

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, AUGUST 9, 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, Stephen Eckelberry, Susan Stocks and Dale Ann Kasuba. Commissioner Jody Fagan 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 and Superintendent of Special Facilities, Katie Mix.

Pledge of Allegiance

President Palmer led the Pledge of Allegiance.

Resident Comments

None

Finance Committee, Mr. Lewis Chairperson

GFOA Award Notification

Mr. Lewis informed the Board that for the 20th year in a row the Bartlett Park District has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association. Mr. Lewis congratulated the staff on this milestone and thanked them for all their hard work to achieve this award.

Planning Committee, Ms. Gunsteen, Chairperson

Resolution 22-04 – OSLAD Grant

Ms. Gunsteen stated the Illinois Department of Natural Resources has opened the application process for the 2023 OSLAD Grant cycle. Staff is requesting to submit Sunrise Park for a matching grant in the amount of \$600,000. Ms. Gunsteen made a motion to approve Resolution 22-04 to apply for an OSLAD Grant, seconded by Mr. Eckelberry. **Motion Carried.**

Building and Grounds Committee, Ms. Stocks Chairperson

Utility Vehicle Replacement

Ms. Stocks stated that in the capital replacement plan, the parks department is looking to purchase a 2022 Cushman Truckster utility vehicle to replace the existing 2000 utility vehicle. Staff is requesting approval to purchase the new vehicle through Burris Equipment Company, which is part of the Sourcewell Cooperative Purchasing Program for the amount of \$29,455. Ms. Gunsteen asked what the lead time is for receiving the vehicle, Ms. O'Brien replied eight – ten months. Mr. Eckelberry made a motion to approve the purchase of the utility for the amount of \$29,455., seconded by Ms. Gunsteen. **Motion Carried.**

Recreation Committee, Ms. Fagan, Chairperson

August Special Events

Ms. Palmer informed the Board that the park district has some fun special events coming up starting with the Movie in the Park on Friday August 19th. The Harvest Craft and Vendor Fair will be taking place on Friday August 26th and Saturday August 27th at Bartlett Community Center.

Special Facilities Committee, Ms. Kasuba, Chairperson

Safety Manual

Ms. Kasuba stated that included with their packet was the updated safety manual that staff has been working on as part of the accreditation process. The manual includes safety procedures specific to each department along with general procedures for the entire district.

Mr. Eckelberry made a motion to approve the Safety Manual, seconded by Ms. Gunsteen.

Motion Carried.

Villa Olivia Committee, Mr. Eckelberry Chairperson

Golf Course Update

Mr. Eckelberry reported the grounds department at Villa Olivia have been busy working on fixing up several sand bunkers throughout the course. They have also been working on making repairs to irrigation leaks and repairing sprinkler heads which has improved watering on the greens.

Personnel Committee, Mr. Eckelberry Chairperson

Summer Seasonal Staff

Mr. Eckelberry stated that during the summer the district hired 131 new part time employees – this does not include retuning staff. This really helped us in many areas that have been seeing staff shortages.

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

Park Tour

Ms. Palmer stated that Wednesday September 7th at 4:00pm will be the day of the park tour.

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. Gunsteen seconded. **Motion Passed at 7:41 PM.**

Minutes Approved by the Board on August 23, 2022.

By: *Rita Fletcher*

Rita Fletcher, Board Secretary