

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, APRIL 28, 2020**

Call to Order

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

Roll Call

Executive Director Fletcher called for roll. Commissioners answering present were: Stephen M. Eckelberry, Lori A. Palmer, Diana Gunsteen, Theodore J. Lewis, Susan M. Stocks, and Dale Ann Kasuba. Jody E. Fagan 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 Special Facilities, Lynsey Heathcote, and Executive Assistant, Lindsey Tuminaro.

Approval of Minutes

Mr. Eckelberry moved to approve the minutes of March 24, 2020 Board Meeting. Mr. Lewis made a motion, and Ms. Kasuba seconded. **Motioned carried.**

Residents Comment

None

Monthly Treasurer's Report, Ms. Gunsteen, Chairperson

Ms. Gunsteen moved to approve the Monthly Treasurer's Report for March 2020, Mr. Lewis seconded. **Motion carried.**

Finance Committee, Ms. Gunsteen, Chairperson

Resolution 20-03, Appropriated Transfer of Funds

Ms. Gunsteen stated that the Finance Committee is requesting approval of Resolution 20-03, Appropriated Transfer of Funds. Ms. Gunsteen made a motion to approve, seconded by Ms. Stocks.

Roll Call Vote:

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

Nays: None

Absent: Fagan

Abstain: None

Passed and Approved on April 28, 2020

Ordinance 20-05, Annual Budget and Appropriation (tentative)

Ms. Gunsteen stated that the Finance Committee is requesting approval of Ordinance 20-05, Annual Budget and Appropriation Ordinance (tentative). Ms. Gunsteen made a motion to approve, and Mr. Lewis seconded.

Roll Call Vote:

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

Nays: None

Absent: Fagan

Abstain: None

Passed and Approved on April 28, 2020

Planning Committee, Ms. Palmer, Chairperson

No Business

Building and Grounds Committee, Ms. Stocks, Chairperson

Production Mower Replacement

Ms. Stocks advised the Building and Grounds Committee is requesting approval to purchase a new production mower. The current 2010 mower is down and will require over \$10,000 in repairs. The committee is asking for approval to purchase the \$78,476.24 mower. Ms. Stocks made a motion and Ms. Palmer seconded. **Motion carried.**

BAC Main Pool Leak

Ms. Stocks informed the Board of the BAC main pool leak. The committee is requesting approval to hire the Schaeffges Brothers, Inc. to repair the expansion joint for the amount of \$21,500. Ms. Stocks motioned and Ms. Kasuba seconded. **Motion carried.**

Recreation Committee, Ms. Kasuba, Chairperson

No Business

Special Facilities Committee, Ms. Fagan, Chairperson

No Business

Villa Olivia Committee, Mr. Lewis, Chairperson

No Business

Personnel Committee, Mr. Lewis, Chairperson

No Business

Community Relations and Legislative Issues Committee, Mr. Eckelberry, Chairperson

No Business

Executive Director's Report, Ms. Fletcher

Bill List

Ms. Fletcher recommended approval of the March 2020 Bill List. Ms. Gunsteen moved to approve the Bill List as presented and Mr. Lewis seconded. **Motion carried.**

PDRMA

Ms. Fletcher advised the Board that PDRMA, the Park District insurance carrier, issued a 10% return on their 2020 contributions due to the coronavirus. The Bartlett Park District received a check in the amount of \$20,774.

Superintendent's Report, Ms. Dasbach, Ms. O'Brein and Ms. Heathcote

Opening up Bartlett Park District Again

Ms. Dasbach advised the Board that staff has been discussing how the Park District can begin to prepare for the re-opening of parks and facilities. The Park District has been following the state guidelines and the recommendations put forth by the health officials. Staff has been looking at general guidelines which include providing sanitation stations throughout all facilities, facilitate temperature checks for staff, players, umpires, and camp participants, remove furniture to deter loitering, change entrances and staircase flow to create one way movement patterns, and most importantly provide cleaning and sanitizing wipes to all locations where activities are held. Other general guidelines include virtual staff trainings, signage for specific social distancing requirements, and mark water fountains "out of order".

Ms. Dasbach explained how all counters within the Bartlett Park District will use counter protectors to create a barrier. Staff will limit what is placed on the counter. Staff will also encourage debit and credit card payments, and will provide the tap and pay terminals.

Ms. Heathcote informed the Board of some proposed LifeCenter guidelines. Staff can use software or an app that will allow guests to sign-up for a timeslot to work out or attend a class. We will reduce the amount of equipment to provide social distancing space requirements. The towel service can be suspended and we would close locker rooms, saunas and racquetball courts.

Ms. Heathcote explained the guidelines created for Splash Central and Bartlett Aquatic Center. All seating would be limited due to social distancing requirements. The pool equipment would be limited or eliminated. The hours of operation would change depending on restrictions and the locker rooms would be cleaned after each use. The Lap pool would only allow two people per lane and the whirlpool would remain closed.

Ms. Heathcote confirmed for the Board that the CDC has not provided any information on the pools yet. These are just suggestions. Class sizes would be limited according to group size limits. Bartlett Aquatic Center would consider not opening the concessions, and swim teams would consider holding virtual meets. Ms. Heathcote also advised the Board that life guard classes have developed an online class to reduce gatherings. Ellis & Associates have new guidelines for PPE for lifeguards as well including eye protection and bacteria filters when providing breaths for CPR.

Ms. Heathcote explained that while scheduling rentals we will follow the guidelines provided. The Park District is still unsure about outdoor shelter rentals.

Ms. Heathcote provided the Board with an update on Villa Olivia. The kitchen staff would have designated work spaces, and only one bartender behind the bar. Golf food and beverage would be available to order by phone. The bar stools will be removed from the bar and lunch service would have a reduced capacity. During Sunday brunch a sneeze guard would be placed over the salad bar. Staff could serve the courses individually or provide “stations” for the courses where staff serve. Brunch times would be limited to insure cleaning time in between. Private parties would follow the same guidelines. Lastly, Ms. Heathcote explained all sales meetings will take place in the banquet rooms.

Ms. Dasbach informed the Board that all adult and youth leagues will require all players with symptoms to be removed. Adult softball leagues may wear their batting gloves at all times. The number of people attending games will be limited. Staff will schedule games for 90 minutes to avoid the transition traffic. Some leagues may move to 3X3. Indoor sports such as basketball and volleyball will be limited too. Staff will use a number clicker to track the number of guests. Parents can work scoreboard to reduce staff. Summer Day by Day Camp and Sports Camps will have a drive thru drop off procedure as well as curbside pickup. Families will provide their own writing utensils when signing children in, as well as supplies for children (crayons). Children will store their personal supplies in a plastic bin. Camps will be broken into smaller groups and there will be a rotation schedule for all groups. Nature Center Camps will follow the same guidelines and require staff to come in early to disinfect areas used for camp. Teen Camp would consider helping those in need in the community.

Ms. Dasbach advised the Board that Kindermusik have delayed start dates until July. All programming can adjust maximum numbers accordingly, and axe/archery throwing will be limited to 6 participants.

Ms. O’Brien informed the Board that the Parks Department is continuing with their daily tasks while following the social distancing guidelines. Employee start times are staggered as well as lunch breaks. Staff have increased their cleaning operations and use disposable gloves as needed. Staff is considering closing spray grounds for the summer and confirmed with the Board to date there has been no signs of vandalism in the parks.

Ms. Dasbach informed the Board if we cannot open the Park District as normal staff has started to brainstorm alternative programs we will offer. More information will be provided at our next meeting, as we hope to have a more clear guidelines from the CDC.

Old Business

None.

New Business

Ms. Fletcher informed the Board starting May 1st all golf courses can open with strict guidelines. Apple Orchard will open with two staff members working. One in the club

house and one starter. Customers must call to schedule a tee time and pay over the phone. The putting greens remain closed and flags cannot be touched. Clubs are not available to rent and ball washers will be removed. Carts will not be used unless you have a disability and it must be reserved ahead of time. Villa Olivia Golf Course must follow the same guidelines. Ms. Fletcher reminded the Board of the current stay at home order that runs through May 30th. BAC was scheduled to open on May 23rd. Other communities have already decided to close their pools for the season. Ms. Fletcher suggested the Board think about our options if the order was lifted. The Board inquired about staffing and Ms. Heathcote confirmed when fully staffed we have approximately 42 staff members working and statistically June is the busiest month for BAC. The Board is concerned that it wouldn't make sense financially to open the pool if the order is lifted late in the season, but they would like to wait and hear the guidelines from the Governor. Ms. Heathcote also confirmed the Park District has received requests for refunds in regards to pool passes and other programs and they have been granted. Ms. Fletcher informed the Board of the alternative programs staff has thought of, and will provide more details on the programs if and when they are needed. Ms. Fletcher informed the Board that all events at Villa Olivia were cancelled for the months of March, April, and May. It is unclear when the stay at home order will be lifted to allow 50 people, but even then it will be difficult to hold certain events. The Board recommended to only look one month ahead and reach out to parties who have parties booked and offer a later date.

Ms. Gunsteen inquired about the Fourth of July Festival and Ms. Fletcher informed the Board that no decision has been made. They are also waiting on the Governors next steps.

Closed Session:

None

Adjournment:

There being no further business before the board, Mr. Eckelberry moved to adjourn the meeting, motioned by Ms. Palmer, seconded by Ms. Stocks. **Motion carried at 8:59pm**

Minutes Approved by the Board on May 12, 2020.

By: *Rita Fletcher*
Rita Fletcher, Board Secretary