

BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, SEPTEMBER 28, 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, Susan Stocks, and Dale Ann Kasuba. Commissioners Jody Fagan was 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 Villa Olivia, Mike Toohey; 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 August 24, 2021 Board Meeting, and the September 14, 2021 Committee Workshop Meeting. Mr. Eckelberry made a motion, and Mr. Lewis seconded. **Motion Passed.**

Residents Comment

None

Monthly Treasurer's Report, Mr. Lewis, Chairperson

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

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

Mr. Lewis reviewed the report that was presented by Mr. Tracy, of Seldon Fox, at the previous Committee Workshop meeting. Ms. Gunsteen pointed out a typo that needed to be corrected and asked where the profits of the Villa Olivia account will go. Ms. Fletcher explained the profits would go back into the general fund and would contribute to paying down the debt of the Villa Olivia fund. Mr. Lewis motioned to approve the FY2020-21 Annual Comprehensive Financial Report, Mr. Eckelberry seconded the motion. **Motion Passed**

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

Mr. Lewis presented the list of purchase orders between \$5,000 and \$15,000 and stated the finance committee recommended approval. There being no questions, Mr. Lewis motioned to approve all purchase orders, seconded by Ms. Gunsteen. **Motion Passed.**

Resolution 21-06 NWSRA Assessment

Mr. Lewis concluded with the Northwest Special Recreation Association Assessment for 2022. The total assessment come to \$237,521.67 and is equal to the assessment for 2021. Mr. Lewis motioned to approve the assessment for 2022, seconded by Ms. Stocks. Ms. Palmer called for a roll call vote.

Roll Call Vote:

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

Nays: None

Absent: Fagan

Abstain: None

Motion Passed and Approved

Planning Committee, Ms. Gunsteen, Chairperson

No Report

Building and Grounds Committee, Ms. Stocks, Chairperson

No Report

Recreation Committee, Ms. Fagan, Chairperson

No Report

Special Facilities Committee, Ms. Kasuba, Chairperson

No Report

Villa Olivia Committee, Mr. Eckelberry, Chairperson

No Report

Personnel Committee, Mr. Eckelberry, Chairperson

No Report

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

No Report

Executive Director's Report, Ms. Fletcher

Bill List

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

Bartlett Parks Foundation

Ms. Fletcher shared an update on the Bartlett Parks Foundation. The Foundation is currently working on their next fund raising event which is the beer, wine, and spirits tasting on February 25th. The Foundation Board is also discussing ideas for their next project with the Park District, and are looking for a new board member as one of their board will be stepping down. Ms. Fletcher advised the Board to reach out to her if they know anyone that may be interested in joining the Bartlett Parks Foundation Board.

Superintendent of Recreation Report, Ms. Dasbach

Summer Camp 2021 Recap

Ms. Dasbach recapped the Summer Camp registration numbers for 2021 compared to the two previous years. There were 4 different types of camps that ran from May 24th to August 13th with a total of 2,437 registered campers. In 2020 there were a total of 422 registered campers and in 2019 there were a total of 3,218 campers. 3 out of the 4 types of camps had more campers in 2021 than in 2019, with the exception of the BCC Day Camp that had about 1,000 less campers than in 2019. Ms. Dasbach noted that the BCC Day Camp did not offer daily drop-ins like in 2019 and believes that contributed to the lower numbers. Ms. Dasbach also praised the 14 junior naturalists who volunteered 350 more hours for the Nature Camp than in 2019.

Recreation Department Full-Time Staff Update

Ms. Dasbach also provided an update on full-time staff in the recreation department. Recreation manager Eric Eichholz, after 6 years with the district, accepted a position at the City of Evanston Recreation Department and his last day was September 17th. His position has been posted and Ms. Dasbach hopes to have it filled soon. In addition to Eric's departure, Recreation Manager, Katie Mix, is on maternity leave until mid-November. The Recreation department managers are covering many additional areas in the meantime and a previous full-time employee has been brought in on a part-time basis to assist.

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

Power Outage at BCC

Ms. O'Brien detailed the power outage at Bartlett Community Center that took place early Saturday morning, September 11th. Staff responded quickly and began shutting down HVAC, motors and pool pumps. This outage was caused by a failed transformer and also shut down the building's backup generator. Once power was restored and staff being to power on equipment, they discovered that many fuses in the HVAC system and light bulbs throughout the building had been burnt out. They also discovered that the outage caused three spa pumps to overheat and melt. These pumps are for the spa in Splash Central and had been replaced just weeks before. Staff later discovered that Bartlett Aquatic Center was also affected by the outage because staff is still in the process of shutting down for the season. There were some additional pool pumps that were affected and staff is still investigating all areas and looking for damage. A claim has been submitted to the District's insurance company, PDRMA, and staff was able to replace the damaged parts to get all equipment back up and running. Mr. Eckelberry asked what the total cost of the damage is. Ms. O'Brien responded that they are still putting figures together, but the three pool pumps that were melted are \$2,000 each. Ms. Gunsteen asked if any programs were affected by the outage. Ms. Heathcote responded that lap swim in the pool was shut down for the morning but no other programs were affected. Ms. Palmer asked if ComEd would be liable for the damages caused by their transformer failing. Ms. Fletcher responded that it would be up to the district's insurance company, PDRMA, to seek damages from ComEd. Ms. Gunsteen remarked that this was the second transformer issue at BCC this summer and Ms. O'Brien clarified that is was actually the same transformer that was recently replaced that failed. Ms. Fletcher concluded that they will be working with PDRMA on reimbursement for the damages including the labor for the repairs.

Superintendent of Special Facilities, Ms. Heathcote

New Part-Time IMRF Staff Member

Ms. Heathcote updated the Board on a new part-time position, Rental Coordinator, which will assist with rentals and small events. The original Party Place Coordinator job was expanded to an IMRF position and will also provide administrative support. Sue Nampalli recently started and booked 3 pool parties in her first week.

Superintendent of Business Services, Mr. Leninger

No Report

Superintendent of Villa Olivia, Mr. Toohey

Staff Update

Mr. Toohey also shared a staffing update for Villa Olivia. Food and beverage manager Scott Hardy, who has been with the district for over 3 years, will be stepping down from his position. He is helping out part time until a replacement is found for his role.

Old Business

None

New Business

None

Adjournment

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Mr. Lewis made a motion, and Mr. Eckelberry seconded. **Motion Passed at 7:49 PM.**

Minutes Approved by the Board on October 26, 2021.

By: Rita K. Fletcher
Rita Fletcher, Board Secretary