

# **BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, APRIL 11, 2023**

## **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 & Planning, Kelly O'Brien; Superintendent of Business Services, Eric Leninger; Superintendent of Special Facilities, Katie Mix; Superintendent of Villa Olivia, Bobby Pierobon and Executive Assistant, Maureen Regan.

Guest: Stephanie Fairbanks, Marketing Manager

## **Pledge of Allegiance**

President Palmer led the Pledge of Allegiance.

## **Public Comments**

None

## **Finance Committee, Mr. Lewis Chairperson**

### **Ordinance 23-08 Annual Budget and Appropriation (Tentative)**

Mr. Lewis introduced Mr. Leninger to present the tentative Annual Budget and Appropriation ordinance and budget presentation. Mr. Leninger began the budget presentation by sharing projections of how the district will finish the fiscal year. Projections show that the district will finish the year \$350k over budget. This deficit is attributed to factors such as poor weather conditions for winter sports this year, inflation and supply chain disruptions, and a very high CPI. Mr. Leninger also highlighted a few specific supply chain disruptions including vehicles that were budgeted for in the previous fiscal year but did not arrive and then had to be paid for in this fiscal year where they were not budgeted for.

Mr. Leninger then shared the total revenue and total expense figures which came to a net total loss of \$1,306,181. Mr. Leninger explained that the loss is due to the district's plan to spend down reserve funds. The district currently has about \$8 million in reserve funds and is limited on the total that can be held in reserve. The district is using the opportunity to complete additional capital projects this year and spend funds down to a reserve amount of about \$6.75 million.

Mr. Leninger presented a summary diagram of Revenue as well as Expenditures and explained the different percentages for each for this fiscal year. Budget transfers between funds was discussed and summaries of each fund was presented.

Mr. Leninger concluded his presentation with details on the capital projects planned for this fiscal year. Districtwide park projects include Apple Orchard Community Park, FireFighters Park, Schoppe Park, and the new Eastfield property. Districtwide facility projects include Splash Central Dehumidifier, Bartlett Aquatic Center filter system, Administration building HVAC, Koehler Softball Field C renovation, and parking lot repairs/sealcoating. Bartlett Community Center and Villa Olivia will also see several capital projects as well as vehicle purchases, technology upgrades, and ADA improvements. Mr. Leninger noted that many of these large projects are due to aging infrastructure

that must be addressed but is not always glamorous or exciting. The money being spent on these projects has been planned for and is possible because of the district's strong fund balances.

Ms. Palmer thanked Mr. Leninger for the information she felt was well presented. Ms. Stocks motioned to approve Ordinance 23-08 Annual Budget and Appropriation (Tentative), seconded by Mr. Eckelberry. **Motion Carried.**

### **Resolution 23-02 Appropriated Transfer of Funds**

Mr. Lewis reminded the Board that transfers were appropriated in the 2022-23 fiscal year budget and now need to be approved. Mr. Eckelberry motioned to approve Resolution 23-02, seconded by Ms. Gunsteen. **Motion Carried.**

### **Planning Committee, Ms. Gunsteen, Chairperson**

#### **Tree Inventory Report**

Ms. Gunsteen asked Ms. Fletcher to present the tree inventory report. Ms. Fletcher stated the district hired Great Lakes Urban Forestry Management to conduct an assessment of all the trees on the Villa Olivia property. The report included a complete inventory of all of the trees on the golf course, arborist recommendations, and condition rating of the trees. It also included recommendations on removal and planting of trees. The property has over 1,200 trees of 47 different species. Ms. Fletcher will be meeting with Great Lakes Urban Forestry Management to come up with a planting plan and discuss what needs to be trimmed and pruned and develop a plan to manage all of the trees on property. Ms. Fletcher added that the report has also provided information on best trees suited for screening which staff would like to add in specific areas of the golf course. Ms. Gunsteen asked if the screening is for visual or functional purpose. Ms. Fletcher responded that adding screening trees would be to help stop badly hit golf balls from entering neighbors' yard or roadways. Ms. Fletcher concluded that the report has provided a lot of great information for the district to learn and grow from.

### **Building and Grounds Committee, Ms. Stocks Chairperson**

#### **Playground Equipment Purchase**

Ms. Stocks reviewed the playground equipment purchase request for Apple Orchard Community Park and reminded the board of the selection made by the board at the March committee workshop meeting. Due to current delivery lead times, staff would like to purchase equipment as soon as possible to help complete this project in the fall. The total cost for the playground equipment is \$86,044.28 and will be purchased from Landscape Structure, a part of Sourcewell Cooperative Purchasing Program. Ms. Stocks motioned to approve the purchase, seconded by Ms. Gunsteen. **Motion Carried.**

### **Recreation Committee, Ms. Fagan, Chairperson**

#### **Strategic Planning**

Ms. Palmer informed the Board the Recreation Committee will be presenting their strategic planning report. Ms. Dasbach stated this report is the last for this fiscal year and introduced Ms. Fairbanks to give the presentation. Ms. Fairbanks stated the goal was to analyze current marketing and determine methods with best results. The committee working on this strategic plan identified current marketing methods and community outreach, resources, software and equipment. Tracking of marketing campaigns importance and methods were also discussed. Facebook is a strong marketing tool with detailed tracking abilities as well as email blast campaigns where open rates are available. Current marketing campaigns were discussed as well as the success of each.

Ms. Fairbanks concluded her presentation with plans for using the information collected. The marketing team will use more structure for marketing campaigns as well as communicating a cohesive message. The marketing team will also work to educate staff on current campaigns and best practices to make campaigns a cohesive message throughout the district. Using measurable analytics will continue to be a great tool for the district's marketing efforts.

Ms. Palmer asked about printed materials such as signs and flyers and what was printed in house. Ms. Fairbanks responded that flyers are printed in house but the district does not have a large format printer and therefore needs to use outside sources for signs and posters. Ms. Gunsteen asked if the district still survey's participants at the end of programs. Ms. Fairbanks responded that for larger programs such as summer camps and athletics, surveys are sent out at the end of the program. Not every program has a survey that is sent out at the end as some programs are smaller or only one day.

### **Special Facilities Committee, Ms. Kasuba, Chairperson** **Interactive Program Guide**

Ms. Kasuba shared the new improvements to online registration. Now, when patrons view the Program Guide on the web, they can click the ID number and that link will take them directly to the program on Web Trac. From there, patrons can easily add the program to their shopping cart and complete their registration. Our first interactive program guide was Spring 2023.

### **Villa Olivia Committee, Mr. Eckelberry Chairperson** **Villa Olivia Update**

Mr. Eckelberry asked Mr. Pierobon to share an update on Villa Olivia. Mr. Pierobon stated the Villa Olivia golf course opened the front 9 holes two weeks ago and staff is hoping to have a crane out next week to remove winter sports equipment so that the back 9 holes can be opened. Spring rates for golf will continue until May. Easter brunch had a great turn out with 430 total reservations and went very well. Demolition of the old snack shack has been completed and an electrician will be out next week to move electric supply for the pond fountain. It was discovered during demolition that part of the snack shack had a fire and evidence of the fire damage was uncovered on the brick of the main building.

### **Personnel Committee, Mr. Eckelberry Chairperson** **Districtwide Full-Time Staff**

Mr. Eckelberry stated that offers have been extended and accepted for the vacant Human Resource Manager position as well as the vacant Level II Grounds position in the Parks Department. New employees are anticipated to start this month.

### **Community Relations and Legislative Issues Committee, Ms. Palmer, Chairperson** **Joint Taxing District Meeting**

Ms. Palmer explained that the annual joint taxing district meeting will be held April 27<sup>th</sup> at the Bartlett Public Library and will include the Village of Bartlett, Library District, Fire District and Township. Ms. Palmer will be attending the meeting and asked if any other commissioners are able to join to let Ms. Fletcher know.

### **Meeting with State Representative Maura Hirschauer**

Ms. Palmer and Ms. Fletcher met with state rep. Maura Hirschauer last week and shared a recap of the meeting. Ms. Palmer stated that Ms. Hirschauer seemed very attentive to learn more about the Park District and impressed with what the district is able to accomplish with our budget. Ms. Hirschauer oversees the entire Bartlett area and seemed receptive in helping us in anyway.

### **Old Business**

None

### **New Business**

Mr. Lewis thanked the park district staff for their help with the Lion's Club annual Easter egg hunt. There were many people that helped with the event and it went great.

**Closed Session**

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(C)(21) of the Open Meetings Act, for the discussion of employment, compensation, discipline or performance of employees of the District. Mr. Eckelberry made a motion, Ms. Gunsteen 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: Fagan

Abstain: None

**Motion Passed at 8:31pm**

**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 Eckelberry, Susan Stocks, and Dale Ann Kasuba.

**Action Resulting from Closed Session**

No action resulting from closed session meeting.

**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 9:21 PM.**

Minutes Approved by the Board on April 25, 2023.

By: *Rita Fletcher*

Rita Fletcher, Board Secretary