

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
MARCH 9, 2021**

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 A. Palmer, Diana Gunsteen, Theodore J. Lewis, Susan M. Stocks, Dale Ann Kasuba, and Jody E. Fagan.

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 Superintendent of Business Services, Eric Leninger.

Pledge of Allegiance

President Eckelberry led the Pledge of Allegiance.

Finance Committee, Ms. Gunsteen, Chairperson

Purchase Orders Between \$5,000 and \$15,000

Ms. Gunsteen stated the Board received the list of approved purchase orders between \$5,000 and \$15,000 for the time period of December 2020 through February 2021. Ms. Gunsteen made a motion to accept the list presented, seconded by Ms. Kasuba. **Motion Carried.**

Request for Proposals of Audit Services

Ms. Gunsteen reported the District provided an RFP to five qualified accounting firms for auditing services of the District's financial statements for fiscal years ending 04/30/2021, 04/30/2022, and 04/30/2023. After review of proposals and conducting interviews, the finance committee is recommending Selden Fox Ltd to audit the District's financial statements for the next three fiscal years. The all-inclusive maximum, not to exceed fee is \$54,000, or \$18,000 per year. Ms. Gunsteen made a motion to approve the selection of Selden Fox Ltd audit services, Ms. Fagan seconded. **Motion Carried**

Planning Committee, Ms. Palmer, Chairperson

Strategic Plan

Ms. Palmer introduced Ms. Carol Sente, who conducted the strategic planning retreat in January, and her presentation of the District's strategic plan. Ms. Sente reviewed the five strategic areas of focus, the corresponding goals, and priority of each goal. The Board discussed the priority of the goals in each areas of focus. The Board suggested changes to the priority of goals to better suit the immediate needs of the community. Mr. Eckelberry motioned to accept the Strategic Plan with amendments made, Mr. Lewis seconded. **Motion Carried.**

Crown Community Development Plans

Ms. Palmer presented the Crown Community Development Plans and the offer from the developers to the Park District. The development would be located at the northwest corner of West Bartlett Road and Route 59 and extends to Naperville Road. The offer currently includes one parcel of land that is 10 acres, (specifically 1.9 acres of open space, 6.5 acres of woodlands, and 1.6 acres of wetlands) and is located in the middle of the subdivision. The offer also includes a second parcel of land located east of Route 59 and not connected to the subdivision. The parcel is approximately 11 acres and made up of 8.47 acres of woodland and 2.51 acres of wetland. Ms. Fletcher explained to the Board that the inclusion of the parcel of land east of Route 59 would enable the District and Village of Bartlett to one day provide a bike path that connects from downtown Bartlett, through a tunnel under Route 59, all the way to the Amber Grove neighborhood and to the existing bike path that runs along Naperville road. Ms. Palmer expressed concerns about accepting the second parcel of land and the usability, other than the bike path, compared to the maintenance that may be required. Mr. Eckelberry noted the parcel has been largely untouched in several years and the district could accept the offer and leave the parcel as is, until plans for the bike path are confirmed and move forward. Ms. Fletcher requested feedback from the board on the first parcel and the size of the open space compared to the size of the neighborhood. Ms. Kasuba stated the 1.9 acres of open space is too small for the size of the neighborhood, noting that this specific neighborhood will be largely restricted from other open areas because of the main roads and railroad tracks surrounding the neighborhood. The Board members agreed that open space will be very important for this neighborhood and will be asking the developer for a larger open space area to be donated to the park district.

Building and Grounds Committee, Ms. Stocks, Chairperson

Splash Central Lighting Replacement

Ms. Stocks shared with the Board the request from the Building and Grounds Committee to move up the plans to replace the lighting in Splash Central. Initially scheduled for next year, the consistency of lights burning out in Splash Central is posing a safety concern. Staff has reached out to companies and obtained pricing to remove and replace lights with energy efficient LED lights. The Building and Grounds committee is requesting approval to hire Twin Supplies, LTD to remove and replace 28 light fixtures with LED lighting for the amount of \$19,974. This price reflects incentives through ComEd's Energy Efficiency program. Ms. Gunsteen inquired when the replacement will take place and if it will happen after hours, Ms. O'Brien confirmed replacement will be scheduled in a way to avoid disruption to programs and activities in the pool area. Ms. Stocks motioned to approve the light replacement in Splash Central, Mr. Lewis seconded. **Motion Carried.**

Recreation Committee, Ms. Kasuba, Chairperson

Spring Break Camps

Ms. Kasuba highlighted the Spring Break Camps being offered at the community center and nature center the week of March 29 - April 2 during U-46 Spring Break. The camps will be following Restore Illinois Camp Guidelines. Mr. Lewis inquired about current enrollment and Ms. Dasbach shared that both camps have about 8 to 9 participants already registered with a few spots still open.

Special Facilities Committee, Ms. Fagan, Chairperson

Registration Counter Update

Ms. Fagan advised the Board the registration counter at the Bartlett Community Center has increased its open hours due to an increase in usage of the facility. Staff will continue to monitor trends and adjust as needed. Adding Saturday morning will be considered next.

Villa Olivia Committee, Mr. Lewis, Chairperson

Drendel Property Management Agreement

Mr. Lewis informed the Board the current agreement with Drendel Property Management will come to an end on March 31, 2021. Drendel provides consultation, oversight and hands on involvement in our golf and ski maintenance operations. Dave Drendel has been incredibly helpful in teaching staff, repairing equipment, and advising on equipment to be purchased. Mr. Drendel also spent 10 hours on Christmas day repairing a snow groomer and then pushing snow so that Villa Olivia could open on December 26th. The Villa Olivia Committee would like to enter into a new 12 month agreement with Drendel Property Management for a total amount of \$37,500. Mr. Lewis motioned to approve entering into a new agreement with Drendel Property Management, Ms. Kasuba seconded. **Motion Carried.**

Personnel Committee, Mr. Lewis, Chairperson

No Report

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

No Report

Old Business

None

New Business

None

Residents Comment

None

Adjournment

There being no further business before the Board, Mr. Eckelberry moved to adjourn the meeting, Ms. Kasuba made a motion, and Mr. Lewis seconded. **Motion carried at 8:30 PM.**

Minutes Approved by the Board on March 23, 2021.

By: Rita K. Fletcher
Rita Fletcher, Board Secretary