

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, JULY 11, 2023

Call to Order

President Gunsteen called the meeting to order at 7:30 PM.

Roll Call

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

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.

Pledge of Allegiance

President Gunsteen led the Pledge of Allegiance.

Public Comments

None

Finance Committee, Mr. Eckelberry, Chairperson

GFOA Award Notification

Mr. Eckelberry advised the board that the Bartlett Park District has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada for its Annual Comprehensive Financial Report for the fiscal year ending April 30, 2022. This is the 21st consecutive year the district has earned this prestigious award. Mr. Eckelberry congratulated Mr. Leninger on a great job and asked him to congratulate the rest of his staff.

Planning Committee, Mr. Lewis, Chairperson

Resolution 23-06 OSLAD Grant Sunrise Park

Mr. Lewis reported that the Illinois Department of Natural Resources announced the opening of the 2024 grant application process for the OSLAD program. Staff would like to submit Sunrise Park even though the project was not awarded a grant last year. Staff feels it is a strong project and IDNR staff encouraged the district to resubmit it. Ms. Kasuba asked if this type of grant gives the district half the cost of the project. Ms. Fletcher responded that the grant awards up to \$600k and the proposed project is estimated at \$1.4 million. The district would be responsible for the covering all costs not covered by the grant. Mr. Eckelberry made a motion to approve of Resolution 23-06 OSLAD Grant Sunrise Park, seconded by Ms. Palmer. **Motion Carried.**

Building and Grounds Committee, Ms. Stocks, Chairperson

Apple Orchard Golf Course Pond Aerator Update

Ms. Stocks explained that last season the pond aerator on hole #9 broke down and was not repairable. Early this summer staff noticed issues with the electrical line that powers the aerator and hired a company to make repairs. The new pond aerator just arrived and staff is working with the company to install it. Ms. Stocks added her excitement in the new aerator because the pond has been looking scummy. Mr. Lewis asked if the previous aerator was the original and Ms. O'Brien explained that the previous aerator only lasted for two years and was not working properly because of the power issues that have now been addressed.

Recreation Committee, Ms. Fagan, Chairperson**Marketing Consultants**

Ms. Fagan shared that as part of the strategic goal process it was identified that it would be beneficial to work with a Marketing Consultant. McDaniels Marketing has been selected to review marketing operations, plans, employees, contractors, and budgets to make recommendations for the structure needed to reach the goals of the park district in 2023 and beyond. McDaniels representatives were onsite to meet with staff and see our facilities. Over the next 3 to 4 months, McDaniels Marketing will work on creating a comprehensive marketing communications plan that will include recommendations, internal and external budget appropriations, and communication insights. Staff is looking forward to sharing the results with the board in a few months.

Special Facilities Committee, Ms. Kasuba, Chairperson**Bartlett Aquatic Center Frozen Swim Party**

Ms. Kasuba detailed the upcoming event at Bartlett Aquatic Center on July 15th. The event will include a visit from Elsa and Olaf as well as yard games, Frozen Bingo, and a scavenger hunt. This is a new event this year and is free to pass holders and regular daily admission patrons.

Villa Olivia Committee, Ms. Palmer, Chairperson**Golf Course Software**

Ms. Palmer summarized the features of the new golf software, Golf 365 Pro. The web-based software allows staff to text or email the golfer right from the tee sheet, allows golfers to check in and pay from the parking lot, and stores rain checks and purchased punch cards on golfer profiles. This software has been a great upgrade to the golf operation.

Personnel Committee, Ms. Palmer, Chairperson**June Payroll Comparison**

Ms. Palmer reviewed the payroll comparisons for the month of June for the past 5 years. June of 2023 saw the most payroll activity since June of 2019. Ms. Palmer added that from pre-Covid to during Covid to now, the district's payroll activity is back up.

Community Relations and Legislative Issues Committee, Ms. Gunsteen, Chairperson**HB 2277/Public Act 103-0153**

Ms. Gunsteen stated the recently signed public act clarifies that recreation programs provided by park districts do not require a DCFS license if they are offered to children who are at least 3 years old and meet no more than 3.5 hours at a time and less than 25 hours per week. Ms. Fagan commented that it will be nice for the district, as the process for DCFS licensing is difficult. Ms. Fletcher responded that is the hope but staff has not been able to get a straight answer from the district's DCFS representative. Ms. Fletcher also mentioned that even if the district isn't required to have a DCFS license, staff feels that many of their required policies are good and will continue using them.

Old Business

None

New Business

Mr. Lewis thanked the park district, employees, and supervising staff for a great 4th of July festival. It was another hectic project and had some rough days but the 4th of July committee is very grateful for everyone's hard work.

Ms. Palmer thanked the community and everyone who supported the turtle race. This year's race had a record number of turtles adopted and a great turn out for the race. Ms. Fletcher added her thanks to everyone who supported the event.

Adjournment

There being no further business before the Board, Ms. Gunsteen moved to adjourn the meeting. Mr. Eckelberry made a motion, and Mr. Lewis seconded. **Motion Passed at 7:47 PM.**

Minutes Approved by the Board on July 25, 2023.

By: Rita Fletcher

Rita Fletcher, Board Secretary