

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, APRIL 9, 2024**

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, Susan Stocks, Dale Ann Kasuba and Jody Fagan. Commissioner Lori Palmer 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 Carter.

Pledge of Allegiance

President Gunsteen led the Pledge of Allegiance.

Public Comments

None

Finance Committee, Mr. Eckelberry, Chairperson

Ordinance 24-04 Annual Budget and Appropriation Tentative

Mr. Eckelberry introduced Superintendent of Business Services, Eric Leninger, who presented the Annual Budget and Appropriation Ordinance for fiscal year 2024-2025. Mr. Leninger began his presentation by predicting how the district would finish this fiscal year. Although expenses are projected to be higher than budgeted this year, revenue is also projected to be higher than budgeted and the district is projected to finish the year strong.

Mr. Leninger highlighted some of the successes that contributed to the strong financial year. Villa Olivia made of profit of \$87,000 in golf and food and beverage while Recreation was over \$100,000 over the revenue budget for this year. Investments for the district were very strong this year and interest income was \$330,000 to a \$75,000 budget. Tax revenue also came in over budget by \$175,000 due to the TIF ending. Staff was also able to save the district a significant amount of money on natural gas which came in \$70,000 under budget. Staff also faced some challenges throughout the year including inflation, poor winter weather conditions, pay compression due to the increase in minimum wages, and expensive repairs that needed to be made to facilities.

Mr. Leninger reviewed the considerations used to budget for the 2024-25 fiscal year and where the fund balances currently stand. The district has a strong financial standing that is a testament to years of diligent financial planning. Mr. Leninger explained the district's standard for fund balances and the current need to spend down some of the fund balances. Historical fund balances for the past 10 years were detailed and areas where the balances will be strategically spent down was explained, while leaving the district with a fund balances that is double where the balance was 10 years ago.

Mr. Leninger detailed the budgeted revenue and expenditures for fiscal year 2024-25 as well as budgeted fund transfers. The district is budgeted to end fiscal year 2024-25 with a total net of \$41,856. Mr. Leninger provided the revenue, expenses, and ending net total for each of the major funds and concluded with specifics of capital projects that are budgeted for next fiscal year.

Mr. Lewis asked how much tax revenue was added to the district because of the ending of the TIF. Mr. Leninger responded that the district received an additional \$450,000 in tax revenue which will be collecting each year moving forward. Mr. Eckelberry asked for any additional questions and thanked Mr. Leninger for a well-prepared budget and presentation. Mr. Lewis motioned to approve of Tentative Ordinance 24-04 Annual Budget and Appropriation, seconded by Mr. Stocks. **Motion Carried.**

Ordinance 24-05 Bond Registrar and Paying Agent

Mr. Eckelberry explained that the company that is currently the Calculation Agent for the district's 2010 Bond Series has resigned. The district needs to retain another financial entity to take-over preparing the IRS 8083-CP forms that are required each year to receive the Build America Bonds rebates for this series. Zions Bancorporation is currently involved in the district's 2018 bond series and staff is recommending retaining this financial entity. In order to make this change, the finance committee is requesting approval of Ordinance 24-05 Bond Registrar and Paying Agent. Ms. Stocks motioned to approve, seconded by Mr. Lewis. **Motion Carried.**

Resolution 24-01 Appropriated Transfer of Funds

Mr. Eckelberry reminded the board that the district annually transfers funds between accounts and staff is requesting approval for Resolution 24-01. Mr. Lewis motioned to approve, seconded by Ms. Kasuba. **Motion Carried.**

Planning Committee, Mr. Lewis, Chairperson

Leiseberg Park and Schoppe Park

Mr. Lewis presented the concept designs for Leiseberg and Schoppe Park that were updated by Upland Design based on feedback from the February meeting. Upland Design also provide an updated cost estimate for both projects. Ms. Gunsteen asked what these plans will be used for, as it is a large and expensive project. Ms. Fletcher responded that these concept designs are stepping stones for the future plans for these parks. The plans can be used to present to community organizations that may be interested in supporting the project as well as applying for a grant. Ms. Fletcher shared that the Leiseberg project would be a good concept to apply for a grant and Schoppe may be as well.

Building and Grounds Committee, Ms. Stocks, Chairperson

HVAC & Electrical Engineering Service Request

Ms. Stocks stated that as part of capital improvements, the HVAC system at the administration building will be replaced. The building and grounds committee is requesting approval to hire 20/10 Engineering Group to complete design and construction documents, attend pre-bid meetings and submit all necessary permitting information needed. Mr. Lewis motioned to approve of hiring 20/10 Engineering Group for the Administration Building HVAC replacement, seconded by Mr. Eckelberry. **Motion Carried.**

BAC Lazy River Painting & Repairs

Ms. Stocks explained that staff reached out to several companies to repaint and make repairs to the lazy river at Bartlett Aquatic Center. Building and Grounds Committee is requesting approval to hire Pecover Decorating Services for \$23,500 to patch and paint sections of the lazy river along with expansion joint replacements. Ms. Gunsteen asked if this work would be completed this year before the pool opened and Ms. Fletcher responded that it would be. Mr. Eckelberry motioned to approve of hiring Pecover Decorating to complete this project, seconded by Ms. Kasuba. **Motion Carried.**

Vehicle Replacements

Ms. Stocks detailed the vehicles the district has included in the capital replacement plan to purchase this fiscal year. The parks department and Villa Olivia are seeking to purchase two F250 Ford Trucks and a F-350 Chassis with steel dump bed to replace existing 2008 and 2012 F250 trucks and 2009 F350 dump truck. Staff obtained quotes from the Suburban Purchasing

Cooperative Program and found Willowbrook Ford Dealership is able to offer the park district the lowest price included with trade in value. The Building and Grounds Committee is requesting approval to purchase the three trucks for a total of \$169,134.09. Mr. Eckelberry motioned to approve, seconded by Mr. Lewis. **Motion Carried.**

Recreation Committee, Ms. Fagan, Chairperson

Preschool – Celebrating *The Week of the Young Child*®

Ms. Fagan summarized the upcoming activities to celebrate the week of the young child during the week of April 8th to April 12th. Activities will include the Scholastic Book Fair throughout the week, Play in the Park social for families on April 9th, and the annual Spring Fling Family Event on April 12th.

Special Facilities Committee, Ms. Kasuba, Chairperson

Garba Request

Ms. Kasuba described the new special events package for 2024 at the community center. Staff has made changes to address issues that arose with some of the events hosted at the community center in 2023. There is an increased security deposit and a fee added for the park district to hire private security. Staff feels these changes will help events run more smoothly. Additionally, the special facilities committee is requesting approval for two Garba requests that would like to charge admission to their event. The groups will be selling the tickets prior to the event and are expecting 1,000 people on two different days in September. Ms. Gunsteen motioned to approve, seconded by Mr. Eckelberry. **Motion Carried.**

Aquatics Update

Ms. Kasuba provided an update on the aquatics department. Hiring for the summer has been going very well with 79 lifeguards hired and both deck attendant and cashier positions filled. Splash Central hosted the annual Aqua Egg Hunt on March 29th which went very well with 217 participants.

Villa Olivia Committee, Ms. Palmer, Chairperson

Villa Olivia Golf Update

Ms. Gunsteen updated the board on operations and projects at Villa Olivia. The back nine holes of Villa Olivia's golf course opened earlier than previous seasons on Thursday, March 21st. Over 600 rounds of golf have already been played this year. Additionally, 525 guests enjoyed Easter Brunch at Villa Olivia on Sunday, March 31st. Ms. Gunsteen continued by sharing the front door vestibule replacement will begin on April 15th and should be completed in 3 days, and repairs to the roof of the maintenance shop should also be completed in the next few days. Work on the patio continues with masonry work on the soot-stained wall where the old snack shack once stood and Innovation Landscape will be finalizing the patio project soon. Ms. Gunsteen asked if the patio will be completed in the next month and Mr. Pierobon reported that Innovation Landscape is waiting for plant nurseries to open for the season so that the landscape work on the patio can be completed in the next couple weeks.

Personnel Committee, Ms. Palmer, Chairperson

No Report

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

Joint Taxing District Meeting

Ms. Gunsteen reminded the board that if they would like to attend the annual Joint Taxing District meeting on April 25th, let Ms. Fletcher know. Bartlett Park District will be hosting the meeting this year at the administration building.

Chamber Breakfast

Ms. Gunsteen informed the board that the annual breakfast with the Village of Bartlett and Hanover Park is hosted by the Bartlett Chamber of Commerce and scheduled for May 8th at Bartlett Hills. If any commissioners would like to attend, please let Ms. Fletcher know.

Old Business

Ms. Kasuba asked when the final color coat on the pickleball and basketball courts would be completed. Ms. O'Brien explained that the temperature has to be above 50 degrees for consecutive days for the color coating to be completed, but staff is staying on top of the company to complete it as soon as possible.

New Business

Mr. Lewis thanked the Park District staff on behalf of the Bartlett Lion's Club for all of their assistance with the annual Easter Egg Hunt.

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 and Section 2(c)(5) of the Open Meetings Act, for the discussion of the purchase or lease of real property for the use of the District. Mr. Eckelberry made a motion, Mr. Lewis seconded.

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

Roll Call Vote:

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

Nays: None

Absent: Palmer

Abstain: None

Motion Passed at 8:22pm

Reconvening of Board Meeting

Ms. Gunsteen called the meeting back to order at 9:21 pm and called for roll. Commissioners answering present were: Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Susan Stocks, Dale Ann Kasuba, and Jody Fagan.

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. Fagan seconded. **Motion Passed at 9:22 PM.**

Minutes Approved by the Board on April 23, 2024.

By: Rita Fletcher

Rita Fletcher, Board Secretary