

# BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, DECEMBER 19, 2023

## Call to Order

President Gunsteen called the meeting to order at 7:44pm.

## 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 Carter.

## Pledge of Allegiance

President Gunsteen led the Pledge of Allegiance.

## Approval of Minutes

Ms. Gunsteen moved to approve the minutes for the November 28, 2023 Board Meeting, the December 12, 2023 Public Hearing, and the December 12, 2023 Committee Workshop Meeting. Ms. Kasuba made a motion, and Ms. Stocks seconded. **Motion Passed.**

## Public Comment

None

## Monthly Treasurer's Report, Mr. Eckelberry, Chairperson

Mr. Eckelberry presented the Monthly Treasurer's Report for November 2023. Mr. Eckelberry motioned to approve the monthly treasurer report as presented, Ms. Palmer seconded. **Motion Passed.**

## Finance Committee, Mr. Eckelberry, Chairperson

### **Ordinance 23-11 Annual Tax Levy Ordinance**

Mr. Eckelberry reminded the board of the resolution passed in November approving the estimate of taxes to be levied and recommended approval of the Annual Tax Levy Ordinance. Mr. Eckelberry motioned for approval, seconded by Ms. Kasuba. Ms. Gunsteen asked for a roll call vote.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

**Motion Passed**

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

Mr. Eckelberry summarized the purchase order between \$6,000 and \$20,000 to be between September 2023 and November 2023 and recommended approval. Mr. Eckelberry motioned to approve, seconded by Ms. Palmer. **Motion Passed**

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

**Eastfield Property Park Name**

Mr. Lewis shared that Bartlett Rotary was offering the Park District a \$25k donation for the naming rights of the Eastfield Property, which they wish to name Rotary Park. Ms. Palmer stated it is a kind and generous offer and thinks it is a great idea. Ms. Fagan responded that since the board did not come to a consensus on a name for the park, this is a perfect solution. Mr. Eckelberry and Ms. Gunsteen discussed ideas for additional recognition of the Bartlett Rotary at the park. Ms. Stocks motioned to approval of accepting the \$25k donation from Bartlett Rotary and naming the Eastfield Property, Rotary Park. The motion was seconded by Ms. Kasuba. **Motion Passed.**

**Building and Grounds Committee, Ms. Stocks, Chairperson**

**Resolution 23-09 Lease Agreement with the Village of Bartlett at Kent Circle Water Tower**

Ms. Stocks presented the lease agreement with the Village of Bartlett for the area around the water tower at Kent Circle. This lease renews the lease that expired on December 31, 2022 until December 31, 2042. Ms. Kasuba asked about the area the district would be taking care of and if it included the area inside the fence around the water tower. Ms. O'Brien responded that staff would not be mowing or taking care of the area inside the fence, but would take care of the area outside the fence. Ms. Fletcher added that the area behind the water tower provides access from the Bartlett Estates neighborhood to Apple Orchard West Park. Mr. Lewis motioned to approve Resolution 23-09, seconded by Ms. Palmer. Ms. Gunsteen asked for a roll call vote.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

**Motion Passed**

**Resolution 23-10 Permanent Agreement between the Bartlett Park District and the Village of Bartlett**

Ms. Stocks presented the permanent agreement between the Bartlett Park District and the Village of Bartlett for a permanent easement of the asphalt driveway on park district property that is used to access the water tower. Ms. Palmer asked if an easement has ever been granted for the driveway and Ms. Fletcher responded that there has been a lease for the property but the driveway has not been specific spelled out in the agreement. Ms. Fletcher continued that when updating the lease agreement, it was determined to be in the district's best interest to grant a permanent easement to the Village of Bartlett who will then be responsible for the driveway to the water tower. Ms. Stocks motioned for approval of Resolution 23-10, seconded by Mr. Lewis. Ms. Gunsteen asked for a roll call vote.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

**Motion Passed**

**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 December Bill List. Mr. Lewis moved to approve the Bill List as presented, and Ms. Stocks seconded. **Motion Passed.**

**Goals & Objectives Update**

Ms. Fletcher provided an update on the district's second quarter goals and objectives for the current fiscal year. Ms. Fletcher noted that many are in progress and many will be started in the new year. Ms. Gunsteen thanked Ms. Fletcher for the update.

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

**Nature Center WISHmas Tree**

Ms. Dasbach informed the Board that the Nature Center has created a WISHmas tree for the animals at the Nature Center. Visitors can take tags off the WISHmas tree that list items on the animal's wish list. Once purchased they can wrap their presents and leave them under the tree for the animals to open Christmas morning.

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

**Holiday Décor**

Ms. O'Brien shared pictures of some of the holiday décor around the park district. Jessica Meyers and her team have created trains, snowmen, and deer out of logs and wood as well as holiday gnomes. Staff also used old golf clubs and golf balls to create new wreaths for the golf course. Ms. O'Brien stated it is a great way to end the year and staff had a lot of fun creating these decorations.

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

**Business Services Full-Time Staffing**

Mr. Leninger updated the board on the business services staff. Markus Lawson joined the department as IT manager and Lori Krempel as accounts payable specialist. Both new staff started on November 27<sup>th</sup> and have been great additions to the now fully staffed Business Services department.

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

**2023 Apple Orchard Golf Course Report**

Ms. Mix presented the 2023 Apple Orchard Golf Course Report. The season ended on October 31<sup>st</sup> with 20,362 rounds of golf played this year. Ms. Mix shared that one season pass holder played a total of 249 rounds this season. Parks and Special Facilities departments worked well together and the season had great weather. This is the second season that GolfTrac has been utilized for tee times and staff has seen about 50 percent of people using the online system and 50 percent call the clubhouse to reserve their tee times or just drop in. This season the course saw several updates including renovations to the clubhouse, new pin flags, new aerator, new safety netting between holes where trees were removed, and drainage issues that were fixed on hole 9. Staff is looking forward to next season with more updates including new outdoor furniture for the clubhouse and investigating other options for golf lessons.

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

**2023 Villa Olivia Golf Season Recap**

Mr. Pierobon offered a recap on the 2023 Villa Olivia Golf season. The season began with the front 9 opening on March 31<sup>st</sup> and the back 9 opening on April 14<sup>th</sup>. Over 15,000 rounds of golf were played this season with an increase in weekday residents and leagues. New this year was a campaign with Golf Moose that resulted in over 2,000 rounds of golf and 95% of the golfers came from more than 10 miles away. Mr. Pierobon discussed the budget and expenses for this season. Wages, irrigation, and chemicals were the highest expenses from the grounds department this season and improvements to the cart path were prioritized this year and will continue to be prioritized. Mr. Pierobon discussed the positive transition to Golf 365 Pro which has eliminated the need for paper punch cards or rain check tickets and allows staff to reach out to the golfers about specials and weather delays. Additional improvements this season included 8 new trees planted on the course to help with screening in areas that were identified in the tree survey, and new tee signs for all 18 holes. Ms. Palmer asked if the course had an ideal supply of golf carts now. Mr. Pierobon responded that there are currently 53 carts and the ideal supply would be around 65 carts. Ms. Gunsteen asked what the goal is for tee times now that they have gone from 15 minutes between tee times to 10 minutes because of the recent increase of available carts. Mr. Pierobon responded that the goal would be to offer tee times every 8 to 7 minutes.

**Old Business**

None

**New Business**

Ms. Fletcher updated the Board on plans for next year's 4<sup>th</sup> of July parade. The parade has been moved to Saturday at 10am and many people are excited about this change.

**Adjournment**

There being no further business before the Board, Ms. Gunsteen moved to adjourn the meeting. Ms. Kasuba made a motion, and Mr. Eckelberry seconded. **Motion Passed at 8:17 PM.**

Minutes Approved by the Board on January 23, 2024.

By: Rita Fletcher  
Rita Fletcher, Board Secretary