

**BARTLETT PARK DISTRICT  
COMMITTEE WORKSHOP MEETING MINUTES  
TUESDAY, MAY 14, 2019**

**Call to Order**

President Eckelberry called the meeting to order at **7:30 pm**.

**Roll Call**

President Eckelberry called for roll. Commissioners answering present were: Stephen M. Eckelberry, Lori Palmer, Theodore J. Lewis, Susan M. Stocks, Diana Gunsteen, Dale Ann Kasuba and Jody E. Fagan.

Staff members present were: Executive Director, Rita Fletcher; Superintendent of Recreation, Kimberly Dasbach; Superintendent of Villa Olivia, Peter Pope; Superintendent of Business Services, Kevin Romejko; and Superintendent of Special Facilities, Lynsey Heathcote; Superintendent of Parks and Planning, Kelly O'Brien, was absent.

**Finance Committee, Ms. Palmer Chairperson**

**Resolution 19-04, Authorizing the Deposit of Park District Funds in Certain Depositories**

Ms. Palmer said there are a few action items this evening. She said the first is Resolution 19-04, Authorizing the Deposit of Park District Funds in Certain Depositories. The District annually designates institutions as depositories in which its funds may be deposited. Staff is requesting Finance Committee approval of Resolution 19-04, Authorizing the Deposit of Park District Funds in Certain Depositories. Ms. Palmer asked if there were questions; there were none. Ms. Gunsteen made the motion to approve, seconded by Ms. Kasuba. **Motion carried.**

**Ordinance 19-04, Surplus Property**

Ms. Palmer said staff is requesting approval of Ordinance 19-04, Surplus Property. Bartlett Park District periodically disposes of property it deems to be of no use to the District. Property will be disposed of in the most appropriate manner benefiting the Park District. Ms. Palmer inquired if there were any questions; there were none. Mr. Lewis made the motion to approve, seconded by Mr. Eckelberry. **Motion carried.**

**Replacement Purchase of Storage Area Network (SAN) Hardware at BCC**

Ms. Palmer said the last item is approval of Sterling Network Integration (SNI) for replacement, installation and configuration. She said the District currently utilizes one EMC SAN as a dedicated network for data storage to support two VMware Host Systems (14 virtual servers) at Bartlett Community Center (BCC). In an effort to maintain system hardware uptime and reliability, the FY2019-20 budget includes the replacement, installation, and configuration of one new Dell/EMC Unity 350 all flash array SAN at BCC. The new hardware offers increased storage utilization rates, improved application performance and availability, and heightened security and data protection capabilities. The new SAN hardware includes expanded storage capacity and will inevitably grow to keep pace with the changing needs of BCC's virtualized storage over the next 5 years. The Park

District has utilized Sterling Network Integration (SNI) out of Crystal Lake as its information technology consultant. With no additional discussion, Mr. Eckelberry made the motion to approve, seconded by Ms. Gunsteen. **Motion carried.**

**Planning Committee, Mr. Eckelberry Chairperson**  
**Hitchcock Design Group – Bartlett Park Agreement**

Mr. Eckelberry said in order to move forward with the inclusive playground at Bartlett Park we need to enter into an agreement with Joe Brusseau/Hitchcock Design Group. The fees for the service are broken into three phases: preliminary design, final design, including bid documents and then construction. He said the architect will be involved to ensure construction is taking place according to the specifications of the plans. He said staff is requesting approval to hire Hitchcock Design Group for the amount of \$49,300. Ms. Gunsteen asked what the timeline is and if the concept design would be updated. Ms. Fletcher said the design itself won't really be updated; more so the equipment. Ms. Fletcher said she will be meeting with the reps to see new equipment that has come out since the design was originally drawn, as things change. Ms. Fletcher said it will bid out in the late fall or early next year, with construction to follow. Since there were no further questions, Mr. Lewis made the motion to approve, seconded by Ms. Palmer. **Motion carried.**

**Williams-Architect – BCC Exterior Wall/Window Replacement Project**

Mr. Eckelberry said that in capital projects there is budget money allocated to repair the exterior walls and windows on the 2<sup>nd</sup> floor of Bartlett Community Center. He said we need to hire an architect to help us create a plan along with developing design and construction documents for the work to be completed. Williams Architect was the architect of the building in 2000 and they worked with us in 2015 when we had a similar situation in a different part of the building. With their extensive knowledge of the building they can help us out quickly and at a lower cost than bringing in another architect firm. Staff is requesting approval to hire Williams-Architects for the amount of \$35,000. Ms. Stocks asked what was completed in 2015. Ms. Fletcher replied that the roof and walls were replaced. Once this portion is completed, everything on the 2<sup>nd</sup> floor will be brand new. Since there were no further questions, Ms. Palmer made the motion to approve, seconded by Ms. Stocks. **Motion carried.**

**Building and Grounds Committee, Ms. Palmer Chairperson**  
**Trash and Recycle Service Request**

Ms. Palmer said last fiscal year the park district entered a 1 year agreement with Advance Disposal for recycling/dumpster services. Staff has been very happy with their service and would like to continue the service for another year at a 2% increase. It would include service at the following facilities: Community Center, Bartlett Aquatic Center, Nature Center, Park Maintenance, Log Cabin, and Villa Olivia. She said staff recommends Advance Disposal for the amount of \$20,895.78 for a 1 year contract to provide all labor, materials, and equipment necessary towards recycling/dumpster services. Mr. Eckelberry made the motion to approve, seconded by Ms. Gunsteen. **Motion carried.**

**Recreation Committee, Ms. Gunsteen Chairperson**  
**2019 Preschool Vision & Hearing - Bartlett Lions Club**

Ms. Gunsteen said there are two items to highlight: The Park District would like to thank the Bartlett Lions Club for their generous contribution, of over \$1,650, in sponsoring the hearing and vision screenings for our Preschool Program. Hearing and vision screenings are required by DCFS for every child in the program at a cost of \$9 per child. The screenings were held in April and over 185 children were tested.

**Website Redesign Update**

Ms. Gunsteen said the website has been redesigned and looks really nice. She said the website was a part of the FY2018-19 Capital Project Budget. \$30,000 was budgeted and we are pleased to report the project was completed at \$18,900. The website is always a work in progress, if you have any suggestions or you hear patrons are struggling with finding information to please let staff know.

**Special Facilities Committee, (Open) Chairperson**  
**LIFECENTER Equipment Purchase**

Mr. Eckelberry said staff is requesting the approval of four purchase orders for the replacement of multiple pieces of LIFECENTER equipment and to install two areas of flooring. \$55,500 total was budgeted for these combined purchases. He said the equipment will be purchased through four different companies which are part of the National Joint Powers Alliance (NJPA) therefore a bid is not required since NJPA guarantees the most competitive price. The new pieces will include: (4) Olympic Benches, (2) Rowers, (2) Ellipticals, (2) Spin Bikes (1) SkiErg & (5) Plate Loaded Strength pieces. The new flooring under the Hoist Motion Cage will improve the user experience and also help reduce noise from the use of certain elements. The platform area leading to the track will also be resurfaced and converted to a dedicated stretching area. The staff anticipates installation of equipment and flooring to take place during the annual closure of August 5-9, 2019. Listed below is a breakdown of the purchase orders, including delivery and install, and the final amount:

Direct Fitness Solutions/Precor (5 pieces & flooring)	\$28,285 (+\$1,200 trade in credit)
Matrix Fitness (5 pieces)	\$7,200
Prime Fitness (3 pieces)	\$7,245
Midwest Commercial Fitness (2 pieces)	\$12,770
<b>Total:</b>	<b><u>\$55,500</u></b>

Ms. Palmer made the motion to approve, seconded by Ms. Stocks. **Motion carried.**

**Member Appreciation at LIFECENTER**

Mr. Eckelberry informed everyone that on Monday, April 29<sup>th</sup> the LIFECENTER held a Member Appreciation Day. Raffles were drawn every hour and a grand prize winner was awarded a free annual membership. He said members enjoyed the excitement and the prizes and were well received; based on the success and feedback this will become an annual event at LIFECENTER.

**Villa Olivia Committee, Mr. Lewis Chairperson**  
**Sprayer Replacement**

Mr. Lewis said as part of the capital replacement plan, Villa Olivia is seeking to purchase a 2019 Toro Multi Pro 5800-G Sprayer to replace an existing 2000 Toro Sprayer. Staff researched multiple sprayers felt the Toro meets the needs the best. Toro is able to offer the park district the lowest price available through National Intergovernmental Purchasing Alliance (NIPA) Program. Staff is requesting approval to purchase the new Toro Multi Pro 5800-G Sprayer through the NIPA Purchasing Program for the amount of \$57,637.72. With no further discussion, Mr. Eckelberry motioned to approve, seconded by Ms. Stocks.

**Motion carried.**

**Rough Mower Replacement**

As part of the capital replacement plan, Mr. Lewis explained that Villa Olivia is seeking to purchase a 2019 Toro Groundsmaster 7210 with Lastec Articulating Deck Rough Mower to replace an existing 2002 Jacobsen HR5111 Rough Mower. He said staff tested mowers from multiple vendors and felt the Toro meets our needs the best. He stated staff is requesting approval to purchase the new Toro Groundsmaster 7210 with Lastec Articulating Deck through the NIPA Purchasing Program for the amount of \$40,859.06. With no further discussion, Ms. Palmer motioned to approve, seconded by Ms. Stocks.

**Motion carried.**

**Personnel Committee, Mr. Lewis Chairperson**

No report.

**Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson**  
**Memorial Day Walk**

Ms. Stocks said the Board has been invited to participate in Bartlett's Memorial Day Walk and Remembrance on Monday, May 27, 2019. The walk will begin at Bartlett Park; staging begins at 10:30am with the walk stepping off at 11:00am. If any commissioners are interested in attending, they should let her know.

**Old Business**

None.

**New Business**

Mr. Eckelberry announced the Committee Chairpersons for 2019-20:  
Planning – Ms. Palmer; Finance – Ms. Gunsteen; Building and Grounds – Ms. Stocks; Recreation – Ms. Kasuba; Special Facilities – Ms. Fagan; Villa Olivia and Personnel – Mr. Lewis; and Community Relations – Mr. Eckelberry.

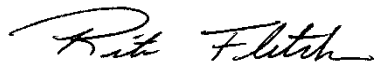
**Resident Comments**

None.

**Adjournment**

There being no further business before the Board, Ms. Gunsteen moved to adjourn the meeting, seconded by Ms. Stocks. **Motion carried at 7:47 pm.**

Minutes Approved by the Board on May 28, 2019.

By:   
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Rita Fletcher, Board Secretary