

BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, APRIL 26, 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, Susan Stocks, and Jody Fagan. Dale Ann Kasuba was absent.

Staff members present were: Executive Director, Rita Fletcher; Superintendent of Recreation, Kimberly Dasbach; Superintendent of Parks and Planning, Kelly O'Brien; Superintendent of Business Services, Eric Leninger; Superintendent of Villa Olivia, Mike Toohey; Superintendent of Special Facilities, Katie Mix 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 March 22, 2022 Board Meeting, and the April 12, 2022 Committee Workshop Meeting. Ms. Stocks made a motion, and Mr. Lewis seconded.

Motion Passed.

Residents Comment

None

Monthly Treasurer's Report, Mr. Lewis, Chairperson

Mr. Lewis presented the Monthly Treasurer's Report for March 2022. Mr. Lewis motioned to approve the monthly treasurer report, Ms. Gunsteen seconded. **Motion Passed.**

Finance Committee, Mr. Lewis, Chairperson

Ordinance 22-02 – Annual Budget and Appropriation Ordinance (tentative)

Mr. Lewis presented the Annual Budget and Appropriation Ordinance (tentative) that was presented at the last committee meeting and asked if there was any further discussion. There being no further discussion, Mr. Lewis motioned to approve the ordinance, seconded by Mr. Eckelberry.

Roll Call Vote:

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

Nays: None

Absent: Kasuba

Abstain: None

Motion Passed.

Resolution 22-01 – Appropriated Transfer of Funds

Mr. Lewis reminded the Board of the Appropriated Transfer of Funds resolution. There being no discussion, Mr. Lewis motioned to approve Resolution 22-01, seconded by Mr. Eckelberry.

Roll Call Vote:

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

Nays: None

Absent: Kasuba

Abstain: None

Motion Passed.

Planning Committee, Ms. Palmer, Chairperson

Resolution 22-03 – Approving Dedication Agreement with Bartlett 59 LLC of Conveyance of Park Land in Grassland PUD

Ms. Gunsteen shared the Resolution 22-03, Approving Dedication Agreement with Bartlett 59 LLC of Conveyance of Park Land in Grassland PUD and asked Ms. Fletcher to discuss it further. Ms. Fletcher explained the developers have a new builder and has submitted final plans to the Village of Bartlett. In order to have those plans approved, the park district needs to accept the land donation offered in this agreement. The plans for this property were initially presented at the beginning of 2021 and have been reviewed in previous board meetings. Ms. Gunsteen asked why there is a phase two environmental done on the property and Ms. Fletcher responded that it was standard to do two. Ms. Gunsteen also asked if there was a timeline or expectation of when we will develop the park property. Ms. Fletcher responded that the developers still need to close on the property and that very earliest the development would begin would be 2023. Ms. Palmer asked if this was a land and cash donation and Ms. Fletcher responded that this agreement was land only because of the large amount of land that is being donated. Mr. Eckelberry motioned to approve Resolution 22-03, seconded by Ms. Gunsteen.

Roll Call Vote:

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

Nays: None

Absent: Kasuba

Abstain: None

Motion Passed.

Building and Grounds Committee, Ms. Stocks, Chairperson

Koehler Field B Renovation

Ms. Stocks stated the Building & Grounds Committee recommends the approval of hiring Sportfields Inc. for the amount of \$20,700 to renovate the softball infield and install new drainage at Koehler field B. Ms. Fagan asked if in the future the district wanted to make field B an artificial field, would this work still need to be done? Ms. O'Brien responded that yes, the current drainage system is not working at all and the new system will be a big improvement. Ms. Fagan asked about the timeline for completing the renovation. Ms. O'Brien stated that we expect the work to be done this season but it depends on the company's availability and the jobs they have ahead of ours. Ms. Stocks motioned to approve of hiring Sportsfields Inc. for \$20,700, seconded by Mr. Eckelberry. **Motion passed.**

Recreation Committee, Ms. Fagan, Chairperson

Ms. Fagan reminded the Board about the Bartlett Police department request for use of park district property for National Night Out events. The request includes use of Jim Jensen Pavilion and Apple Orchard Community Park, Bartlett Aquatic Center, and Bartlett Park on July 29th and August 3rd. Mr. Eckelberry motioned to approve the request, seconded by Ms. Gunsteen.

Motion passed.

Special Facilities Committee, Ms. Kasuba, Chairperson

Ordinance 22-03 – Oktoberfest Event

Ms. Palmer reported that this year the Bartlett Chamber of Commerce, Bartlett Rotary and the Bartlett Lions Club have partnered together to plan this event that will be a two day event that will take place on Friday September 30th to Saturday October 1st. Mr. Eckelberry motioned to approve the request, seconded by Ms. Gunsteen.

Roll Call Vote:

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

Nays: None

Absent: Kasuba

Abstain: None

Motion Passed.

Ordinance 22-04 – Summer Fest – Ignite the Courage

Ms. Palmer continued with another request from Ignite the Courage to use Apple Orchard Community Park for the annual Summer Fest event on August 12th and August 13th. Ms. Gunsteen asked why these events require an ordinance to be passed by the board. Ms. Fletcher responded that the reason is because these events are requesting to serve alcohol on park district property and that requires an ordinance to be approved by the Board. Mr. Eckelberry motioned to approve the request, seconded by Mr. Lewis.

Roll Call Vote:

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

Nays: None

Absent: Kasuba

Abstain: None

Motion Passed.

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

Ms. Palmer presented a final request from the Ignite the Courage group for the North Ave Car show at Bartlett Park on September 18th. Ms. Gunsteen motioned to approve the request, seconded by Mr. Lewis.

Roll Call Vote:

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

Nays: None

Absent: Kasuba

Abstain: None

Motion Passed.

Villa Olivia Committee, Mr. Eckelberry, Chairperson

No Report

Personnel Committee, Mr. Eckelberry, Chairperson

Board Policy Manual

Mr. Eckelberry reminded the Board of the board policies that staff has been working on and the Board has been approving since the fall of 2021. The full Board Policy manual is completely reviewed and the Personnel Committee is recommending approval. Mr. Eckelberry motioned to approve, seconded by Ms. Gunsteen. **Motion Passed.**

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 recommended approval of the regulatory ordinance. Mr. Eckelberry motioned to approve the ordinance, seconded by Ms. Gunsteen.

Roll Call Vote:

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

Nays: None

Absent: Kasuba

Abstain: None

Motion Passed.

Ordinance 22-06 – 4th of July Event

Ms. Palmer reviewed the annual 4th of July Event request that the Board passes every year. There was no further discussion. Ms. Gunsteen motioned to approve, seconded by Mr. Eckelberry.

Roll Call Vote:

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

Nays: None

Absent: Kasuba

Abstain: None

Motion Passed.

Executive Director’s Report, Ms. Fletcher

Bill List

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

Bartlett Parks Foundation

Ms. Fletcher shared that the Bartlett Parks Foundation has decided to give the Bartlett Park District \$65,000 towards building two outdoor Pickleball courts. The district is very grateful for the Foundation’s support to build the first two Pickleball courts in Bartlett. Ms. Stocks asked where the courts will be built and Ms. Fletcher responded that the plan is for them to be built next to the existing tennis courts in Apple Orchard West. Many board members agreed this was a great project and something the community has been requesting. Ms. Palmer asked Ms. Fletcher to thank the Foundation for their contribution to make this project.

Superintendent of Recreation Report, Ms. Dasbach

Strategic Planning Report – Marketing Goal

Ms. Dasbach stated two strategic plan reports were being presented tonight that staff has been working on this year. The first was the marketing plan and Stephanie FitzSimons, marketing manager, was introduced to present. Ms. FitzSimons explained that the marketing goal is to determine the best options to expand the District’s marketing to creatively and better target various age groups. The committee identified different marketing strategies including social media, print, website, large format, and digital as well as what similar size districts were using for marketing. The committee then made recommendations for marketing and what they would like to accomplish in the next two years. Some of these recommendations included additional staff hours for social media and hiring a part-time photographer/videographer, improving internal communication and marketing plans, and look into purchasing a large format printer to print things like A-frame signs in house. Ms. Gunsteen asked if we have reached out to South Elgin High School and Ms. FitzSimons confirmed that students have done videos for LifeCenter previously and they have a lot of equipment available, but it depends on students willing to

volunteer their time. Ms. Palmer asked if we have investigated whether residents still want to receive the paper brochure or if we should move to an online only brochure. Ms. Fletcher responded that discussions with residents have found that many people still want the brochure that is mailed to their house and although they typically register online they want the hard copy to look through. Mr. Eckelberry commented that the large format printer may be an expense, but the time and effort staff would save being able to print things last minute and in house may be worth it. Ms. Fletcher added that these are the discussions we like to start from the strategic plans.

Strategic Planning Report – Program & Service Goal

Ms. Dasbach detailed the strategic goal is to identify successful programs and service operations from 2020 and build on those for the future. Successful program areas were identified as foreign language classes, outdoor fitness classes, E-Sports, Diving Clinics, Swim Team Clinics, and Snowshoeing packages at the Nature Center. The plan also reported successful service operations areas which included online registration and payments, social media contests, online reservations and many others. The committee then made recommendations for program areas as well as service operations improvements and then asked for Board member input on any areas they would like to see focused on. Ms. Palmer stated she would like to see a notification system when classes are canceled, such as texts messages when fitness classes are canceled. Ms. Fletcher added that was something the district was already looking into and will continue to. Ms. Palmer wanted to thank both committees for their reports.

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

Strategic Planning – Facility Improvements Report

Ms. O'Brien presented the strategic planning report on Facility Improvements. The strategic goal is to create a district-wide list of facility improvements, renovations and upgrades needed and develop a master plan for future implementations. Ms. O'Brien reviewed the report that detailed all district facilities and specific improvements needed as well as a timeline of when addressing or replacing is suggested. Improvements included replacing large equipment such as rooftop units, pool pumps, HVAC systems, roofs, and parking lots. Ms. Fletcher added that the community center is now 20 years old and it is time to start looking at larger equipment that will need to be replaced. Ms. Fletcher also noted that some codes and guidelines have changed and the district will need to consider engineering consultation for many of these improvements and budget for that. Ms. O'Brien added that FQC completed a very extensive facility assessment for the whole district that will be used for future planning.

Superintendent of Business Services, Mr. Leninger

IMRF 2022 Calendar Year Preliminary Employer Rate

Mr. Leninger reported to the board that the rate for IMRF employer contribution was expected to go down from 8.57% to 7.6% which the district was pleased about.

Superintendent of Villa Olivia, Mr. Toohey

Mother's Day Brunch

Mr. Toohey informed the Board that Villa Olivia currently has 326 reservations for Mother's Day Brunch and are pleased with those numbers. Ms. Gunsteen asked at what point they would max out reservations. Mr. Toohey responded that 350 would be the most reservations they could take but if they are able to get more staff for the brunch they could take up to 400 reservations. Ms. Gunsteen also added that she heard from friends that the Easter brunch was great.

Superintendent of Special Facilities, Ms. Mix
Special Facilities Events and Offers

Ms. Mix conveyed the most recent Special Facility events and offerings including the Aqua Egg Hunt and LIFECENTER Tax Special. Ms. Mix reported the egg hunt was well attended with 237 participants and the tax special sale brought in over \$35,000 in memberships, which included 90 membership renewals and 25 new memberships. Additionally, both events were comparable to pre pandemic numbers.

Old Business

Ms. Gunsteen noted that she attended the community input meeting for Master planning for Sunrise and Sunset parks and was very happy with the turn out. There were many residents who have since reached out to her directly to suggest an outdoor volleyball court as an option for that park and Ms. Fletcher noted that only other outdoor volleyball courts the district has had were at the Bartlett Aquatic Center but they were not used much.

New Business

Mr. Lewis thanked the parks department for their assistance with the annual Lion's Club Egg Hunt. It was a very successful event.

Adjournment

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Ms. Gunsteen made a motion, and Mr. Eckelberry seconded. **Motion Passed at 9:56 PM.**

Minutes Approved by the Board on May 24, 2022.

By: *Rita K. Fletcher*
Rita Fletcher, Board Secretary