

# **BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, JANUARY 25, 2022**

## **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 Business Services, Eric Leninger; Superintendent of Villa Olivia, Mike Toohey

## **Pledge of Allegiance**

President Palmer led the Pledge of Allegiance.

## **Approval of Minutes**

Ms. Palmer moved to approve the minutes for the December 21, 2021 Board Meeting, and the January 11, 2022 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 December 2021. Ms. Stocks seconded. **Motion Passed.**

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

### **Board Policy Review**

Mr. Lewis presented Policy 5.10 Comprehensive Revenue Policy with the recommended changes from staff. Recommended changes include cleaning-up language and utilizing a single classification system for fees, charges, and pricing, Districtwide. There was no further discussion.

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

### **FQC – Facility Assessment**

Ms. Gunsteen informed the Board the Planning Committee was presenting the preliminary Facility Assessment done by FQC and turn the discussion over to Ms. Fletcher for further explanation. Ms. Fletcher explained that the spreadsheet provided by FQC is broken down by facility and explains parts and equipment at each facility and their life expectancy to help the District plan for future replacements. Ms. Fletcher noted that the Bartlett Community Center is now 20 years old and there are some large pieces of equipment that may need to be replaced in the next year or two. One piece of equipment has a replacement cost of \$800,000. Ms. Fletcher noted that the District doesn't have to replace equipment based on the timeline provided, but this is going to be a good tool for future planning and budgeting. Ms. Fletcher also provided

comments from the assessors on certain parts and examples on some suggestions from the assessors that may not be necessary for the District to complete. Ms. Fletcher advised that there are still some revisions to be made to the assessment, but staff will be using this when making plans for budget and capital projects for the next year.

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

##### **Vehicle Replacement**

Ms. Stocks shared the Building and Grounds Committee is requesting approval to replace an existing 2000 Ford 15-Passenger van with a 2022 Ford Transit vehicle. Currie Motors is able to offer the District the lowest price available through the Suburban Purchasing Cooperative Program at \$27,834. Ms. Stocks motioned to approve the purchase request, Ms. Kasuba seconded. **Motion Passed.**

##### **Board Policy Review**

Ms. Stocks described the policy being reviewed, 7.00 Regulatory Ordinance, Ordinance regulating the use of parks and property owned or controlled by the Bartlett Park District. The Ordinance was last updated in 2015 and has many changes that were made based on suggestions from the District lawyer and staff. 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**

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 January Bill List. Mr. Eckelberry moved to approve the Bill List as presented, and Mr. Lewis seconded. **Motion Passed.**

##### **2021-22 Bartlett Aquatic Center Operational Recap Report**

Ms. Fletcher presented the Operational Recap report for BAC. Revenue was down in budget and compared to 2019 revenue. Expenses were below budget, but BAC lost about \$6,000 last season. Total guest count was down compared to the last 3 years. Season pass sales were down due to COVID restrictions when the pool initially opened that caused a delay in pass sales. Ms. Fletcher detailed several reasons for the decreased revenue as well as the expenses. The report also covered the weather for the season, days open, days closed, and average temperature. Lifeguards performed 154 saves which was higher than previous years and staff believe that is due to many children not enrolled in swim lessons the previous summer. Finally, Ms. Fletcher outlined plans for the coming 2022 season. Plans included focusing on increasing revenues, providing excellent customer service and recruiting and retaining staff. Hours will be adjusted to better accommodate staffing and provide for more opportunity for rentals. Flash sale and early bird specials for pool passes are planned as well as new lazy river

special event. The concession stand will go back to being full service and pre-booked groups and outside camps will be allowed again. Costs for Lifeguard certification classes will now be covered by the District instead of by the Lifeguards. Board members asked what will be done about staffing for next season. Ms. Fletcher noted that staffing for lifeguards was a national issue this year and has spoken to other local Districts about their experience last year. Many other districts were offering large pay increases which made recruiting Lifeguard very competitive. We will be reaching out to the high school to spread the word for potential new guards and hope that covering the cost for new guard certification will be an incentive for new staff.

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

#### **Winterfest 2022 Special Event**

Ms. Dasbach updated the Board on plans for the 2022 Winterfest at the Nature Center. The event will take place on February 19<sup>th</sup> from 12pm to 4pm and Adopt-A-Husky will be there with teams of Siberian Huskies and sleds. There will be several indoor and outdoor activities including dog teams mushing throughout the day, snowshoeing, snow painting, crafts and Iditarod slideshow presentation. In between mushes, attendees can meet the dogs and learn more about sled dog racing. Staff is looking forward to a great event.

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

#### **2021 Parks Department Recap Report**

Ms. O'Brien detailed the 2021 Parks Department Recap Report for the board. The report recapped several projects that were completed at the parks and athletic fields this year, special events that the department assisted with, and maintenance projects throughout the district facilities. Ms. O'Brien also provided charts that detailed several areas of work, labor hours dedicated to each and how those total hours compared to the 3 previous years. Ms. O'Brien concluded that the Parks Department is excited for 2022 and the upcoming projects and hope to be fully staffed.

### **Superintendent of Special Facilities**

No Report

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

#### **PMA Financial Performance Report**

Mr. Leninger explained that since 1998 the district has held investments funds with PMA Financial and currently has about \$1.3 million in its investment account. These funds are split between certificates of deposit and money market funds. Mr. Leninger presented the annual performance report for 2021 and explained how the pandemic and lower interest rates have affected the District's accounts. Even with low interest rates throughout 2021, the District was able to achieve returns greater than the benchmark 180-day Treasury bill. The District still managed to achieve respectable returns during this unprecedented time, without putting the District's funds at risk.

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

#### **Winter Sports Update**

Mr. Toohey shared that winter sports are off to a great start. From January 3<sup>rd</sup> to January 17<sup>th</sup> we welcomed 6,000 Skiers and Tubers, which is a 60% increase from this time last year. Unfortunately we were not open for the Holiday school break and missed out on those patrons but are happy with the numbers we have had since we've opened.

### **Closed Session**

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(C)(1) of the Open Meetings Act, for the discussion of employment, compensation, discipline or performance of employees of the District. Mr. Eckelberry made a motion, Ms. Gunsteen seconded, **Motion Carried**

Ms. Palmer asked for a roll call vote to adjourn into Closed Session

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

**Motion Passed at 8:22pm**

### **Reconvening of Board Meeting**

Ms. Palmer called the meeting back to order at 8:52pm and 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

### **Action Resulting from Closed Session**

No actions resulting from closed session meeting.

### **Old Business**

Mr. Lewis shared that the Bartlett Parks Foundation Wine, Beer & Spirits Tasting Fundraiser is being held February 25<sup>th</sup> and invited the Board members to attend. Ms. Lewis also ask for assistance with donations for the silent auction.

### **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 Mr. Lewis seconded. **Motion Passed at 8:56 PM.**

Minutes Approved by the Board on February 22, 2022.

By: Rita K. Fletcher  
Rita Fletcher, Board Secretary