

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, NOVEMBER 14, 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, Stephen Eckelberry, Lori Palmer, Susan Stocks, Dale Ann Kasuba and Jody Fagan. Commissioner Theodore J. Lewis 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.

Pledge of Allegiance

President Gunsteen led the Pledge of Allegiance.

Public Comments

None

Presentation

Trustees of the Bartlett Parks Foundation presented the Bartlett Park District Board with a check for \$75,000 for their support of the new pickleball courts project.

Finance Committee, Mr. Eckelberry, Chairperson

Resolution 23-08

Mr. Eckelberry presented Resolution 23-08 Estimate of Taxes to be Levied and summarized the major differences from last year's levy. Mr. Eckelberry noted that the tax levy is 15.68% above taxes extended from the 2022 tax levy and asked Mr. Leninger to explain this large increase. Mr. Leninger explained that the significant increase for the next year is majorly due to the Tax Increment Financing (TIF) District expiring for the Brewster Creek Business Park. Mr. Leninger shared that the amount the district is estimating to receive because of the TIF expiring is \$480,000. Ms. Palmer asked if the amount captured from the expired TIF will be calculated separately every year and Mr. Leninger responded that after this year the amount captured from the business park will simply be included in the Equalized Assessed Valuation (EVA). Ms. Gunsteen commented that the TIF for the Brewster Creek Business Park seems to have done exactly what it was supposed to do and Ms. Fletcher added that the Village of Bartlett did an excellent job with this TIF. Ms. Kasuba motioned to approve Resolution 23-08 Estimate of Taxes to be Levied, seconded by Ms. Palmer.

Motion carried.

Ordinance 23-10 Surplus Property

Mr. Eckelberry summarized Ordinance 23-10 Surplus Property and directed the board to the list of items. Ms. Palmer motioned to approve, seconded by Ms. Stocks. **Motion carried.**

Planning Committee, Mr. Lewis, Chairperson

Upland Design

Mr. Lewis reported that funds have been allocated to do work at three parks, Schoppe Park, Firefighters Park, and Eastfield property. Staff is requesting approval to hire Upland Design to replace playgrounds at the two existing parks and to develop the new Eastfield property. The costs for each project were details and the total cost was reported at \$42,150. Ms. Gunsteen inquired about Schoppe park and if the plans were to keep the existing footprint of the playground or if there were plans to expand the park. Ms. Fletcher responded that the current plan is to update the

playground in its existing foot print. Ms. Stocks asked if there was a reason that expanding that park has not been considered. Ms. Fletcher responded that with the large amount of unused space at this park, plans have not yet been made for what it will be used for, but the playground at this park is 25 years old and needs to be replaced. Ms. Palmer asked if Upland Design could put some ideas together while they are working on the plans for the new playground and Ms. Fletcher agreed. Mr. Eckelberry motioned to approve of hiring Upland Designs for all three projects, seconded by Ms. Stocks. **Motion carried.**

Building and Grounds Committee, Ms. Stocks, Chairperson
Parks Winter Maintenance Update

Ms. Stocks shared the work the Parks department has been doing to prepare for winter including removing equipment such as soccer frames, garbage cans, and picnic tables and winterizing water lines. Snow safety training has been completed and snow fencing put up. Next, staff will be focusing on holiday lighting at the community center and Bartlett Park. Ms. Stocks also provided an update on the Apple Orchard Community Park and the progress that is being made on the playground.

Recreation Committee, Ms. Fagan, Chairperson
USA Archery Certification

Ms. Fagan highlighted the USA Archery Certification that Nature Center Coordinator, Mike Diamond received last month. As a USA Archery Level 2 Instructor, Mike can now teach USA Archery Level 1 Instructor practical course and certify staff in-house.

Special Facilities Committee, Ms. Kasuba, Chairperson
Special Event Request Process

Ms. Kasuba informed the Board of a new special events request form that staff has developed. The form is primarily for larger community events and provides additional information that the event organizers may need as well as request additional information from organizers such as a map with the proposed event layout. Staff feels the additional information will help staff better plan and understand the needs of the events.

Villa Olivia Committee, Ms. Palmer, Chairperson
Thanksgiving Brunch

Ms. Palmer reported the Villa Olivia Thanksgiving Brunch is sold out with 350 reservations and will take place from 10:30am to 2:30pm on Thanksgiving. Ms. Palmer also shared that Villa Olivia has hired a new Sous Chef, Rafael Cervantes, which was an in-house promotion of a part time staff.

Personnel Committee, Ms. Palmer, Chairperson
IAPD Credentials Certificate

Ms. Palmer stated the Illinois Association of Park Districts requires the Park District Board to officially name delegates to their Annual Business meeting scheduled to be held on Saturday January 27, 2024. Ms. Palmer will already be at the meeting and has been listed as the delegate, with Ms. Gunsteen and Mr. Eckelberry listed as alternatives. Ms. Eckelberry motioned to approve the appointment of Ms. Palmer as the districts delegate for the Bartlett Park District, seconded by Mr. Lewis. **Motion carried.**

Community Relations and Legislative Issues Committee, Ms. Gunsteen, Chairperson
No report

Old Business
None

New Business

Ms. Kasuba commented on the new path around Apple Orchard Community Park and O'Brien Woods along Bartlett Road, saying it is magical.

Closed Session

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(C)(1) 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. Palmer 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 7:53pm

Reconvening of Board Meeting

Ms. Gunsteen called the meeting back to order at 8:40pm 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

Action Resulting from Closed Session

No action resulting from closed session meeting.

Adjournment

There being no further business before the Board, Ms. Gunsteen moved to adjourn the meeting.

Ms. Gunsteen made a motion, and Ms. Palmer seconded. **Motion Passed at 8:41 PM.**

Minutes Approved by the Board on November 28, 2023.

By: *Rita Fletcher*

Rita Fletcher, Board Secretary