

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, NOVEMBER 28, 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 and Jody Fagan. Commissioner Dale Ann Kasuba was absent.

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 Carter.

**Pledge of Allegiance**

President Gunsteen led the Pledge of Allegiance.

**Approval of Minutes**

Ms. Gunsteen moved to approve the minutes for the October 24, 2023 Board Meeting and the November 14, 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 October 2023. Mr. Eckelberry motioned to approve the monthly treasurer report as presented, Mr. Lewis seconded. **Motion Passed.**

**Finance Committee, Mr. Eckelberry, Chairperson**

**Resolution 23-08 Estimate of Taxes to be Levied**

Mr. Eckelberry recommended approval of the estimate of taxes to be levied resolution that was discussed at the committee meeting. Mr. Eckelberry motioned for approval, seconded by Mr. Lewis. Ms. Gunsteen asked for a roll call vote.

Roll Call Vote:

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

Nays: None

Absent: Kasuba

Abstain: None

**Motion Passed**

**Ordinance 23-10 Surplus Property**

Mr. Eckelberry reminded the Board of the surplus property ordinance and motioned for approval, seconded by Ms. Palmer. Ms. Gunsteen asked for a roll call vote.

Roll Call Vote:

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

Nays: None

Absent: Kasuba

Abstain: None

**Motion Passed**

**Planning Committee, Mr. Lewis, Chairperson**

**Upland Design**

Mr. Lewis reviewed the plan to hire Upland Design to design and manage work on three parks including Schoppe Park, Firefighters Park, and the new Eastfield property. Mr. Lewis broke down the costs for each project and presented the total cost of \$42,150.00. Mr. Lewis motioned to approve of hiring Upland Design, seconded by Ms. Stocks. **Motion Passed.**

**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**

**IAPD Credentials Certificate**

Ms. Palmer discussed the IAPD Credentials Certificate for the 2024 conference. Ms. Palmer will be listed as the delegate for the district with Ms. Gunsteen and Mr. Eckelberry listed as alternatives. Ms. Palmer motioned to approve, seconded by Mr. Eckelberry. **Motion Passed.**

**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 October Bill List. Ms. Palmer moved to approve the Bill List as presented, and Ms. Fagan seconded. **Motion Passed.**

**State of Illinois Funding**

Ms. Fletcher notified the board that in 2019 the Bartlett Park District was appropriated \$15,000 from the Build Illinois Bond Fund for the purchase of a snow gun at Villa Olivia. The district never received the money, but was recently notified that the money will now be released to the district. Ms. Fletcher noted the money was targeted to buy a new snow gun and that is what it will be used for. Ms. Gunsteen asked what the timeline for receiving the money will be and Ms. Fletcher responded that it will most likely be a few months before the district receives the money.

**Superintendent of Recreation Report, Ms. Dasbach**

**Holiday Special Events**

Ms. Dasbach shared information on Holiday events happening at the district. Nutcracker All Jazzed Up is back for its 19<sup>th</sup> season and nearly 1,000 tickets have already been sold. The 9<sup>th</sup> Annual Holiday Shopping Blitz is taking place on December 1<sup>st</sup> with 110 vendors. New this year to the Holiday Shopping Blitz, Jersey Mike's will be selling premade sandwiches and chips. Donations for the Bartlett Parks Foundation will be collected from visitors to the Blitz and anyone who donates will be entered into a raffle for a gift basket from The Magic for Less Travel. Additionally, Santa Calling will take place on December 4<sup>th</sup> and Santa will be making calls between 5pm and 7pm to kids who have registered and dropped their letters in the mailbox at the community center.

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

**Splash Central Dehumidifier Unit Update**

Ms. O'Brien provided information on the dehumidifier unit that was replaced at Splash Central to show the board the size of the equipment and explain why this was such a large project. The old unit was so large that it took weeks to disassemble and removed. Ms. O'Brien also shared pictures of the trucks and equipment needed to bring in the new unit. Ms. Palmer agreed that seeing the size of the unit explains why the project took so long.

**Superintendent of Business Services, Mr. Leninger**

**IMRF 2024 Calendar Year Employer Rate**

Mr. Leninger informed the Board that the employer contribution rate for 2024 has been released and will be 6.7%, which is a decrease from the 2023 employer rate of 7.67%. IMRF's investment portfolio continues to achieve positive returns, leading to a reduction in the District's employer rate for the fourth consecutive calendar year.

**Superintendent of Special Facilities, Ms. Mix**

**2023 Bartlett Aquatic Center Report**

Ms. Mix presented the 2023 Bartlett Aquatic Center Report. In the report, Ms. Mix discussed staffing, special events, budget, revenues, and challenges faced this season. Staffing increased this season and ended with 191 total staff members compared to 110 total staff members in 2022. Lifeguard staffing saw a huge improvement this season, but supervisor staffing was challenging. This is the second summer that staff has been trained by Starguard and staff earned two, five star audits, and one, four star audit.

Ms. Mix discussed new special events and program updates. New this year was the Frozen Swim Party which included a scavenger hunt, yard games, and a special visit from Elsa and Olaf and turned out great. Back this year was Lazy River Walking, which has not been offered since before COVID due to staffing. Patron had great feedback and staff is looking forward to offering the program again. Ms. Mix also talked about some of the great achievements of the Bartlett Barracudas Swim Team this year.

Ms. Mix reviewed the budget, revenue, and expenses for this season. Revenues came in under budget and expenses were much higher this year than in previous years. Ms. Mix shared that pool pass sales were lower than what was budgeted as well as less private rentals than what was booked in 2022 which is believed to have contributed to the lower revenue. Additionally, there were many factors that contributed to the higher expenses this season. There were a couple of large repairs that were needed, such as the leak in the lazy river, and 80 additional staff members, compared to last year, which added to wage expenses. These items will be considered in this year's budget preparation.

Ms. Mix concluded with some of the challenges staff faced this year at the Bartlett Aquatic Center. These included a storm at the beginning of the summer that caused damage to several shade structures, poor air quality due to the forest fires in Canada that caused the pool to be closed, and the leak in the lazy river that caused an expensive water bill as well as the expense to repair it. Despite all of the challenges, staff had a great season and is looking forward to next season.

Ms. Gunsteen asked if the large increase in expenses was mostly attributed to the increase in wages. Ms. Mix responded that there was an increase in wages due to more staff as well as training and in-service hours for new staff, but the larger unexpected expenses were due to fixing the leak in the lazy river. Ms. Fletcher added the lazy river leak was very expensive to address. Ms. Palmer asked when the last time that rates were increased and Ms. Fletcher responded that the rates have been increased slightly over the last few years. Ms. Fagan asked if the increase in rates attributed to the decrease in pool passes that were purchased. Ms. Fletcher responded that many other districts are seeing the same thing and feel that patrons are becoming less committed to a pool pass and are paying daily rates and exploring other area pools. Ms. Gunsteen thanked Ms. Mix for the nice report.

### **Superintendent of Villa Olivia, Mr. Pierobon** **Villa Olivia Update**

Mr. Pierobon updated the Board on the wedding garden area at Villa Olivia. The concrete has already been poured for the new patio and some of the trees have been removed. The rest of the project will be completed in the spring, but it is off to a great start. Villa Olivia golf course got new tee signs made of FusionCore which is incredibly durable and will eliminate yearly maintenance on the signs. Additionally, the Bartlett Fire District's Technical Rescue Team was on site at Villa Olivia to conduct a chairlift evacuation training. Our ski patrol worked with them and gave them tips on their evacuation from the chair lift. Now Bartlett Fire District would be able to assist our Ski Patrol in a chairlift evacuation if needed. Finally, Mr. Pierobon shared that staff has begun making snow and the target opening date for the ski season will be December 22<sup>nd</sup>.

### **Old Business**

None

### **New Business**

None

### **Closed Session**

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(c)(1) and 2(c)(11) of the Open Meetings Act, for the discussion of employment, compensation, discipline or performance of employees of the District and for the discussion of pending or probably and imminent, litigation against, affecting or on behalf 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, Fagan

Nays: None

Absent: Kasuba

Abstain: None

**Motion Passed at 8:00pm**

### **Reconvening of Board Meeting**

Ms. Gunsteen called the meeting back to order at 8:46pm and called for roll. Commissioners answering present were: Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Lori A. Palmer, Susan Stocks, 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. Mr. Eckelberry made a motion, and Ms. Stocks seconded. **Motion Passed at 8:47 PM.**

Minutes Approved by the Board on December 19, 2023.

By: Rita Fletcher  
Rita Fletcher, Board Secretary