

BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, NOVEMBER 22, 2022

Call to Order

Vice-President Gunsteen called the meeting to order at 7:30pm.

Roll Call

Executive Director Fletcher called for roll. Commissioners answering present were: Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Susan Stocks, and Dale Ann Kasuba. Lori A. Palmer and Jody Fagan were 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 Special Facilities, Katie Mix and Executive Assistant, Maureen Regan.

Pledge of Allegiance

Vice-President Gunsteen led the Pledge of Allegiance.

Approval of Minutes

Ms. Gunsteen moved to approve the minutes for the October 25, 2022 Board Meeting, and the November 8th, 2022 Committee Workshop Meeting. Mr. Eckelberry made a motion, and Mr. Lewis seconded. **Motion Passed.**

Public Comment

None

Monthly Treasurer's Report, Mr. Lewis, Chairperson

Mr. Lewis presented the Monthly Treasurer's Report for October 2022. Mr. Lewis motioned to approve the monthly treasurer report, Mr. Eckelberry seconded. Ms. Gunsteen asked if we will receive property taxes by the end of the year now that they have been released. Mr. Leninger responded that there is no due date yet for receiving the remainder of the first installment of property taxes. **Motion Passed.**

Finance Committee, Mr. Lewis, Chairperson

Resolution 22-06 Estimate of Taxes to Be Levied

Mr. Lewis reminded the Board of the estimate of taxes to be levied that was presented at the November committee workshop meeting. Mr. Lewis made a motion to approve Resolution 22-06 Estimate of Taxes to Be Levied, Mr. Eckelberry seconded the motion. Ms. Gunsteen asked for a roll call vote

Roll Call Vote:

Ayes: Gunsteen, Lewis, Eckelberry, Stocks, Kasuba

Nays: None

Absent: Palmer, Fagan

Abstain: None

Motion Passed.

Ordinance 22-08 Authorizing a Supplemental Property Tax Levy to Pay the Principal of and Interest on Outstanding Limited Bonds of the District

Mr. Lewis advised the board there will be a public hearing on December 13th, before the next committee workshop meeting, for the supplemental property tax levy. Mr. Lewis motioned to approve Ordinance 22-08 Authorizing a Supplemental Property Tax Levy to Pay the Principal of and Interest on Outstanding Limited Bonds of the District. Ms. Kasuba seconded the motion. Ms. Gunsteen asked for a roll call vote.

Roll Call Vote:

Ayes: Gunsteen, Lewis, Eckelberry, Stocks, Kasuba

Nays: None

Absent: Palmer, Fagan

Abstain: None

Motion Passed.

Planning Committee, Ms. Palmer, Chairperson

Ms. Gunsteen stated the OSLAD project for Apple Orchard Community Park is ready to move forward and staff is recommending to continue to work with Upland Design. Their scope of responsibility will include; design development, topographic survey, construction plans, bid proposal, permitting, soil boring reports and construction observation. The tentative timeline would have survey work done in December, construction documents and permitting worked on December through March and going out to bid in April 2023. Planning committee recommends hiring Upland Design for this project for a total of \$68,500. Ms. Gunsteen made a motion to approve, seconded by Ms. Stocks. **Motion Passed.**

Building and Grounds Committee, Ms. Stocks, Chairperson

No Report

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

Villa Olivia

Ms. Fletcher shared an update on Villa Olivia operations. Volunteer ski patrol has been busy with training and will be conducting a chairlift evacuation training with grounds staff on Saturday November 19th. Since the weather has turned colder staff started making snow on November 18th. It was a good opportunity to test the snow guns and staff is considering opening the tubing

hill for one day depending on the temperature. Staff is working on repairs to the chair lift and there will be a tech out next week to address software issues. Hiring part-time staff is underway and training has been scheduled. Staff is also preparing for Thanksgiving brunch, which will be less than in previous year due to staffing issues but is full with 275 reservations. First round interviews for the Golf and Winter Sports Operations Manager position have started and we are hopeful to have the position filled by the end of the year.

Goals & Objectives

Ms. Fletcher updated the board on the current goals and objectives. Although progress has been slower due to manager turnover, staff is making progress and is confident everything will be completed by the end of April.

Superintendent of Recreation Report, Ms. Dasbach

Nutcracker All Jazzed Up

Ms. Dasbach detailed the schedule for the Nutcracker performance this year including an added Thursday night performance. Tickets are once again being sold online and this year there will be a digital playbill that will be in full color and available through a QR code.

Holiday Shopping Blitz – Craft Fair

Ms. Dasbach explained that the 7th annual Holiday Shopping Blitz and Craft Show is taking place on December 2nd from 5 to 9pm. The event is sold out with 105 vendors and will be accepting donations for the Bartlett Parks Foundation.

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

Merry & Bright – Holiday Tree Lighting Event Update

Ms. O'Brien confirmed the Merry & Bright event at Bartlett Park will be even brighter this year. Staff has been meeting with the Village of Bartlett, the Public Library and the Chamber of Commerce to enhance this event. New this year will be firepits, food trucks, Starbucks, reindeer, a DJ, and lighted arches along the path. Home Depot has donated 60 lighted green and red arches that will illuminate the path. Staff will be doing a test run tonight for all the lights before the event on December 2nd.

Superintendent of Business Services, Mr. Leninger

Federal Interest Rates: Inflation and Interest

Mr. Leninger summarized that inflation has caused the Federal Funds Rate to rise significantly and what that means for the district. The District's interest income accounts have already surpassed budgeted revenue or will soon do so for FY2022-23. Recently the district has taken steps to quickly capitalize on rising interest rates and reinvest as we anticipate rates to continually rise over the coming months.

Superintendent of Special Facilities, Ms. Mix

LIFECENTER Operational Report

Ms. Mix introduced Johnny Pacheco, Health and Fitness Manager to present the LIFECENTER Operational report. Mr. Pacheco explained how membership has recovered since the COVID pandemic. Membership is currently at about 84% of previous membership totals which is high compared to other fitness facilities in the area. Staff has received good feedback on the new equipment in the LIFECENTER this year and is pleased they were able to make these improvements. Fitness classes are trending up as well as personal training. Schedules for fitness classes were slimmed down over the summer and are now averaging much higher participation. Ms. Gunsteen asked if the newer members were more of a younger demographic. Mr. Pacheco replied there has been an increase in younger members over the past year. Because of this increase, staff has implemented a mandatory Gym Etiquette training for all new

members that are 14 to 18 years old. While staff welcomes younger members, they want to ensure they are using the gym and equipment properly and being courteous to other members.

Old Business

None

New Business

None

Adjournment

There being no further business before the Board, Ms. Gunsteen moved to adjourn the meeting. Mr. Eckelberry made a motion, and Ms. Stocks seconded. **Motion Passed at 7:53 PM.**

Minutes Approved by the Board on December 20, 2022.

By: *Rita Fletcher*
Rita Fletcher, Board Secretary