

# **BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, JULY 13, 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 Villa Olivia, Mike Toohey; Superintendent of Special Facilities, Lynsey Heathcote; Superintendent of Parks and Planning, Kelly O'Brien and Executive Assistant, Maureen Regan

## **Pledge of Allegiance**

President Palmer led the Pledge of Allegiance.

## **Finance Committee, Mr. Lewis Chairperson**

### **Annual Audit**

Mr. Lewis shared with the board that Selden Fox completed their on-site portion of the annual audit at the end of June and it went very smoothly thanks to the diligent work of the Business Services team. Staff will continue to work with Selden Fox over the coming weeks to finalize any remaining items and the Comprehensive Annual Financial Report for FY2020-21 will be presented at the September Committee Meeting.

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

### **Crown Community Development Plan**

Ms. Gunsteen updated the board on the Crown Community Development that was presented in March and April of this year. Plans for the development have since moved forward and Pulte Home Builders has agreed to be the builder for the majority of the development. The parcel of land offered to the Park District located on the West side of the development will meet the requirements for a land donation. For the parcel on the East side of Route 59, the developers have now agreed to improve the area by clearing out some tree and creating a bike path along with grading the area for the path and seeding the area. The creation of the bike path is contingent on the Village of Bartlett securing a grant to build a pathway connection under Route 59. Because of this, there would be a 3 year time limit and if the grant is not secured by the Village, the district would have the option to keep the East parcel or return it to the developers. Staff asked for Board approval to accept this new proposal and have district attorneys work with Crown Development on an agreement for the property. Ms. Kasuba asked if the District would be able to sell the East parcel if another developer wanted to develop that side of Route 59. Ms. Fletcher informed the Board that any parcel of land owned by the District that is over 3 acres would require a referendum to sell. Ms. Fletcher also reminded the Board that the district can come up with their own plans for the East parcel, but with this new proposal the developer would be responsible for improving the area and creating the bike path. Ms. Gunsteen asked if 3 years was a reasonable amount of time for the Village of Bartlett to secure the grant needed to building the pathway connection. Ms. Fletcher stated she believes that it is enough time. Ms. Palmer commented that the developers being responsible for building the bike path was a good compromise for taking the additional land. Ms.

Palmer also asked when the developers would put the bike path in and Ms. Fletcher responded that they would wait for the grant approval before starting that work. The Board had no further questions and discussion on the matter and Mr. Lewis motioned to approve the proposal from the developers and instruct the District attorneys to begin working on an agreement. Mr. Eckelberry second the motion. **Motion carried.**

### **Ordinance 21-07, Wayne Grove Forest Preserve Trail Easement Agreement**

Ms. Gunsteen presented the Wayne Grove Forest Preserve Trail Easement Agreement and noted that this agreement was originally signed in 1985. The Forest Preserve District of DuPage County granted the Village of Bartlett and the Bartlett Park District a 20-year lease for the authority to construct and maintain a trail on the west side of Bartlett Road within Wayne Grove Forest Preserve. The license expired in 2005 and given the trail is still in use today, a new agreement is necessary. This new easement agreement with the Forest Preserve District of DuPage County is a 25 year agreement to continue to maintain the existing trails. Staff is requesting Planning Committee approval of Ordinance 21-07. Ms. Palmer inquired if this was the agreement that is for only 325 feet of trail and Ms. Fletcher confirmed that the specific portion of the Bartlett Trail that is part of the Wayne Grove Forest Preserve is only about 325 feet. Ms. Gunsteen asked if there was a reason the agreement was not renewed sooner or was if it was just over sight. Ms. Fletcher confirmed it was just over sight. Ms. Gunsteen motioned to approve Ordinance 21-07, seconded by Ms. Stocks. **Motion carried.**

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

#### **Little Free Library**

Ms. Stocks informed the board that there is a community group who would like to donate and install a "Little Free Library" kiosk at Firefighter's Park. The group will be responsible for installing and maintaining the kiosk. Staff would like to ask the Board's input if they have any issues with supporting this kiosk at Firefighter's Park. Ms. Gunsteen asked who was supporting this little library and Ms. O'Brien reported it was setup by the Friends of the Library group. Ms. Palmer added that because the group will be maintaining the little library there isn't any issue for the District. Ms. Stocks and Ms. Fagan shared their experience with little libraries and that they think the little libraries are great and haven't heard of any issues with other ones in town.

#### **Power Outage at Bartlett Community Center & Bartlett Aquatic Center**

Ms. Stocks stated that Ms. O'Brien would be reporting on a recent power issue at the Bartlett Community Center and Bartlett Aquatic Center that happened Tuesday, July 13<sup>th</sup> and is currently being resolved. Ms. O'Brien reported that early in the morning staff reported a power outage at the community center. There are backup generators and they were being used to run some power to the building. ComEd was called out and it was discovered that a transformer had gone out due to an oil leak caused by age and deterioration. The transformer that was down also supplied power to the transformer at Bartlett Aquatic Center. Staff worked on several areas throughout the building to cautiously shutdown and safeguard IT and equipment that could be damaged by the intermittent power. This included the HVAC system, the pool pumps and filters, and the servers within the community center. ComEd replaced the transformer with a new one which took most of the day, a large crane had to be brought in to remove and replace the large transformer. The transformer was replaced and power was restored at the community center by 5:45pm that evening, but power was not restored to Bartlett Aquatic Center. ComEd discovered that the wires that feeds the down transformer to the transformer that feeds the outdoor pool was fried during this outage. There were currently several ComEd teams on-site addressing the issue with the supply to the BAC transformer to restore power to the outdoor pool. Ms. O'Brien reported that unfortunately we did not have a time of when that power would be restored. At the time, staff was working to get equipment back up and running and addressing issues caused by the outage. The HVAC system is back up and running but there were some issues that needed to be addressed such as blown fuses, which is making it a longer process. Staff will be working on getting pumps and filters back up and running at the indoor pool and will address the outdoor pool once power has been restored.

Swim team practice for the following morning has already been canceled with the hope that staff will have all morning to get things up and running and address any issues that may come up. Board members asked if day camps were affected by this outage and Ms. Dasbach reported that, thanks to cooler weather and pre-planned activities that day, camps were not affected. The community center still had water and emergency lighting which made it possible to keep the campers there. The power was restored before any evening programs were affected as well. Ms. O'Brien was asked if the age of this transformer is something that ComEd should have been aware of and she reported that she was not aware of any inspections or routine maintenance performed by ComEd on the transformers. Mr. Lewis asked who was responsible for the replacement of the transformer and any damages caused by the outage. Ms. Fletcher confirmed that ComEd was responsible for replacement of the transformer, but any damages other than ComEd equipment would be the District's responsibility or be reported to insurance. At the time, there were no major damages found.

Ms. Palmer also wanted to add her thanks to the team from the Parks and Planning department who went and assisted the Woodridge Park District after last month's tornado. Several area Park Districts sent staff and equipment to the Woodridge area to help clear downed trees and debris from the District's land. Ms. Palmer expressed she is very proud of our staff.

### **Recreation Committee, Ms. Fagan, Chairperson**

#### **Autumn Program Guide Delivery**

Ms. Fagan reviewed the 2021 Autumn Program Guide which is scheduled to be delivered the week of July 12<sup>th</sup>. Registration will begin July 14<sup>th</sup> for residents followed by regular registration on July 28<sup>th</sup>. The program will include programs and events for September thru December, FY 2020-21 Spotlight, and Thank You page listing all of the 2020-21 volunteers.

### **Special Facilities Committee, Ms. Kasuba, Chairperson**

#### **Apple Orchard Golf Course Updates**

Ms. Kasuba shared an update on Apple Orchard Golf Course for the 2021 season so far. Compared to this time in 2020, Apple Orchard has seen an increase of about 800 rounds of golf. Staff is also pleased with the turnout for the Junior Golf League which host 85 boys and girls, ages 9 to 15 years old, every Wednesday through August 4<sup>th</sup>. There has also been a larger turnout for the Youth and Adult golf lessons at St. Andrews Golf Course which Apple Orchard partners with.

Ms. Kasuba also shared that the Bartlett Aquatic Center lifeguard staff was audited for the second time this season and once again received an "Exceeds" evaluation.

### **Villa Olivia Committee, Mr. Eckelberry Chairperson**

#### **Golf Carts**

Mr. Eckelberry stated that as part of this year's capital budget, Villa Olivia allocated funds to purchase new golf carts. New carts have not been purchased for Villa Olivia golf course since 2017. Mr. Eckelberry also shared that there is a supply issue with golf carts this year and the new carts will be ordered for delivery next spring. Staff is requesting approval to purchase 10 Yamaha Drive 2 AFI carts at a cost of \$48,750 through Harris Golf Cars, who are part of the Sourcewell cooperative purchasing program. Mr. Lewis motioned to approve this purchase, seconded by Ms. Palmer. **Motion carried.**

#### **Triplex Mower**

Mr. Eckelberry continued with another budgeted purchase request for Villa Olivia golf course. There have been some complaints received from golfers regarding the tee boxes not being in good shape. Because of this, staff has budgeted to replace the 18 year old tee mower that is no longer working. Staff is recommending the purchase of the John Deere 2400 Triplex Mower for \$31,995 from JW Turf, who is also part of the Sourcewell cooperative purchasing program. Ms. Stocks motioned to approve this purchase, seconded by Mr. Lewis. **Motion carried.**

**Personnel Committee, Mr. Eckelberry Chairperson**

No Report

**Community Relations and Legislative Issues Committee, Ms. Palmer, Chairperson**

No Report

**Old Business**

Mr. Lewis thanked all of the Park District staff for their hard work putting together the 4<sup>th</sup> of July Festival. The 4<sup>th</sup> of July Committee was very happy with what was achieved in a short amount of time.

**New Business**

None

**Resident Comments**

None

**Adjournment**

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Mr. Eckelberry made a motion, and Ms. Stocks seconded. **Motion Passed at 7:57 PM.**

Minutes Approved by the Board on July 27, 2021.

By: Rita K. Fletcher

Rita Fletcher, Board Secretary