

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, JUNE 28, 2022**

Call to Order

President Palmer called the meeting to order at 7:30pm.

Roll Call

President Palmer called for roll. Commissioners answering present were: Lori Palmer, Diana Gunsteen, Theodore J. Lewis, Susan Stocks and Dale Ann Kasuba. Commissioners Steve Eckelberry and Jody Fagan were absent.

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

Pledge of Allegiance

President Palmer led the Pledge of Allegiance.

Approval of Minutes

Ms. Palmer moved to approve the minutes for the May 24, 2022 Board Meeting, May 10, 2022 and June 14, 2022 Committee Workshop Meeting. Mr. Lewis made a motion, and Ms. Gunsteen seconded. **Motion Passed.**

Residents Comment

None

Monthly Treasurer's Report, Mr. Lewis, Chairperson

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

Finance Committee, Mr. Lewis, Chairperson

Purchase Orders Between \$5,000 - \$20,000

Mr. Lewis reviewed the list of purchase orders between \$5,000 and \$20,000 from March, 2022 to May, 2022. Mr. Lewis made a motion to approve the bill list, seconded by Ms. Stocks. **Motion Passed.**

Planning Committee, Ms. Gunsteen, Chairperson

No Report

Building and Grounds Committee, Ms. Stocks, Chairperson

Leiseberg Tennis Court Resurfacing

Ms. Stocks shared that as part of the capital improvement plan, Leiseberg Park tennis courts are scheduled to be resurfaced this year. Ms. Stocks motioned to approve hiring U.S Tennis Court Construction for the amount of \$29,245 seconded by Mr. Lewis. **Motion Passed.**

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

Part-Time Personnel Policy Manual

Ms. Palmer stated that the Personnel Committee reviewed the part-time personnel manual which staff presented at the June committee which included recommendations from our attorneys about required changes. Ms. Palmer made a motion to approve the Part-Time Personnel Manual as presented, seconded by Ms. Gunsteen. **Motion Carried.**

Community Relations and Legislative Issues Committee, Ms. Palmer, Chairperson

Independence Day Parade

Ms. Palmer reminded all Board members that the parade will be held on July 3rd and hopes everyone can join the fun.

Executive Director's Report, Ms. Fletcher

Bill List

Ms. Fletcher recommended approval of the June Bill List. Ms. Gunsteen moved to approve the Bill List as presented, and Ms. Stocks seconded. **Motion Passed.**

Foundation Turtle Race

Ms. Fletcher reminded everyone that the Foundation Turtle Race will be held on Thursday June 30th at Bartlett Aquatic Center.

Superintendent of Recreation Report, Ms. Dasbach

Sports Leagues Updates

Ms. Fletcher gave a brief update on youth sports programs for 2022 and noted the district has seen a large increase in participants in spring soccer and spring volleyball and steady numbers in other youth sports and adult sports leagues.

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

4th of July Festival Set-Up

Ms. O'Brien updated the board on the setup the parks department is doing for the 4th of July festival, which includes marking the event layout, moving parking stops and soccer goals along with setting up extra parking. The parks department also works with the marketing department with the parade float. The parks department also oversees the parking at the south parking lot throughout the entire festival starting on July 1st.

Superintendent of Business Services, Mr. Leninger

Annual Update

Mr. Leninger reported that Selden Fox our auditing firm is working on site the week of June 27th – July 1, 2022. The onsite portion of the audit includes more in-depth review and inspection of district records. The presentation of the Comprehensive Annual Financial Report with results of the audit will be presented at the September committee meeting.

Superintendent of Villa Olivia, Mr. Toohey

Winter Sports Recap

Mr. Toohey introduced Bobby Pierobon, Golf & Ski Operations Manager who will give recap of the 2021-2022 winter sports season. Mr. Pierobon thanked the Board for allowing him the opportunity to present a recap of his first year overseeing winter sports. The season was schedule to open on December 17th and end on March 6th, due to the warm weather we were unable to open until January 3rd and only the tube hill was able to open. Over the next two weeks the ski runs began opening and we were fully open on January 22nd. The season ended early on February 27th due to rapidly melting snow. Even though we lost three weeks of the

season we still had a great turnout as over 21,000 people enjoyed winter sports. The numbers for ski and snowboarding lessons were down from last season due to not opening for the holiday break. Mr. Pierobon explained the overall revenue was down compared to 2020-2021 due to not being open a full season yet we were still profitable. For the upcoming season staff is looking to purchase more rental equipment and looking to add more lighting to the ski hill.

Superintendent of Special Facilities, Ms. Mix

New Aquatic Manager

Ms. Mix shared we have hired a new aquatics manger who started on June 27th. Natalie Reed has joined the staff and has previously worked for both Bloomingdale and Huntley Park Districts overseeing aquatics.

Old Business

None

New Business

None

Closed Session

Ms. Gunsteen moved to adjourn into Closed Session under Section 2(C)(21) of the Open Meetings Act, for the discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review or release of such minutes. Ms. Gunsteen made a motion, Mr. Lewis seconded, **Motion Passed**

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

Roll Call Vote:

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

Nays: None

Absent: Eckelberry, Fagan

Abstain: None

Motion Carried at 7:59pm

Reconvening of Board Meeting

Ms. Palmer called the meeting back to order at 8:03pm and called for roll. Commissioners answering present were: Lori A. Palmer, Diana Gunsteen, Theodore J. Lewis, Susan Stocks, and Dale Ann Kasuba. Staff member present was: Executive Director, Rita Fletcher.

Action Resulting from Closed Session

Ms. Gunsteen motioned to approve the release of Closed Session Meeting minutes from December 14, 2021. All other closed session minutes are to remain closed at this time. Mr. Lewis seconded the motion. **Motion Passed**

Adjournment

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Ms. Stocks made a motion, and Ms. Gunsteen seconded. **Motion Passed at 8:04 PM.**

Minutes Approved by the Board on July 26, 2022.

By: Rita Fletcher
Rita Fletcher, Board Secretary