

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, OCTOBER 12, 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, Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Susan Stocks, Dale Ann Kasuba, and Jody Fagan.

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

No report

Planning Committee, Ms. Gunsteen, Chairperson

Board Policy Review

Ms. Gunsteen explained the policies that were being presented to the Board for review as part of the IPRA/IAPD Joint Distinguished Accreditation Program. The policies reviewed by the Planning Committee were 2.50 Annexations, 6.20 Citizen Input Policy, and 6.26 Naming of Parks, Recreational Areas and Facilities. Ms. Fletcher reminded the Board that this was their time to ask questions and suggest changes to the current policies before they are submitted. Ms. Gunsteen asked about a more relevant resident comment card available on the District website. Ms. Fletcher explained that there is the ability to submit anonymous comment on the District website and they can be sent to specific areas or departments of the District. Mr. Eckelberry suggested something simple be added to the policy to note that it is also available online. Mr. Eckelberry also shared that one thing is noticed is that there is no time limit on how long a resident can address the Board in a meeting or when the resident comment can be cut short. Mr. Eckelberry is concerned that if there is ever a time when resident comments need to be limited in time, that without a policy stating this, they would not be able to hold residents to this standard. Mr. Lewis added that there have been Board meetings where large groups of residents have come to address the board and their time has been limited. Mr. Eckelberry responded that he did not believe it was allowed without having something in writing and feels it should be added to a policy. Other Board members agreed that the ability to limit the amount of time each resident has to comment may be necessary in some situations.

Building and Grounds Committee, Ms. Stocks Chairperson

Apple Orchard Golf Course Update

Ms. Stocks informed the Board the Apple Orchard Golf Course was closed recently for topdressing and aeration of the greens. Also during the closure, the remaining stump from the large Locust tree on hole #3 was removed and the willow trees near the pond were pruned. Additionally, staff recently closed off tee boxes 4, 5, and 7 to begin maintenance allowing them to recover due to high traffic the last two seasons. Ms. Stocks asked why those specific tee boxes had the most traffic this year. Ms. O'Brien responded that they will rotate through the different tee boxes and these seemed to need the most attention this season.

Recreation Committee, Ms. Fagan, Chairperson**Board Policy Review**

Ms. Fagan shared the policies that were review by the Recreation Committee, 2.70 Providing Recreational Programs and Services, 6.43 Anti-Bullying, and 6.44 Moveable Soccer Goals and Education Safety Policy. Besides one small change to the policy 6.43 Anti-Bullying, no other changes were recommended.

Special Facilities Committee, Ms. Kasuba, Chairperson**5th Annual Ladies Night Out**

Ms. Kasuba informed the Board the 5th Annual Ladies Night Out will take place on October 14th from 6pm to 9pm. The event was canceled in 2020 and rescheduled from its original date in April 2021 due to COVID. To date 29 vendors are registered. Vendors pay \$40 for a table and offer a variety of items for sale including beauty products, jewelry, home décor, and much more. Ms. Gunsteen asked how the 29 vendors compared to previous years. Ms. Heathcote responded that there was actually a total of 36 vendors as a few more added since the report went out and that was the largest numbers of vendors the event has ever had. Ms. Kasuba asked if they would be accepting any more vendors and Ms. Heathcote noted they did not want to crowd the room and make it difficult for guests to walk around so they would not be accepting anymore vendors. Ms. Heathcote also added that changing the event from the spring to the fall seems to have been a positive move.

Villa Olivia Committee, Mr. Eckelberry Chairperson**Winter Sports Preparation Underway**

Mr. Eckelberry reported that Villa Olivia is now working on winter sports preparation. Ms. Toohey explained that staff is looking at staffing and ski patrol as well as scheduling OEC, outdoor emergency care, refresher course. The fire department will also be coming out to Villa Olivia to complete a chair lift evacuation training in early December. Ms. Palmer asked if the back 9 holes of the golf course have been closed yet. Mr. Toohey reported the back 9 holes will not be closed until the beginning of November. Ms. Fletcher added the back 9 may be closed earlier depending on when the new snow hill lighting will be installed.

Personnel Committee, Mr. Eckelberry Chairperson**Board Policy Review**

Mr. Eckelberry summarized the policies that were being review by the Personnel Committee. Policies 2.15 General Conduct of the Board of Commissioners, 2.30 Distinction between Board Policies, Regulations and Administrative Operation Procedures, and 2.38 Policy for the Destruction of Verbatim Recordings of Closed Meetings were all reviewed and no changes were recommended.

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

Ms. Palmer reviewed the policies presented to the board. The policies under review included; 1.00 Scope and Definitions, 2.10 Board Bylaws, 2.40 Appearing before the Park Board, 2.60 Legislative Advocacy. Ms. Palmer noted to changes suggested to policy 2.10 Board Bylaws which included noting the meeting minutes are posted on the website as well as changes to the order of the agenda items. Mr. Eckelberry commented that policy 2.40 should be removed entirely and does not believe it is legal to require a resident to follow the required steps to speak at a Board meeting. Ms. Gunsteen added that she believe the steps listed were for residents or companies who wished to be added to the meeting agenda and not as the only way that someone could appear before the Board. Ms. Fletcher commented that any resident was welcome to address the Board during the resident comments section. Mr. Eckelberry noted that residents should first address any issues with the District staff before coming to the Board, but does not feel that it is legal to require them to go through the list steps before coming to the Board. Mr. Lewis stated if residents went to the District staff they could still then come to the Board during a meeting, but felt that not having any regulations on the process could cause problems and believed that it had been an issue in the past. Ms. Fletcher suggested consulting the District attorney on the policy and getting their opinion

on if it is needed and if it is legal. It was agreed, Ms. Fletcher would reach out to the District attorney about policy 2.40. Ms. Palmer moved on to policy 2.10 and discussed the placement of resident comments in the agenda. Ms. Fletcher noted that the resident comments is listed towards the top of the Board Meeting agenda, while it is listed towards the bottom of the Committee Meeting agenda and asked if the resident comments should be listed towards the top of both agendas. Ms. Fletcher also noted that many times, if there is a resident present at a Committee Meeting, the president will choose to move the resident comments up to accommodate the present residents. Ms. Gunsteen asked if the Board would also be able to move the resident comments further down in the agenda in certain cases where they wanted to get through Board business before hearing resident comments. Ms. Fletcher responded that the president would have the ability to move the resident comments down in the agenda where they saw necessary. The Board agreed to have the resident comments in the same place in each agenda, which is towards the top.

Old Business

None

New Business

Ms. Gunsteen asked if while reviewing policies, the Board would be reviewing the requirements for needing a permit on District property. Ms. Fletcher responded that there is an extensive policy on regulating the use of parks and facilities that is currently being review by staff and would then be brought to the Board for review.

Resident Comments

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 7:59 PM.**

Minutes Approved by the Board on October 26, 2021.

By: *Rita K. Fletcher*

Rita Fletcher, Board Secretary