

BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, NOVEMBER 23, 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.

Approval of Minutes

Ms. Palmer moved to approve the minutes for the October 26, 2021 Board Meeting, and the November 9, 2021 Committee Workshop Meeting. Mr. Lewis made a motion, and Mr. Eckelberry seconded. **Motion Passed.**

Residents Comment

None

Monthly Treasurer's Report, Mr. Lewis, Chairperson

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

Finance Committee, Mr. Lewis, Chairperson

Resolution 21-08 Estimate of Taxes to Be Levied

Mr. Lewis reminded the Board they previously reviewed the estimate of taxes to be levied for 2021. There was no further discussion. Mr. Eckelberry motioned to approve of Resolution 21-08 Estimate of Taxes to Be Levied, seconded by Ms. Gunsteen. Ms. Palmer called for a roll call vote.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

Motion Passed and Approved

Five-year Tax Levy Comparison

Mr. Lewis presented the comparison of the tax levy filed and the amount the district received each year over the past five years. Ms. Gunsteen thanked staff for putting this information together.

Board Policy Review

Mr. Lewis reviewed two policies brought to the Board, policy 5.35 Creation of Debt and policy 5.45 Investment Policy, and the small changes that were suggested. Mr. Lewis asked why the assessment was changed from a quarterly assessment to a 6 month assessment and if that was recommended by something. Ms. Fletcher responded that the district has been conducting 6 month assessments and therefore want it to correspond with the policy. There was no further discussion.

Planning Committee, Ms. Gunsteen, Chairperson

No Report

Building and Grounds Committee, Ms. Stocks, Chairperson

Board Policy Review

Ms. Stocks described the policy being reviewed, 5.33 certificates of insurance, and there were no changes recommended. There was no further discussion.

Recreation Committee, Ms. Fagan, Chairperson

No Report

Special Facilities Committee, Ms. Kasuba, Chairperson

No Report

Villa Olivia Committee, Mr. Eckelberry, Chairperson

Board Policy Review

Mr. Eckelberry shared the policy reviewed was 5.15 Credit Card (PCI) Data Security and there was one change suggested by staff. The change suggested was to specify that the payment card data on documents should be redacted to the first 1 and last 4 digits. Mr. Eckelberry noted that he feels we need to relook at the PCI requirements to see if we are required to redact the entire payment card data. Ms. Fletcher agreed to have staff investigate.

Personnel Committee, Mr. Eckelberry, Chairperson

Policy 3.38 – Whistle Blower Protection Policy

Mr. Eckelberry presented the new Whistle Blower Protection Policy previously reviewed at the committee workshop meeting. Ms. Gunsteen made a motion to approve, seconded by Ms. Kasuba. **Motion Passed.**

IAPD Credentials Certificate

Mr. Eckelberry reviewed the delegate named to the IAPD annual business meeting and alternates. Mr. Eckelberry moved to approve this appointment, seconded by Mr. Lewis. **Motion Passed.**

Board Policy Review

Mr. Eckelberry stated there are three policies for review, 3.50 Identity Protection Policy, 3.55 Americans with Disabilities Act, and 5.50 Staff Purchasing Policy. There were small changes recommended to all. For the first two policies there was no further discussion. Ms. Kasuba had a question on policy 5.50 Staff Purchasing Policy, regarding the purchase amount that required 3 price quotes. Ms. Kasuba felt that \$1,000 was a low amount for staff to have to get multiple quotes. Ms. Gunsteen pointed out that the policy previously stated purchases over \$500 needed at least 3 quotes and the update increased that amount. Ms. Gunsteen asked how this purchasing policy compared to other Park District's policy. Ms. Fletcher responded that the biggest difference in our policy compared to others is the spending limit of the Executive Director. Most Park Districts allow their Executive Director to spend up to \$25,000 without Board approval, which is just below the amount that requires a bid. Ms. Fletcher added that her spending limit was changed from \$15,000 to \$20,000 but she still prefers to stay under the \$25,000 limit. There was no further discussion.

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 November Bill List. Mr. Eckelberry moved to approve the Bill List as presented, and Ms. Kasuba seconded. **Motion Passed.**

Staff Updates

Ms. Fletcher conducted a short power point presentation on the staffing updates within the Park District over the past year as well as other events and updates throughout the year. Ms. Fletcher thanked the Board and Staff for all of their hard work this past year.

Superintendent of Recreation Report, Ms. Dasbach

Holiday Shopping Blitz

Ms. Dasbach shared information on the upcoming Holiday Shopping Blitz at the community center. There will be a \$1 donation at the door that will go to the Bartlett Parks Foundation and vendor spots were sold out about 2 week with over 100 vendors. Will be a great opportunity to do some Christmas Shopping from local vendors.

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

Winter Maintenance Update

Ms. O'Brien detailed the many projects her team is working on preparing for the winter season. Equipment such as soccer goals, garbage cans, and picnic tables are being removed from playing fields. Snow safety training is being completed as well as annual maintenance checks on snow plows, salt spreaders and snow blowers. Irrigation lines are winterized and snow fencing is going up in many areas.

Superintendent of Special Facilities, Ms. Heathcote

Breakfast with Santa at Villa Olivia

Ms. Heathcote was excited to report that Breakfast with Santa will be returning this year at Villa Olivia. Registration is required and so far 118 guests are registered. Guests will enjoy a plated breakfast, holiday crafts, and a small gift from Santa. Typically the event hosts about 150 guests but this year we expect to sell out at 180 guests.

Superintendent of Business Services, Mr. Leninger

No Report

Superintendent of Villa Olivia, Mr. Toohey

Winter Preparation is Underway

Mr. Toohey explained all of the winter preparations currently underway at Villa Olivia. The crane was out last week and tow ropes were set up. Chairs were installed on the chair lift and 2 of the 3 inspections have been completed. The final inspection will be completed next week.

Management staff will be holding training for new and returning staff the first two weekends in December. We have also started to make snow. Ms. Kasuba asked if the Thanksgiving Brunch was going to be sold out for this year and Mr. Toohey confirmed that it was indeed already sold out.

Old Business

None.

New Business

None

Adjournment

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Mr. Eckelberry made a motion, and Ms. Kasuba seconded. **Motion Passed at 8:07 PM.**

Minutes Approved by the Board on December 21, 2021.

By: Rita K. Fletcher
Rita Fletcher, Board Secretary