

# **BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, MAY 11, 2021**

## **Call to Order**

President Palmer called the meeting to order at 7:30 PM.

## **Roll Call**

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

Staff members present were: Executive Director, Rita Fletcher; Superintendent of Recreation, Kimberly Dasbach; Superintendent of Business Services, Eric Leninger; Superintendent of Special Facilities, Lynsey Heathcote; Superintendent of Parks and Planning, Kelly O'Brien and Executive Assistant Maureen Regan

## **Resident Comments**

President Palmer announced that resident comments would be moved to the beginning of the meeting to accommodate the residents present who patiently waited through the Public Hearing and Annual Board Meeting.

Terry Witt, of Bartlett, wanted to thank the Board and Park District for all that they do. Mr. Witt shared that he is happy to hear the lazy river will be open at the pool this summer as that is something he and his wife are both looking forwards to. Mr. Witt also wanted to thank Ms. Dasbach for being a part of the Bike/Run Committee and attending the village quarterly meetings. He wanted to share that they are currently trying to work with the county to extend the bike path out to the James "Pate" Philip State Park as well as down Munger Road and any support for that would be appreciated. Mr. Witt also thanked the Board for the work done on the Beaver pond bike path and improvements to the bridge, he stated it is one of his favorite places to bike in Bartlett.

Dave Barry, of Bartlett, introduced himself as co-chair of the Bartlett 4<sup>th</sup> of July Committee and came to speak to the board about this year's plans. Mr. Barry described the 25 year festival as a whole town collaboration that would not work without the support of the Village, Police Department, Park District, and many other Bartlett organizations. The Committee decided at the May meeting that the festival was not possible in July and made arrangement to have the festival and fireworks for Labor Day weekend instead. With the announcement of the "Bridge Phase" last week, plans have now changed again and the committee is working to have a festival for the 4<sup>th</sup> of July. Mr. Barry shared that the current plan is to have the festival and carnival begin on Friday, July 2<sup>nd</sup> and end on Sunday, July 4<sup>th</sup>. Fireworks are planned for Friday, July 2<sup>nd</sup>, with the parade on Saturday, July 3<sup>rd</sup>. These plans are contingent on Illinois moving to "Phase 5" by July. Ms. Palmer asked if there would be bands playing at the festival and Mr. Barry confirmed there would be. Food vendors have not yet been confirmed but the committee is looking into the idea of having food trucks. Ms. Gunsteen asked what contracts have been negotiated with carnival and other vendors and what would happen if the state was not in phase 5 and the festival was not able to happen. Mr. Barry shared that all vendors are being flexible and contracts have stipulations regarding COVID restrictions. Ms. Palmer asked if the Park District could handle this new plan on short notice and if enough staff is available and Ms. Fletcher confirmed that because the festival is limited to three days, the Parks department would have enough staff to pull together for those three days.

Ms. Fletcher explained the Park District's roll in the festival which includes setup, parking, garbage removal throughout the 3 days, and tear down. Ms. Fletcher also noted that with the festival beginning on Friday, already planned programs and camps would still be running at the Park District and would need to be taken into consideration for setup plans. The Board discussed the advantages of having the fireworks on Friday instead of Sunday and their hope that it may be less crowded for our residents and other towns in the area may have fireworks as well. The Board thanked Mr. Barry for his time and work to put this together.

### **Finance Committee, Ms. Gunsteen Chairperson**

#### **Ordinance 21-03 Surplus Property Ordinance**

Ms. Gunsteen stated the District periodically disposes of property it deems to no longer be of use to the District and therefore the finance committee is requesting approval of the Surplus Property Ordinance. Ms. Gunsteen made a motion to approve Ordinance 21-03, seconded by Ms. Fagan. **Motion carried.**

#### **Resolution 21-04 Authorizing the Deposit of Park District Funds in Certain Depositories**

Ms. Gunsteen advised the Board the district annually designates institutions as depositories in which its funds may be deposited. Ms. Gunsteen made a motion to approve Resolution 21-04 Authorizing the Deposit of Park District Funds in Certain Depositories. Ms. Kasuba seconded the motion, **Motion Carried.**

### **Planning Committee, Ms. Palmer, Chairperson**

#### **Ordinance 21-04 James "Pate" Philip State Park Agreement**

Ms. Palmer presented the ordinance allowing the District to enter into a new agreement with the Illinois Department of Natural Resources and the Forest Preserve District of Dupage County for the James "Pate" Philip State Park. The agreement is for five years and allows the district to continue the operation of our Nature Center at the state park while overseeing the Visitor Center and maintaining the grounds areas around the building. The agreement has very few changes and there is not be any large projects funded in this new agreement. Ms. Palmer requested a motion to approve Ordinance 21-04 James "Pate" Philip State Park Agreement. Mr. Eckelberry made a motion to approve, seconded by Ms. Gunsteen. **Motion Carried.**

### **Building and Grounds Committee, Ms. Stocks Chairperson**

#### **Trash and Recycle Service Request for Approval**

Ms. Stocks informed the Board the Park District would like to enter into a one year agreement with Advance Disposal for recycling and dumpster service. Staff has been very happy with their service and would like to continue the service at a 3% increase. The one year contract with Advance Disposal would amount to \$22,246.53 and include all labor, materials, and equipment necessary. Ms. Stocks made a motion to approve, seconded by Mr. Lewis. **Motion Carried.**

#### **Thor Guard Upgrade Request**

Ms. Stocks established the Park District currently utilizes Thor Guard as our lighting prediction system which is located at Apple Orchard Golf Course, BAC, and Koehler Fields. The system at the golf course has passed its life expectancy and is due for an upgrade which would include upgrades to equipment and software. Staff is happy with the current system and request approval to upgrade the Thor Guard System for the amount of \$22,565. Ms. Gunsteen asked what the life expectancy of a Thor Guard system is and asked if the Koehler field Thor Guard is as old? Ms. O'Brien responded that the version of our current Thor Guard is no longer available for parts and the software is out dated, which is why the upgrade is needed. Ms. Palmer asked if the Thor Guard at Apple Orchard was the original and other Board members agreed it may be the original system which is connected to BAC. Ms. Gunsteen expressed concerns about the age of the system at Koehler and Ms. O'Brien assured that staff is monitoring that system and will make plans to upgrade that system in the future. Ms. Stocks made a motion to approve, seconded by Ms. Kasuba. **Motion Carried.**

**Recreation Committee, Ms. Kasuba, Chairperson****2021 Community Groups and Field Rentals**

Ms. Kasuba highlighted the many community athletic organizations that the Park District has the opportunity to work with and rent fields to. So far this year 4 Baseball organizations, 4 Soccer organization, and 1 Football organizations have rented Park District fields. Although baseball teams are slightly less than previous year, soccer has remain consistent and Football is new this spring. There has also been an increase in adult and youth baseball and cricket.

**Special Facilities Committee, Ms. Fagan, Chairperson****Pet Adoption Event**

Ms. Fagan conveyed to the Board the Heritage Days Committee is requesting to use Bartlett Park, the Log Cabin and the Gazebo on Saturday, September 11, 2021 for a Pet Adoption Event. The larger Heritage Days event will unfortunately not be taking place this year, but the committee is still planning to host this adoption event. Ms. Fagan motioned to approve this request, Mr. Eckelberry seconded. **Motion carried.**

**Bartlett Aquatic Center (BAC) Reservation Software**

Ms. Fagan informed the Board that the staff at BAC will be using a new software called FunFangle to take reservation for swim times. The staff is still working through the details and finalizing the opening plans. On May 5<sup>th</sup> updated Swimming and Facility Guidelines from Illinois Department of Public Health were released but didn't provide much more information. The new guidelines did confirm plans and staff is working towards putting everything in place for a successful summer. Ms. Palmer asked if anything has changed with the new "Bridge Phase." Ms. Fletcher responded no, but the Lazy River can now be open and if we do make it to Phase 5 by July the pool can be fully open. Ms. Gunsteen asked if there was still a capacity limit in Phase 5 and Ms. Fletcher responded that the pool is fully open but does have standard capacity limit of 1,500 patrons even without COVID restrictions.

**Villa Olivia Committee, Mr. Lewis Chairperson****Golf Operations**

Mr. Lewis updated the Board on the Golf operations at Villa Olivia and the successful start to the season. Having a relatively dry April allowed for the back 9 holes to open earlier in the year than normal. In comparing previous year, April 2019 had 595 rounds of golf played, 2020 has zero rounds played due to COVID shutdown, and April 2021 had 1074 rounds of golf played. Staff is very hopeful the trend continues.

**Personnel Committee, Mr. Lewis Chairperson**

No report.

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

No report.

**Old Business**

None.

**New Business**

None.

**Adjournment**

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Ms. Stocks made a motion, seconded by Ms. Gunsteen. **Motion carried at 8:05 PM.**

Minutes Approved by the Board on May 25, 2021

By: Rita K. Fletcher

Rita Fletcher, Board Secretary