

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, SEPTEMBER 10, 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, Lori Palmer, Susan Stocks, Dale Ann Kasuba and Jody Fagan.

Staff members present were: Executive Director, Kevin Romejko; 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.

Guest: Ed Tracy with Selden Fox, Ltd.

Pledge of Allegiance

President Gunsteen led the Pledge of Allegiance.

Public Comments

None

Finance Committee, Mr. Eckelberry, Chairperson

Resolution 24-06, Authorizing Intervention in Property Tax Assessment Appeals

Mr. Eckelberry explained DuPage Board of Review now requires each taxing body to have an intervention authorization resolution. Previously, only a letter of authorization was required. The District's ability to be involved in property tax appeals is crucial and passing this Resolution is necessary to meet the new requirements. Resolution 24-06 will meet the requirement for the remainder of 2024 as well as 2025 to 2026. Mr. Lewis motioned to approve of Resolution 24-06, Authorizing Intervention in Property Tax Assessment Appeals, seconded by Ms. Palmer. **Motion carried.**

FY2023-24 Annual Comprehensive Financial Report

Mr. Eckelberry introduced Mr. Ed Tracy with Seldon Fox, LTD. who presented findings from this year's annual audit. Mr. Tracy reminded the Board the purpose of the annual audit is to provide reasonable assurance the accounting statements the District produces are accurate. The audit process looks at and tests internal controls. Mr. Tracy reported no weaknesses in internal controls were identified, two small entry adjustments were made along with a few reclassifications.

Mr. Tracy shared specific financial highlights for the fiscal year including additional capital assets totaling \$2.8 million, \$1.5 million of debt paid down, and an over all positive bottom line. Mr. Tracy stated the District had an over all solid year and thanked Mr. Leninger and staff for assisting with the audit process and helping it run smoothly. Mr. Lewis motioned to approve of the audit as presented, seconded by Ms. Stocks. **Motion carried.**

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

Mr. Eckelberry shared the list of approved purchase orders between \$6,000 and \$20,000 for the period of June 1, 2024 to August 31, 2024. Ms. Palmer motioned to approve as presented, seconded by Ms. Kasuba. **Motion carried.**

Planning Committee, Mr. Lewis, Chairperson**Hanover Township Focus Group**

Mr. Lewis stated Mr. Romejko will be representing Bartlett Park District on Wednesday, September 11 at a Hanover Township Focus Group as they begin their comprehensive strategic planning process. Ms. Gunsteen asked if this was something the District was typically involved in. Mr. Romejko responded it is typical for other stake holder agencies to be involved when the Township is undergoing strategic planning.

Building and Grounds Committee, Ms. Stocks, Chairperson**Parks Department Updates**

Ms. Stocks provided an update from the Parks Department. Staff have shutdown spray playgrounds for the season and are working on winterizing Bartlett Aquatic Center. Staff has begun replacing the front entrance light fixtures and bollards to LED. Staff is also catching up on various work orders including instillation of the GIANT Chair at BCC.

Recreation Committee, Ms. Fagan, Chairperson**Oak Room Stage Lighting**

Ms. Fagan informed the Board Oak Room stage lighting has been updated as part of 2024-25 capital replacement and improvement plan. The new system is all LED lighting, has several colors and features, and can be controlled on an iPad. Staff is looking forward to showcasing the new system during the Adult Theatre production of Murder in the Heir in October.

Murder in the Heir – Adult Theatre Production

Ms. Fagan reviewed the dates for the new Adult Theatre production of Murder in the Heir. This is a unique and interactive murder mystery play where the audience influences the outcome. Ms. Gunsteen asked if the play was originally Clue. Ms. Dasbach responded the play is like Clue but shifted to an interactive show.

Special Facilities Committee, Ms. Kasuba, Chairperson**Upcoming Events**

Ms. Kasuba stated Bartlett Parks Foundation will be hosting the 17th Annual Twilight Golf Outing at Apple Orchard Golf Course on Friday, September 13th. This year, Williams Architects, Upland Design, Hitchcock Design Group, and Ted and Diane Lewis are sponsoring the event. Additionally, Ladies Night Out is scheduled for Thursday, October 10th in the Oak Room. Entry is free with complimentary refreshments and there will be vendors selling items such as jewelry, candles, soaps, lotions, kitchen essentials and more.

Villa Olivia Committee, Ms. Palmer, Chairperson**ComEd Energy Efficiency Program**

Ms. Palmer explained NRG Wise, Inc. approached Villa Olivia to take part in the ComEd Energy Efficiency Program. As a result, lighting on the ski hill and maintenance facilities will be converted to LED at no cost to the District. This company is the same company that used this program to change the sports field lights behind Bartlett Community Center to LED at no cost to the District.

Personnel Committee, Ms. Palmer, Chairperson**No Report****Community Relations and Legislative Issues Committee, Ms. Gunsteen, Chairperson****Merry and Bright Community Event**

Ms. Gunsteen gave a brief update on plans for this year's community event Merry and Bright. Staff met with the event committee on August 28th to discuss plans for this year's event to be held on December 6th at Bartlett Park.

Old Business

None

New Business

None

Adjournment

There being no further business before the Board, Ms. Gunsteen asked to adjourn the meeting. Mr. Eckelberry made a motion, and Mr. Lewis seconded. **Motion Passed at 7:51 PM.**

Minutes Approved by the Board on September 24, 2024.

By: 
Kevin Romejko, Board Secretary