

BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, SEPTEMBER 26, 2023

Call to Order

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

Roll Call

Executive Director, Rita Fletcher, 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 and 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.

Approval of Minutes

Ms. Gunsteen moved to approve the minutes for the August 22, 2023 Board Meeting and the September 12, 2023 Committee Workshop Meeting. Mr. Eckelberry made a motion, and Mr. Lewis seconded. **Motion Passed.**

Public Comment

None

Monthly Treasurer's Report, Mr. Eckelberry, Chairperson

Mr. Eckelberry presented the Monthly Treasurer's Report for August 2023. There being no questions, Mr. Eckelberry motioned to approve the monthly treasurer report, Mr. Lewis seconded. **Motion Passed.**

Finance Committee, Mr. Eckelberry, Chairperson

FY2022-23 Annual Comprehensive Financial Report

Mr. Eckelberry reminded the board the annual audit of Bartlett Park District financial statements was performed by Selden Fox, Ltd. and presented at the September committee workshop meeting. The finance committee recommends acceptance of the FY2022-23 Bartlett Park District Annual Comprehensive Financial Report and Mr. Eckelberry motioned to accept, seconded by Ms. Palmer. **Motion Passed**

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

Mr. Eckelberry shared the purchase order between \$6,000 and \$20,000 for June 1, 2023 through August 31, 2023 and motioned to approve, seconded by Ms. Kasuba. **Motion Passed.**

Planning Committee, Mr. Lewis, Chairperson

No Report

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, Ms. Palmer, Chairperson

No Report

Personnel Committee, Ms. Palmer, Chairperson

No Report

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

No Report

Executive Director's Report, Ms. Fletcher

Bill List

Ms. Fletcher recommended approval of the September Bill List. Mr. Eckelberry moved to approve the Bill List as presented, and Ms. Kasuba seconded. **Motion Passed.**

Community Survey

Ms. Fletcher updated the board on the community survey. The postcards were sent out and arrived on September 11th and the district has received 68% of their completion goal so far. There are a number of people who have requested mail in copies of the survey which are being sent out and a reminder postcard will be sent out next week. Several commissioners received the post cards in the mail, Mr. Lewis asked if commissioners should complete the survey. Ms. Fletcher responded that as members of the community, commissioners are welcome to complete the survey. Ms. Fletcher added that once the district reaches the goal of 300 surveys completed, the survey will be posted on the district website for any residents who did not receive a postcard but would like to complete the survey.

Pickleball Court Updated

Ms. Fletcher reported that the pickleball courts have been delayed due to weather and needing a new company to install the net posts as well as the basketball hoop posts. The planned ribbon cutting on October 3rd will most likely have to be delayed. Ms. Fletcher suggested delaying the ribbon cutting by two weeks and will updated the board on date and time when it is set.

Superintendent of Recreation Report, Ms. Dasbach

Blanding's Turtles – Bartlett Nature Center

Ms. Dasbach shared exciting news from the Bartlett Nature Center. The district has been loaned two rare, endangered turtles from the DuPage Forest Preserve and Shedd Aquarium to live at the nature center. In order to have the turtles at the Nature Center, an Endangered and Threatened Species Permit was needed and has been obtained from the State of Illinois. Ms. Dasbach shared that these types of turtles are native to the area and several other interesting factors about them. Staff plans to use these turtles to educate the public about the importance of Turtle Conservation and have already had several visitors specifically to see the turtles. Ms. Gunsteen asked how long the turtles will live at the Nature Center and Mr. Lewis asked if they have names. Ms. Dasbach responded that the turtles will live with the Nature Center for the foreseeable future. and names for the turtles are currently being worked on.

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

Bartlett Trail Improvement Project

Ms. O'Brien informed the board the Village of Bartlett will be updating the bike path on Bartlett road north of the library along O'Brien woods. The update will include widening the trail from 6ft to 8ft, culvert replacements, drainage structure adjustments, landscape restorations, and resurfacing. The project will start next week and be completed by November 3rd.

Superintendent of Business Services, Mr. Leninger

Business Services Full-Time Staffing

Mr. Leninger reviewed the current open positions in the Business Services department. The district's IT Manager, Dale Erdman, will be retiring after 19 years with the district and the accounts payable position is currently open. Staff is currently conducting interviews and will update the board as positions are filled.

Superintendent of Special Facilities, Ms. Mix

LIFECENTER October Special

Ms. Mix summarized the specials that are being offered at the LIFECENTER for group fitness and memberships. Different group fitness classes will be offered for free throughout the month of October and a 10% discount will be off for Pro and Elite Memberships that are paid in full during the last week of the month.

Superintendent of Villa Olivia, Mr. Pierobon

Golf Course Fall Updates

Mr. Pierobon explained the updates at Villa Olivia that will be coming in the next weeks. On Monday, October 9th, the golf course will be closed for the day to aerate all of the greens. The course will reopen the next day and the fall rates will go into effect.

Old Business

None

New Business

None

Closed Session

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(C)(21) of the Open Meetings Act, for the discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review or release of such minutes. Mr. Eckelberry made a motion, Ms. Kasuba seconded, **Motion Passed**

Ms. Gunsteen asked for a roll call vote to adjourn into Closed Session

Roll Call Vote:

Ayes: Gunsteen, Lewis, Eckelberry, Palmer, Stocks, Kasuba, Fagan

Nays: None

Absent: None

Abstain: None

Motion Passed at 7:55pm

Reconvening of Board Meeting

Ms. Gunsteen called the meeting back to order at 8:01pm and called for roll. Commissioners answering present were: Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Lori A. Palmer, Susan Stocks, Dale Ann Kasuba, and Jody Fagan. Staff members present were: Executive Director, Rita Fletcher and Maureen Regan

Action Resulting from Closed Session

Mr. Eckelberry motioned to approve the release of Closed Session Meeting minutes from December 20th, 2022, October 22nd, 2002, November 12th, 2002 and December 10th, 2002. All other closed session minutes are to remain closed at this time. Ms. Palmer seconded the motion. **Motion Passed**

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 8:02 PM.**

Minutes Approved by the Board on October 24, 2023.

By: Rita Fletcher
Rita Fletcher, Board Secretary