

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, JUNE 22, 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, Stephen Eckelberry, and Jody Fagan. Commissioners Susan Stocks and Dale Ann Kasuba 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 May 25<sup>th</sup>, 2021 Board Meeting, and the June 8<sup>th</sup>, 2021 Committee Workshop Meeting. Mr. Eckelberry made a motion, and Ms. Gunsteen seconded. **Motion Carried.**

**Residents Comment**

Mr. Jay Langfelder, of Bartlett, wanted to congratulate the Park District for putting back on the 4<sup>th</sup> of July activities in Bartlett. Mr. Langfelder added, it takes great courage because it is an economic development issue there and he wanted to congratulate the board and the administration for moving forward on that.

**Monthly Treasurer's Report, Mr. Lewis, Chairperson**

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

**Finance Committee, Mr. Lewis, Chairperson**

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

Mr. Lewis reminded the board of the purchase order list that was reviewed at the previous committee workshop meeting. Mr. Lewis moved to approve the purchase orders between \$5,000 and \$15,000. Mr. Eckelberry seconded the motion, **Motion carried.**

**Planning Committee, Ms. Gunsteen, Chairperson**

No Business

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

**Splash Central Women’s Locker Room**

Ms. Palmer reiterated the Buildings and Grounds Committee’s recommendation to approve of hiring Prestige Distribution Inc. for the amount of \$24,800 to remove and replace partitions for the washroom, shower, and dressing areas in the women’s locker room at Splash Central. Mr. Eckelberry moved to approve hiring Prestige Distribution, Ms. Fagan seconded the motion.

**Motion carried.**

**Recreation Committee, Ms. Fagan, Chairperson**

Ms. Fagan reviewed the request for National Night Out, the events that will take place, and the facilities that will be used. Ms. Fagan motion to approve the request for National Night Out event, seconded by Ms. Gunsteen. **Motion carried.**

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

**Ordinance 21-06 – Ignite the Courage**

Ms. Palmer confirmed that the Ignite the Courage event was canceled and the Ordinance was no longer needed.

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

Mr. Eckelberry stated the Villa Olivia Committee is requesting approval to purchase a Toro Sand Pro 3400 from Reinders for the price of \$20,805.48. This purchase is included in the capital projects budget for Villa Olivia. Ms. Eckelberry moved to approve this purchase, Mr. Lewis seconded. **Motion carried.**

**Personnel Committee, Mr. Eckelberry, Chairperson**

No Business

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

**Ordinance 21-05 – 4<sup>th</sup> of July Event**

Ms. Palmer recommended the approval of the 4<sup>th</sup> of July Event Ordinance, which allows for the consumption of alcoholic beverages, prohibits animals, and sets procedures in the event of activation of the Thorguard system in Apple Orchard Community Park. Mr. Lewis made a motion to approve, Ms. Gunsteen seconded the motion. **Motion carried.**

Roll Call Vote:

Ayes: Palmer, Gunsteen, Lewis, Eckelberry, Fagan

Nays: None

Absent: Stocks, Kasuba

Abstain: None

**Motion Carried**

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

**Bill List**

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

**4<sup>th</sup> of July Activities**

Ms. Fletcher shared that the Park District will be taking part in the Bartlett’s Independence Day Parade. She asked that any board members that would like to be part of the parade meet at the

Administration building by 8:30am. The theme for this year's float will be "Red, White, and Reboot!" Ms. Fletcher also reminded the Bartlett Park's Foundation's Annual Turbo Turtle Race would take place on Thursday, July 1<sup>st</sup> at 7pm. Mr. Lewis encouraged everyone to buy tickets. Ms. Gunsteen inquired about the operating hours of the Bartlett Aquatic Center for the weekend and Ms. Fletcher responded that the pool will be closing at 5pm but they were looking forward to being able to stay open later than previous years on the 4<sup>th</sup> of July.

### **Superintendent of Recreation Report, Ms. Dasbach** **Strong Registration Numbers Continue**

Ms. Dasbach was pleased to inform the board that registration numbers have continued to be strong into the summer. Ms. Dasbach shared several examples of this; the Nature Center Summer Camps have over 1000 registrations, Summer All Star Sport & Hot Shots Sport programs are at 100% run rate of classes and over 250 participants, and Summer Men's Basketball League has 8 teams. Ms. Dasbach also shared that the current number of Fall soccer registrations is 381, compared to 340 in 2020.

### **Superintendent of Parks and Planning Report, Ms. O'Brien** **4<sup>th</sup> of July Event**

Ms. O'Brien informed the Board of the preparation the Parks Department is doing to get ready for the 4<sup>th</sup> of July Festival. Staff will be moving soccer goals and bleachers off the fields, moving parking blocks, setting up electrical boxes, and marking out the event layout. After tents arrive on Tuesday, June 29<sup>th</sup>, staff will install several yards of fencing around the perimeter and trees for protection. Staff will also bring 35 to 40 garbage cans from other parks to the festival area the week of the event. Also with the drought this year, staff has begun watering the fields to strengthen the turf. Ms. O'Brien reiterated that the big tent is the main thing to go up and then they will work from there and will be working with the many new staff who have never experienced getting ready for the festival before.

### **Superintendent of Special Facilities, Ms. Heathcote** **Bartlett Aquatic Center Staff earn Ellis & Associates Exceeds**

Ms. Heathcote reported that on June 15<sup>th</sup>, BAC Lifeguards were audited by E&A and received an Exceeds evaluation, which is the highest level achievable. Ms. Heathcote continued she is very proud of her staff to have achieved the highest level in such a challenging time. Alison Mielitz, Aquatics Manager, and Grant Gilchrist, Assistant Aquatics Manager, have been responsible for all lifeguard certification classes this year, where typically there are multiple E&A Instructors on staff to teach classes and certify lifeguards. They have also been responsible for training a new team of head lifeguards and pool supervisors who now oversee a group of mostly new lifeguards. The audits are unannounced and focus on Lifeguard scanning of the pool as well as their performance in mock emergency situations. This was the first of 3 audits that BAC will receive this season.

### **Bartlett Aquatic Center Update**

Ms. Palmer asked for an update on the Bartlett Aquatic Center. Ms. Heathcote shared that under the new Phase 5 Guidelines the pool is now fully operational at full capacity with no time limits. Pool passes also went on sale on June 16<sup>th</sup>. Ms. Gunsteen asked how pool pass sales have been going and Ms. Heathcote stated that about 550 passes have been sold, which is less than expected but in previous years passes were sold many months in advance.

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

### **Cybersecurity – Ransomware Awareness**

Mr. Leninger presented to the Board what the District is currently doing to protect against ransomware. Two protocols currently in place are immutable repositories and vulnerability assessments. Immutable repositories prevent data from being encrypted or deleted from a location until a certain amount of time has passed. A vulnerability assessment evaluates vulnerabilities across a network and measures effectiveness of security mechanisms. Ms. Palmer asked how often these vulnerability scans are completed and Mr. Leninger stated internal scans are completed on a quarterly basis and public facing IP address scans are completed on an annual basis.

### **Old Business**

None

### **New Business**

Joe Hyland, with the Bartlett Examiner shared with the board that he will be retiring from political coverage which includes Public meetings and there will be a new representative from the Examiner attending the Board meetings. This was Joe's last meeting. The Board thanked him and wished him well.

### **Adjournment**

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Mr. Eckelberry made a motion, and Mr. Lewis seconded. **Motion Passed at 7:50 PM.**

Minutes Approved by the Board on July 27, 2021.

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