Carried.**

Thor Guard Upgrade Request

Ms. Palmer made a motion to approve the upgrade to the THOR Guard System at Apple Orchard Golf Course in the amount of \$22,565. The motion was seconded by Ms. Kasuba. Ms. Gunsteen inquired about the downtime of the system when it is being replaced and Ms. O’Brien responded that work would not begin until all materials arrived on property so that replacement could all be done in one day. **Motion Carried.**

Recreation Committee, Ms. Fagan, Chairperson

No Business

Special Facilities Committee, Ms. Kasuba, Chairperson

Food Truck Event Request

Ms. Kasuba conveyed to the Board the Special Facilities Committee recommends the approval of the Heritage Days Committee's request to use Bartlett Park, the Log Cabin and the Gazebo on Saturday, September 11, 2021 for a Pet Adoption Event. The larger Heritage Days event will unfortunately not be taking place this year, but the committee is still planning to host this adoption event. Ms. Kasuba motioned to approve this request, Ms. Gunsteen seconded. **Motion carried.**

Villa Olivia Committee, Mr. Eckelberry, Chairperson

No Business

Personnel Committee, Mr. Eckelberry, Chairperson

No Business

Community Relations and Legislative Issues Committee, Ms. Palmer, Chairperson

No Business

Executive Director's Report, Ms. Fletcher

Bill List

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

Bartlett Park Rentals

Ms. Fletcher discussed with the Board a change that staff would like to make in the renting of the entire Bartlett Park by outside groups for events. Staff is recommending that going forward we only allow one day rentals for events. This is due to the popularity of the new Free To Be Me Inclusive Playground and the high volume of usage by Bartlett residents. Events like National Night Out and BAPS charity walk would still go on without changes. Since Arts in Bartlett and Heritage Days have changed where they are holding their events, staff feels it will have minimal impact on current requests and seems like the right time to make this change. Staff would be able to discuss, with any group looking to have a multiple day event, a wide range of other park options and prevent groups from impeding on the community's use of Bartlett Park. Ms. Palmer agreed this was a good idea and there are many other park options that can be offered to groups. Ms. Fletcher noted that this change could be reevaluated in 2 years if needed.

Superintendent of Recreation Report, Ms. Dasbach

New Environmental Education Manager

With the pending retirement of Dan Mitchell, after 23 years with the Bartlett Park District, Ms. Dasbach took the opportunity to introduce the new Environmental Education Manager, Mark Grassi. Mr. Grassi has a Bachelor's of Science in Environmental Sciences and Studies from DePaul University of Chicago and joins us with over 6 years of experience as Facility Supervisor and Parks and Maintenance Leader at the Arlington Heights Park District. Some other interesting past work experiences include; Ecological Restoration and Forestry work, working for the Illinois Department of Natural Resources and serving as a Conservation Officer and Project Coordinator in Ecuador at the Bilsa Biological Preserve and Galapagos Islands National Park. Mr. Grassi's first day will be May 24th.

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

Bartlett Aquatic Center Update

Ms. O'Brien shared with the Board all of the hard work the Parks department has done to get the Bartlett Aquatic Center back up and running after being closed for nearly two years. All pools have been filled with water and staff is still working on the pumps, filters, heaters, and chlorinator pumps. Repairs to the lazy river heater are expected to be finished the following day and the team has gotten all of the water slides running. There are still areas to address and other repairs to complete, but everyone is working hard to ensure all areas of the pool are open and operating for the first day of the season. Ms. O'Brien also shared that once the team has completed their work on the Bartlett Aquatic Center they will start getting out to the parks to work on setting up the splash pads.

Superintendent of Special Facilities, Ms. Heathcote

LIFECENTER Health & Fitness Club Summer Membership Sale

Ms. Heathcote informed the Board the LIFECENTER is selling summer Elite Memberships between May 1 and August 31, good for 3 months from the date of purchase. This is a great option for students or those not ready for an annual commitment. We will offer to convert these into a full membership close to each individual's expiration. To date we have sold 54 memberships. The sales numbers are encouraging and a good sign that we are headed in the right direction in terms of rebuilding our membership at the health club. Ms. Kasuba added that she is happy to see all of the classes that are being added.

Superintendent of Business Services, Mr. Leninger

GFOA Award Notification

Mr. Leninger was pleased to report that the Bartlett Park District has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada (GFOA) for its Comprehensive Annual Financial Report for the fiscal year ending April 30, 2020. This marks the 19th consecutive year the Bartlett Park District has received this prestigious award.

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. Mr. Lewis made a motion, Ms. Gunsteen seconded, **Motion Carried**

Ms. Palmer asked for a roll call vote to adjourn into Closed Session

Roll Call Vote:

Ayes: Palmer, Gunsteen, Lewis, Kasuba

Nays: None

Absent: Eckelberry, Stocks, Fagan

Abstain: None

Motion Carried at 7:50pm

Reconvening of Board Meeting

Ms. Palmer called the meeting back to order at 7:59pm and called for roll. Commissioners answering present were: Lori A. Palmer, Diana Gunsteen, Theodore J. Lewis, and Dale Ann Kasuba. 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, Ms. Palmer moved to adjourn the meeting. Mr. Lewis made a motion, and Ms. Gunsteen seconded. **Motion Passed at 8:00 PM.**

Minutes Approved by the Board on June 22nd, 2021.

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