

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, SEPTEMBER 12, 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, 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 and Executive Assistant, Maureen Regan.

Pledge of Allegiance

President Gunsteen led the Pledge of Allegiance.

Public Comments

None

Finance Committee, Mr. Eckelberry, Chairperson

FY 2022-23 Annual Comprehensive Financial Report

Mr. Eckelberry reported that the annual audit of the Bartlett Park District financial statements was performed by Seldon Fox, Ltd. and introduced Ed Tracy, Executive Vice President and lead auditor, to present the report. Mr. Tracy briefly went over the purpose of the audit, to look for potential risks for misstatements and to look at and test internal controls. Mr. Tracy reported that there were no internal control issues found and only minor adjustments were made. Additionally, the district added 3.75 million in assets in the last fiscal year and paid down 1.4 million in debts. The Villa Olivia account was the only account that lost money in the last fiscal year, which was mostly related to a poor ski season, but also had expenses that were under budget. Mr. Tracy expects the district to once again receive a certificate of excellence in reporting for the fiscal year 2022-23 and stated that revenues were over budget while expenses were under budget, with the exception of the Villa Olivia account. Mr. Tracy thanked Ms. Fletcher, Mr. Leninger, and the district staff for being so well prepared for the audit and making it an easy process. Ms. Stocks motioned to approve of the FY 2022-23 Annual Comprehensive Financial Report, seconded by Mr. Lewis.

Motion carried.

Purchase Orders Between \$6,000 and \$20,000

Mr. Eckelberry directed the commissioners to the list of approved purchase orders between \$6,000 and \$20,000 for the time period of June 1 to August 31. Mr. Lewis motioned to approve of the purchase orders, seconded by Ms. Stocks. **Motion carried.**

Planning Committee, Mr. Lewis, Chairperson

Eastfield Property Park Name

Mr. Lewis reminded the board that the district has a new park located on Eastfield drive, across from the Bartlett High School athletic fields, and the district sent out an announcement for residents to submit ideas for the park name. The commissioners were presented with a list of park names that had been submitted. The commissioners discussed the different park names as well as possible themes for the new park, but there were no names that stood out or was popular among the commissioners. Ms. Fletcher suggested that the commissioners take some time to consider the names and revisit the discussion at a later time. The commissioners agreed.

Building and Grounds Committee, Ms. Stocks, Chairperson**Log Cabin Painting Project**

Ms. Stocks shared highlights and photos on the painting project that was recently completed on the outside of the log cabin. This project was part of preventative maintenance and was able to be completed in house. Ms. Gunsteen asked about when the last time the inside of the log cabin was refreshed and Ms. O'Brien responded that in 2020 staff spent time updating the inside of the log cabin.

Recreation Committee, Ms. Fagan, Chairperson**Preschool 2023-2024**

Ms. Gunsteen highlighted this year's preschool theme is "Growing Together – Sunflowers" and enrollment. This year's enrollment is 11 higher than last year and students can continue to enroll throughout the year. Jamie's Party Time Balloons supplied an adorable balloon display for the start of school that has been in the community center lobby.

Special Facilities Committee, Ms. Kasuba, Chairperson**Garba Rentals**

Ms. Kasuba stated the Bartlett Community Center will be hosting 6 Garba rentals during the months of September, October, and November, which will draw between 200 and 1,100 people. Ms. Palmer asked if there was enough parking at the community center when there were 1,100 people for these events. Ms. Fletcher responded that parking was not an issue and typically the larger Garbas have their own security for these events and the Bartlett Police department are made aware.

Villa Olivia Committee, Ms. Palmer, Chairperson**Golf Moose**

Ms. Palmer informed the board that Villa Olivia Golf Course is using a new program, Golf Moose, that promotes golf courses around the country with discounted golf rates. Villa Olivia is currently running a promotion through the program of a twosome with 18 holes and cart to help drive late summer rounds of golf. Staff is reporting good results from this new promotion.

Personnel Committee, Ms. Palmer, Chairperson**Federal Department of Labor Proposal**

Ms. Palmer directed commissioners to the provided report on the Federal Department of Labor proposal. Ms. Gunsteen asked how this proposal, if passed, would affect the district and Ms. Fletcher responded that it would require salaries of certain positions to be raised or for those staff to be paid over time. Ms. Fletcher noted it is a proposal and staff is waiting to hear if it passes.

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

Ms. Gunsteen stated there was an update on the pickleball courts and they are expected to be completed soon. Staff would like to have a ribbon cutting ceremony to thank the Bartlett Parks Foundation for helping make this project possible and possible dates were discussed.

Commissioners agreed that October 3rd, before the regularly scheduled committee workshop meeting, would be the tentative date. Ms. Gunsteen asked if the courts would be open before the ribbon cutting ceremony and Ms. Fletcher responded that once the courts are completed, there will still be other parts of the project to complete such as landscaping and completing the basketball courts and the construction fencing may still be up.

Old Business

None

New Business

Mr. Lewis took a moment to thank the park district staff for their hard work on the Twilight Golf outing. The outing was sold out and it was a great night.

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 8:00 PM.**

Minutes Approved by the Board on September 26, 2023.

By: Rita Fletcher

Rita Fletcher, Board Secretary