

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, APRIL 12, 2022

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, Susan Stocks, Dale Ann Kasuba and Jody Fagan. Commissioner Stephen Eckelberry arrived at 7:40pm.

Staff members present were: Executive Director, Rita Fletcher; Superintendent of Recreation, Kimberly Dasbach; Superintendent of Business Services, Eric Leninger; Superintendent of Villa Olivia, Mike Toohey; Superintendent of Special Facilities, Katie Mix; Superintendent of Parks and Planning, Kelly O'Brien and Executive Assistant, Maureen Regan.

Pledge of Allegiance

President Palmer led the Pledge of Allegiance.

Special Facilities Committee

Ms. Fletcher noted that Nick McCloud with Ignite the Courage was present to discuss the two ordinances the Board will be reviewing for the upcoming Ignite the Courage community events. The Board decided to review the ordinances first.

Ordinance 22-04 Ignite the Courage – Summer Fest

Ms. Kasuba presented the request from Ignite the Courage to host Summer Fest at Apple Orchard Community Park from August 11th to August 14th. Setup and take down being the first and last days of the event. This event has been hosted previously at Bartlett Park and this will be the first year at Apple Orchard Community Park. Ms. Palmer asked about the plans for parking for this event. Mr. McCloud responded that there will be some parking available near Jim Jensen pavilion and the majority of parking will be at the large lot by BAC and BCC. Ms. Fletcher added that there will be plenty of parking available in the general facility. Ms. Kasuba made a motion to approve the Ordinance, seconded by Mr. Lewis. **Motion carried.**

Ordinance 22-05 – Ignite the Courage – North Avenue Car Show

Ms. Kasuba continued with the second request from Ignite the Courage for the North Avenue Car Show. The event will take place on September 18th and they are requesting the use of Bartlett Park and the Log Cabin for the one day event. Ms. Kasuba noted to Mr. McCloud that hosting an event at Bartlett Park will require different county permits and licenses than those for their event on Apple Orchard Community Park because they are located in different counties. Mr. Lewis made a motion to approve the ordinance, seconded by Ms. Gunsteen. **Motion carried.**

Finance Committee, Mr. Lewis Chairperson

Ordinance 22-02, Annual Budget and Appropriation Ordinance (Tentative)

Mr. Lewis introduced Superintendent of Business Services, Eric Leninger, to present the budget for the fiscal year 2022-2023.

Mr. Leninger began by detailing the considerations for next year's budget, which included Strategic and Departmental Goals, the Post-Pandemic era, Illinois minimum wage, Consumer Price Index and Equalized Assessed Value, Fund Balance Targets, Capital Replacement and Improvement Plan, and Inflation and price increases. Mr. Leninger noted that inflation was at an historical high and price increases were having a large impact on current and future budgets.

Mr. Leninger gave a summary of budget revenue as well as a summary of budget expenditures. Then went into more detail for each account as well as the debt payments and fund transfers. Mr. Leninger described some of the smaller accounts and why the district has decided to run down the balances on these accounts.

Capital projects for the FY 2022-23 were reviewed and Mr. Leninger detailed the larger capital projects. These projects included park and playground improvements at Apple Orchard West Park, Kermit's Korner, and Apple Orchard Community Park. Newport Park and Camelot on Mayfair were also listed but some of the funds for those two projects were included in the previous year's budget. Ms. Gunsteen asked about the grant that has been applied for Apple Orchard Community Park and how that will affect money that is budgeted for that park. Ms. Fletcher explained that the district will not hear about the final decision for the grant until later in the year and that if the grant is received work for the project may not start until the following fiscal year. Because of this, Ms. Fletcher explained that only part of the funds needed for that project were budgeted for this year, knowing the project will most likely not begin this fiscal year.

Mr. Leninger provided final comments on the budget noting that there are several aging infrastructure projects that will need to be addressed this year, but there are also plans to set aside funds for Strategic Planning Projects as well as other capital projects throughout the district.

There being no further questions, Mr. Lewis asked for a motioned to approve the Ordinance 22-02, Annual Budget and Appropriation Ordinance (Tentative). Ms. Gunsteen made a motion to approve, seconded by Mr. Eckelberry. **Motion carried.**

Resolution 22-01, Appropriated Transfer of Funds

Mr. Lewis shared the Resolution for the FY 2021-22 budgeted and appropriated transfer of funds within the Bartlett Park District funds. Mr. Lewis motioned to approve the resolution, seconded by Ms. Stocks. **Motion carried.**

Planning Committee, Ms. Gunsteen, Chairperson

Sunrise & Sunset Master Planning

Ms. Gunsteen informed the Board that staff along with Upland Design will be hosting a Community Input Meeting at Sunrise Park on Tuesday April 19th at 6pm. The hope is to receive feedback from residents on the park improvements and playground equipment. Signage has been placed at both Sunrise and Sunset parks, district website and social media. Ms. Gunsteen added that she plans to attend the meeting. Ms. Fagan asked about Sunset Park and its use for this year, to which Ms. Dasbach confirmed that the park will be rested for this season and no practices will be held on the field.

Building and Grounds Committee, Ms. Stocks Chairperson

Koehler Field B Renovation

Ms. Stocks detailed the proposed renovations at Koehler Field B to address the poor condition and drainage issues. This work is part of the capital improvement plan and staff obtained two quotes to complete the work. Staff is recommending hiring Sportsfields Inc. for the amount of \$20,700. Ms. Gunsteen asked what the timing for this project would be. Ms. O'Brien responded that the project should take about a week, but the company is currently busy with many projects and therefore we do not know when the project can start. Ms. Stocks motioned to approve of hiring Sportsfields Inc. for this project, seconded by Mr. Lewis. **Motion carried.**

Recreation Committee, Ms. Fagan, Chairperson

2022 National Night Out Request

Ms. Fagan reviewed the request for the annual National Night Out that would take place from Friday, July 29th to Tuesday, August 3rd. This request is very similar to previous years with requested use of Jim Jensen Pavilion, Bartlett Aquatic Center, and Bartlett Park. The planned dates are tentative and many have rain back up dates as well. Ms. Fagan made a motion to approve the request, seconded by Ms. Gunsteen. **Motion carried.**

Earth Day 2022 Activities

Ms. Fagan shared some of the activities the Park District will have available for Earth Day this year. These included programs available throughout the month at the Nature Center and there are also Oak seedlings available to be picked up.

Special Facilities Committee, Ms. Kasuba, Chairperson**Ordinance 22-03 Oktoberfest Request**

Ms. Kasuba stated there is a request for a new event this year at Leiseberg Park. The Oktoberfest event will be sponsored by the Bartlett Chamber of Commerce, Bartlett Rotary and the Bartlett Lions Club and will take place from Wednesday September 28th to Monday October 3rd. These dates will include setup and take down. The event will have bands, food trucks, beer and wine, pull tabs, and a vendor fair. Ms. Palmer asked what the plan was for parking for this event, to which Ms. Fletcher responded that the organizers are working with the streets of Bartlett shopping center for available parking as well as the business located across the street. Additionally, the Bartlett Police Department will provide a cross walk for patrons to cross Devon Street. Ms. Gunsteen asked if there have been events like this one at Leiseberg Park before. Ms. Fletcher responded that some years ago a similar event was held at this park and Ms. Kasuba confirmed that for previous events parking was not an issues but that police presence at a crosswalk was important. Ms. Kasuba motioned to approve the request, seconded by Mr. Eckelberry. **Motion carried.**

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

Mr. Eckelberry reported that Villa Olivia has a new Executive Chef, Johnny Herrera. Mr. Herrera started last October as Sous Chef and prior to that was the executive chef at the Holiday Inn Rolling Meadows for 14 years. Ms. Herrera has some great ideas moving forward with menu updates and has made a huge difference with the cleanliness of the kitchen. The position of Sous Chef will be posted and hopefully filled soon.

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

Mr. Eckelberry stated the Board and staff started reviewing all the Park District Policies last fall and have reviewed the complete Policy Manual. There have been some changes and some new policies added and the Personnel Committee is requesting approval of the full Board Policy Manual. Ms. Gunsteen motioned to approve the manual as presented, seconded by Mr. Lewis. **Motion carried.**

Community Relations and Legislative Issues Committee, Ms. Palmer, Chairperson**Ordinance 22-01 – Regulating the use of Parks and Property Owned or Controlled by the Bartlett Park District**

Ms. Palmer reminded the board that the Regulatory Ordinance has been reviewed and updated and now the Community Relations is requesting approval. Ms. Palmer motioned to approve Ordinance 22-01 – Regulating the Use of Parks and Property Owned or Controlled by the Bartlett Park District, seconded by Ms. Gunsteen. **Motion carried.**

Ordinance 22-06 – 4th of July Event

Ms. Palmer presented the annual request for the 4th of July festival to be held in Apple Orchard Community Park. The festival will take place Friday, July 1st to Monday, July 4th with setup starting June 27th and take down going until July 6th. Ms. Palmer motioned to approve the ordinance, seconded by Ms. Stocks. **Motion carried.**

Old Business

None

New Business

None

Resident Comments

None

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, Ms. Gunsteen seconded.

Ms. Palmer asked for 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 approved at 8:18pm

Reconvening of Board Meeting

Ms. Palmer called the meeting back to order at 9:20pm and called for roll. Commissioners answering present were: Lori A. Palmer, Diana Gunsteen, Theodore J. Lewis, Stephen M. Eckelberry, Susan M. Stocks, Dale Ann Kasuba, and Jody Fagan.

Action Resulting from Closed Session

No Action resulted from the closed session

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 9:21 PM.**

Minutes Approved by the Board on April 26, 2022.

By: Rita K. Fletcher

Rita Fletcher, Board Secretary