

# **BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, NOVEMBER 9, 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**

### **Resolution 21-08 Estimate of Taxes to Be Levied**

Mr. Lewis presented the estimate of taxes to be levied and asked for a motion to approve. Mr. Eckelberry made a motion to approve Resolution 21-08 Estimate of Taxes to Be Levied, seconded by Ms. Stocks. Mr. Lewis asked if there was any discussion on the subject. Ms. Gunsteen asked if this levy was specific to DuPage County. Ms. Fletcher responded that the levy was for DuPage, Cook, and Kane County but the majority of the levied taxes would come from DuPage County. Ms. Fagan asked why there was such a large percentage increase in the Paving & Lighting tax fund. Ms. Fletcher explained that there were several paving projects planned for next year, more so than previous years. Ms. Gunsteen also asked if there was historical data on the amount of taxes levied and the amount of taxes that district actually received. Ms. Fletcher stated they did have that information and would put it together for the next board meeting. Mr. Lewis added that typically what the district asks for and what they receive is less than 10% difference. **Motion Carried.**

## **Board Policy Review**

Mr. Lewis reviewed the two policies; 5.20 - Accounts Payable and 5.30 – Bond Rating Policy. Neither policy had any recommended changes from staff. Mr. Lewis asked if there was any discussion. There was no further discussion.

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

### **Board Policy Review**

Ms. Gunsteen explained the policies that were being presented to the Board for review. 3.70 – Safety Policy Statement did not have any suggested changes from staff. Ms. Gunsteen asked if the district requires or encourages staff to have certain certifications for safety. Ms. Fletcher responded that the district's insurance company, PDRMA, has these certificates and training and staff is not required to have them.

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

### **Marianne Cordell Park – Creek Restoration Project**

Ms. Stocks informed the Board the Village of Bartlett has developed a plan to restore the streambank that runs through Village property and Marianne Cordell Park. The project would consist of removing existing streambank vegetation, regrading the side slopes, and restoring the banks with native vegetation to help with erosion. The restoration will be completed in phases over a few year. As the area is restored, the Park District will assist the Village on the long term

maintenance that will be needed. Ms. Palmer asked if the District will be providing funds for this project. Ms. O'Brien responded that there may be funds needed as the project progresses, but the majority of the expense to the District will be manpower to maintain the area.

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

#### **Open Gym is Back!**

Ms. Fagan shared the Recreation Committee is thrilled to offer the return of drop-in Open Gym this month at the community center. There are youth, adult, family, and pickleball open gym times. Face coverings are required for all indoor activities and will be required at Open Gym.

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

#### **LIFECENTER Health & Fitness Club Membership Update**

Ms. Kasuba updated the Board on the LIFECENTER memberships. Since the "Spooktacular" Membership Special in October, there have been 88 new members. As of November 1<sup>st</sup>, we have 1520 members, compared to pre-pandemic 2337 members at the same time in 2019. The next few months are historically "big" membership months and staff is confident we will continue to see an increase in memberships in the coming months.

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

#### **Thanksgiving Brunch**

Mr. Eckelberry reported that Villa Olivia will again be hosting Thanksgiving brunch this year. Seatings will be offered every 30 minutes from 11am to 2:30pm. The adult price is \$32.95 and children's price is \$17.50. Reservations are required and so far 140 reservations have been made.

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

#### **Policy 3.38 - Whistle Blower Protection Policy**

Mr. Eckelberry presented the Whistle Blower Protection Policy, which is a new policy, to the Board. Mr. Eckelberry explained that Governor Pritzker signed into law Public Act 101-0652, otherwise known as the SAFE-T Act, which has a whistle blower retaliation provision that specifically affects Park Districts and other units of governments. The new policy addresses this new law and was reviewed by PDRMA attorneys. Ms. Palmer made a motion to approve Policy 3.38 – Whistle Blower Protection Policy. Ms. Gunsteen seconded the motion. **Motion carried.**

#### **IAPD Credentials Certificate**

Mr. Eckelberry reviewed the list of delegates named to the Illinois Association of Park Districts Annual Business meeting. Ms. Palmer is listed as delegate with Ms. Gunsteen and Mr. Eckelberry listed as alternates. Mr. Lewis made a motion to approve, seconded by Ms. Fagan. **Motion carried.**

#### **Board Policy Review**

Mr. Eckelberry summarized the first policies being reviewed, policy 3.37 – Use of Electronic Communication by the Bartlett Park District Board. The policy was originally created in 2014 and since that time a lot of changes have been made regarding electronic communications and Board members. Staff asked district attorneys to review the policy and suggest updates. Mr. Eckelberry discussed the importance of Board members using their District emails for communication and not their personal emails. Using personal email accounts for Board related discussions would make their personal emails subject to FOIA. Ms. Gunsteen asked a question regarding Board discussions over electronic communication, specifically if a resident sends an email to all Board members and if they should respond. Mr. Eckelberry responded that a Board member can respond to the resident's email and copy all other Board members, but if all Board members began responding to the email and it became a Board discussion over email, that would not be legal.

Mr. Eckelberry covered two additional policies under review; 3.45 – Professional and Civic Memberships and 3.35 – Board Members In-Service Training. Neither policy had any changes recommended by staff nor was there any further discussion.

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

Ms. Palmer reviewed the policy presented to the Board, 3.40 – Conflict of Interest. No changes to the policy were recommended by staff. Ms. Palmer add that the statement of economic interest that all Board members must fill out every year will be different this year. Ms. Palmer advised that all Board members need to read through the new statement carefully and expect it to be more in depth than previous years. This is going to be a big change and more information will be provided by March of next year.

**Old Business**

None

**New Business**

Ms. Gunsteen shared that a resident reached out to her recently regarding the Bartlett Trail along Bartlett Road. The trail is very dark at night and the resident wanted to see if there was anything that could be done to add more light. Ms. Fletcher responded that the Village of Bartlett and Park District were already discussing updating the Bartlett Trail by widening it to meet ADA standards as well as looking into lighting options.

**Resident Comments**

None

**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 7:58 PM.**

Minutes Approved by the Board on November 23, 2021.

By: Rita K. Fletcher

Rita Fletcher, Board Secretary