

**BARTLETT PARK DISTRICT  
COMMITTEE WORKSHOP MEETING MINUTES  
TUESDAY, SEPTEMBER 14, 2021**

**Call to Order**

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

**Roll Call**

President Palmer called for roll. Commissioners answering present were: Lori Palmer, Theodore J. Lewis, Stephen Eckelberry, Susan Stocks, Dale Ann Kasuba, and Jody Fagan. Commissioner Diana Gunsteen was absent.

Staff members present were: Executive Director, Rita Fletcher; Superintendent of Recreation, Kimberly Dasbach; Superintendent of Villa Olivia, Mike Toohey; Superintendent of Special Facilities, Lynsey Heathcote; Superintendent of Parks and Planning, Kelly O'Brien and Executive Assistant, Maureen Regan.

**Pledge of Allegiance**

President Palmer led the Pledge of Allegiance.

**Finance Committee, Mr. Lewis Chairperson**  
**FY2020-21 Annual Comprehensive Financial Report**

Ms. Lewis stated the Annual Comprehensive Financial Report for fiscal year 2020-21 was prepared by Seldon Fox and Mr. Ed Tracey was present to share their analysis. Mr. Tracy, Vice President and lead auditor assigned to the District, reviewed the key points of the report and thanked Mr. Leninger and his team for their cooperation and an overall smooth processes. Mr. Lewis thanked Mr. Tracy for his report and asked the board if they had any questions for Mr. Tracy. Mr. Eckelberry also thanked staff for all of their hard work pulling all of the information together for the report. Mr. Lewis asked for a motion to approve the Annual Comprehensive Financial Report for fiscal year 2020-2021. Ms. Stocks made a motion to approve, Mr. Eckelberry seconded the motion. **Motion carried.**

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

Mr. Lewis advised the Board of the approved purchase orders between \$5,000 and \$15,000 for the time period of June 1<sup>st</sup>, 2021 to August 31<sup>st</sup>, 2021 and the financial committee's request for approval. Mr. Eckelberry made a motion to approve, seconded by Ms. Kasuba. **Motion carried.**

**Resolution 21-06 NWSRA Assessment**

Mr. Lewis reviewed the resolution for the NWSRA Assessment and reminded the Board that every year, each community that is part of Northwest Special Recreation Association is requested to give funds based on the population of the community. The assessment for 2022 is \$237,521.67, which is the same amount that was paid for 2021. Mr. Eckelberry made a motion to approve Resolution 21-06 for the NWSRA Assessment. Ms. Stocks seconded the motion. **Motion carried.**

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

No report

**Building and Grounds Committee, Ms. Stocks Chairperson****Water Sampling Stations**

Ms. Stocks informed the Board the Village of Bartlett, Water Division, reached out to ask staff about installing water sampling stations at Humbracht Park and Leiseberg Park. There is currently a water sampling station at Green Meadows Park and it is connected directly to the water main for monthly water sampling. The Village will work with staff for the best locations within the park and Ms. Stocks pointed out the pictures of the station provided. Ms. Palmer asked why the Village wanted to use the park property for these sample stations and asked if there were other stations they weren't getting samples from. Ms. O'Brien shared that the Village has other sample stations that are located on private property which is causing issues for accessing the sample stations. The Village would like to put the sample stations on public property to allow for easier access when sampling each month.

**Recreation Committee, Ms. Fagan, Chairperson****Preschool 2021-2022**

Ms. Fagan shared information on the new school year for Preschool at the Park District. We welcomed 151 eager Preschoolers back for 21-22 school year on September 7<sup>th</sup>, compared to last year's 83 students and 2019's 184 students. We will continue to take new registrations throughout the year and will be welcoming a Young Threes class in October for students with later birthdays, there are currently 10 enrolled. "Super Hero Learners" is this year's school wide theme and the program will run through mid-May following the U-46 calendar for days off. This year will also see the popular enrichment classes, which were not available last year due to COVID. 4 new staff have been hired for this year and recruiting is still going on for substitute teachers.

**Special Facilities Committee, Ms. Kasuba, Chairperson****Fall Swim Lesson Update**

Ms. Kasuba informed the Board that swim lessons are extremely popular this first fall session and classes filled quickly. Unfortunately, staffing is limiting our ability to fulfill all classes as scheduled. Staff is working hard to recruit and train new swim instructors as well as get creative with combining classes and creating new formats to enable us to accommodate as many registered swimmers as possible.

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

Mr. Eckelberry reported that Villa Olivia is now fully staffed in the grounds department for Full Time staff, with the recent additions of two new staff members. The two new staff members bring with them experience in golf courses and winter sports. Staff is looking forward to getting the course in great condition and getting ready for winter.

**Personnel Committee, Mr. Eckelberry Chairperson**

No Report

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

No Report

**Old Business**

None

**New Business**

Mr. Lewis thanked the Park District staff, Ms. Fletcher, and everyone who helped with the Foundation's Annual Twilight Golf Outing, the event went very well. Mr. Lewis joked that he was in charge of ensuring there was good weather for the outing and feels he did a great job.

**Resident Comments**

None

**Closed Session**

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(C)(11) of the Open Meetings Act, for the discussion of pending or imminent litigation. Mr. Eckelberry made a motion, Mr. Lewis seconded, **Motion Carried**

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

Roll Call Vote:

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

Nays: None

Absent: Gunsteen

Abstain: None

**Motion Carried at 7:47pm**

**Reconvening of Board Meeting**

Ms. Palmer called the meeting back to order at 7:58pm and called for roll. Commissioners answering present were: Lori A. Palmer, Theodore J. Lewis, Stephen Eckelberry, Susan Stocks, Jody Fagan and Dale Ann Kasuba. Staff members present were: Executive Director, Rita Fletcher and Executive Assistant, Maureen Regan

**Action Resulting from Closed Session**

Mr. Eckelberry motioned to approve the settlement agreement between Connor Sports Flooring, LLC and Bartlett Park District for the floor issue in Schrade Gym. Ms. Stocks seconded the motion.

**Motion carried.**

**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 7:59 PM.**

Minutes Approved by the Board on September 28, 2021.

By: Rita K. Fletcher  
Rita Fletcher, Board Secretary