

# **BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, OCTOBER 26, 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, Dale Ann Kasuba and Jody Fagan.

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.

## **Presentation**

### **Resolution 21-07 – Recognizing Gustavo Diaz 20 Years**

Ms. Palmer presented and read Resolution 21-07 which recognized Gustavo Diaz for 20 years of service to the Bartlett Park District. Over his 20 year tenure, Mr. Diaz has been an essential part of the Parks & Planning department and has used his experience to lead new and seasonal staff.

## **Approval of Minutes**

Ms. Palmer moved to approve the minutes for the September 28, 2021 Board Meeting, and the October 12, 2021 Committee Workshop Meeting. Ms. Gunsteen 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 September 2021. Mr. Eckelberry made a motion, and Ms. Stocks seconded. **Motion Passed.**

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

### **Board Policy Review**

Mr. Lewis reviewed the policy 3.28 – Mileage Reimbursement. Mr. Lewis confirmed with Ms. Fletcher that there were no suggested changes to the policy. Ms. Fletcher added that there are no changes suggested by staff, but this is the time for Board members to review the policies and discuss any changes they want to the policies. Ms. Lewis asked if there was any discussion on the presented policy. There was no further discussion.

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

No Report

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

No Report

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

**Board Policy Review**

Ms. Fagan shared the policy under review was policy 3.23 – Communicable Disease Policy and there were no recommended changes to the policy. Ms. Gunsteen asked if the policy needed to be updated in light of recent event regarding the COVID- 19 pandemic. Ms. Fletcher explained that a global pandemic is different than what this policy is referring to. There was no further discussion.

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

**Board Policy Review**

Ms. Kasuba presented policy 3.29 – After Hours Facility Use by Board and Staff. There were no change suggested by staff and Ms. Kasuba summarized that no Board member or Staff were allowed to use facilities after hours for personal use. There was no further discussion.

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

No Report

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

**Board Policy Review**

Mr. Eckelberry stated there are four policies to be reviewed. Policy 3.25 – Professional Staff Qualifications and policy 3.26 – Staff In-Service Training were presented with no recommended changes by staff. Policy 3.24 – Wellness Policy and policy 3.30 – Orientation of New Board Members were presented with noted recommended changes. Mr. Eckelberry asked if there was any discussion on the recommended changes. Ms. Fagan added that she agreed with all changes recommended. Ms. Gunsteen asked if it was part of the accreditation process that orientation of new board members takes place within a certain time frame. Ms. Fletcher responded that it is not the accreditation process but a state law that dictates the time frame in which a new board members needs to complete the Open Meetings Act training once elected. There was no further discussion.

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

**Board Policy Review**

Ms. Palmer stated there are two policies reviewed by the committee; policy 3.20 – Policy Outlining the Powers, Duties and Responsibilities of the Bartlett Park District Board of Commissioners, Officers and Committees and policy 3.32 – Prospective Board Candidates Information Packet. Both policies had recommended changes noted. Ms. Palmer asked for comments on the recommended changes. There was no further discussion.

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

**Bill List**

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

### **Policy 2.40 Update**

Ms. Fletcher presented the policy previously reviewed at the October Committee Workshop Meeting, 2.40 - Appearing Before Park Board. The Board requested input from the district attorney on the legality of this policy and Ms. Fletcher shared the response and suggestions from the attorney. Ms. Fletcher noted she is pleased with the adjustments made by the attorney and happy with the new policy 2.40 – Board Meeting Public Participation Policy. Board members agreed, Ms. Fagan asked if there was still flexibility in the policy and Ms. Fletcher confirmed there was. There was no further discussion.

### **Superintendent of Recreation Report, Ms. Dasbach**

#### **Homeschool Kids Program**

Ms. Dasbach shared an update on the Homeschool Kids Programs at the Nature Center. The program is new this fall and offered twice a month. The program covers several topics from insects, trees, spiders, bats, native animals, Native American, winter animals and silly science. Enrolment has been strong with 12-15 participants each day.

#### **Nutcracker All Jazzed Up**

Ms. Dasbach updated the Board on the new ticketing system for the Nutcracker All Jazzed Up performance. This year tickets will be sold online for the first time. Tickets are on sale now and we hope this makes the process as smooth as possible for attendees.

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

#### **Merry & Bright- Holiday Tree Lighting Event**

Ms. O'Brien detailed the new additions to the annual tree lighting ceremony at Bartlett Park. This year's event will have several additions to the celebrations. These additions include a horse drawn wagon ride, meet & greet and performance by Frozen characters, Hot chocolate and cookies, and performance by the South Elgin High School Choir. Ms. O'Brien will be meeting with the Village to go over details for the event, discuss lighting, and power capabilities in the park. Ms. Fagan asked how working with the Village on this event was going. Ms. O'Brien responded that they were working together well and the Village received a grant for additional lights and decorations around Bartlett Park but the main challenge will be power. Ms. Fletcher added that they were not sure how all of the additions for the event were going to work yet, but they would do what they could to make it happen.

### **Superintendent of Special Facilities, Ms. Heathcote**

#### **LIFECENTER Health & Fitness Club "Spook-tacular" Special**

Ms. Heathcote updated the Board on the new fitness center promotion happening October 25<sup>th</sup> to 29<sup>th</sup>. New and renewing members receive 10% discount off a paid in full Pro or Elite Membership. The promotion has been heavily promoted on social media and with the changing weather, we hope to see memberships increase.

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

No Report

**Superintendent of Villa Olivia, Mr. Toohey**

**Greens Aerated at Villa Olivia**

Mr. Toohey explained that the golf course was closed on Monday, October 18<sup>th</sup> so that staff could do the annual aerating of the greens. This is done every fall and increases air circulation in the greens to help promote root growth and establishment come spring. Mr. Toohey also shared that the back 9 holes will be closed on November 1<sup>st</sup> so that preparation can begin for Ski season. The front 9 holes will remain open for a couple more weeks.

**Old Business**

Ms. Fagan wanted to thank Ms. O'Brien and her team for the recent Bartlett Hawks round robin, the crew did a great job.

**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 Ms. Gunsteen seconded. **Motion Passed at 7:56 PM.**

Minutes Approved by the Board on November 23, 2021.

By: Rita K. Fletcher  
Rita Fletcher, Board Secretary