

# **BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, JULY 27, 2021**

## **Call to Order**

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

## **Roll Call**

Executive Director Fletcher called for roll. Commissioners answering present were: Lori A. Palmer, Diana Gunsteen, Theodore J. Lewis, Susan Stocks, Dale Ann Kasuba, and Jody Fagan. Commissioner Stephen Eckelberry 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; Superintendent of Business Services, Eric Leninger; Superintendent of Villa Olivia, Mike Toohey; and Executive Assistant, Maureen Regan.

## **Pledge of Allegiance**

President Palmer led the Pledge of Allegiance.

## **Approval of Minutes**

Ms. Palmer moved to approve the minutes for the June 22<sup>nd</sup>, 2021 Board Meeting, and the July 13<sup>th</sup>, 2021 Committee Workshop Meeting. Mr. Lewis made a motion, and Ms. Gunsteen seconded. **Motion Carried.**

## **Residents Comment**

None

## **Monthly Treasurer's Report, Mr. Lewis, Chairperson**

Mr. Lewis moved to approve the Monthly Treasurer's Report for May 2021. Mr. Lewis made a motion, and Ms. Stocks seconded. **Motion Carried.**

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

No Business

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

### **Crown Community Development**

Ms. Gunsteen shared an update with the board including two changes to the proposal from Crown Community Development. The first change is the allotted time for the Village of Bartlett to obtain the grant and permits needed from the Illinois Department of Transportation and other agencies. The Village feels this process will require them to work with several agencies and typically can be a very slow process. The Village of Bartlett is committed to building the underpass and staff feels that it is a reasonable request to increase the time frame from 3 years to 5 years. The second change to the proposal is plans to create off street parking for the west parcel of land. The Village of Bartlett has agreed to work with the Park District to create parallel

parking space, similar to those are Bartlett Park. The exact number of parking space is unknown at this point, but the District would be responsible for maintaining these spots once they are completed. Ms. Kasuba had some clarification questions in regards to the location of the underpass and parking spacing. Ms. Fletcher confirmed the underpass would be north of the Route 59 and West Bartlett Road intersections near the current railroad tracks, while the off street parking spaces would be near the west parcel of land that is being offered to the District to accommodate parking at a future park on that parcel. There being no further discussion, Ms. Gunsteen moved to approve of this proposal and have District lawyers work with Developers on an agreement for the property. Mr. Lewis seconded the motion. **Motion carried.**

### **Resolution 21-05 OSLAD Grant**

Ms. Gunsteen stated the District is requesting approval to apply for the Illinois Department of Natural Resources' Open Space Lands Acquisition and Development Grant (OSLAD). The District has hired Upland Design to work on this year's application and Apple Orchard Community Park as the area of focus. The top three areas that need attention are the skate park, the playground, and the bike path that goes around the park. The skate park has not been updated since its opening 20 years ago and staff would like to look into lighting. The playground is 21 years old and needs updating. The bike path around AOCF needs improvements as well as updates to some ADA access points. There will be a public input meeting held on August 12<sup>th</sup> and plans will be presented at the August board meeting. Ms. Gunsteen asked if the district has applied for a grant for Apple Orchard Community Park that was turned down. Ms. Fletcher confirmed that the application she is thinking of was for Apple Orchard West and was turned down because of issues regarding overhead power lines. Ms. Gunsteen also asked if there are currently lights at the Skate Park. Ms. Fletcher responded that there are no lights at the Skate Park and the idea for adding lights actually came from a request from a Bartlett resident. This Bartlett resident not only still uses the skate park but enjoys taking his son after work, but often doesn't have time before the sun goes down. Ms. Fletcher met this resident while visiting the skate park and getting feedback about needed improvements from other residents using the skate park and noted she is looking forward to the public input meeting. Ms. Kasuba added that the bike path improvements were needed in that area and Ms. Fletcher added that some additional projects in consideration were adding more ADA paths. Ms. Palmer agreed with the areas being considered and noted it was a good big picture project for grant consideration. Being no further discussion, Ms. Gunsteen motioned to approve of Resolution 21-05 OSALD Grant, seconded by Ms. Kasuba.

Roll Call Vote:

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

Nays: None

Absent: Eckelberry

Abstain: None

**Motion Passed and Approved**

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

Ms. Gunsteen presented the final action item of the night, the Wayne Grove Forest Preserve Trail Easement Agreement. This 25 year easement agreement will allow the District to continue to maintain the bike path on the west side on South Bartlett within the Wayne Grove Forest Preserve. Ms. Gunsteen motioned to approve Ordinance 21-07, seconded by Ms. Fagan.

Roll Call Vote:

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

Nays: None

Absent: Eckelberry

Abstain: None

**Motion Passed and Approved**

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

No Report

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

No Report

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

No Report

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

**Golf Carts**

Ms. Palmer reminded the board the Villa Olivia Committee is requesting approval to purchase 10 new golf carts as part of this year's capital plan. 10 Yamaha Drive 2 AFI golf carts would be purchase at a cost of \$48,750.00. Ms. Gunsteen asked how many golf carts the course currently has and what the average amount of golf carts were. Ms. Fletcher stated the course currently has about 40 golf carts but should be operating with 60 to 70 golf carts. Ms. Gunsteen asked if the amount of golf carts were affecting golfers and if some were being turned away. Ms. Fletcher informed the Board that tee times for golf are specifically spaced out further because of the lack of golf carts the course currently has. With the additional golf carts, Villa Olivia would be able to offer more team times. Ms. Fagan asked if business demands of the golf course supported the purchase of these new golf carts. Ms. Fletcher reported that Villa Olivia is continuing to see an increase in rounds of golf even from last year. Ms. Fletcher also noted that Villa Olivia has not purchased new golf carts in 2017 and there have been complaints from golfers recently. There being no further discussion, Ms. Palmer motion to approve the purchase of 10 new golf carts, seconded by Ms. Stocks. **Motion carried.**

**Triplex Mower**

Ms. Palmer continued with another action item for the Villa Olivia Committee. The 18 year old tee mower for Villa Olivia is no longer working has been budgeted to be replaced this year. Committee is requesting approval to purchase a John Deere 2400 Triplex Mower for \$31,995 from JW Turf. Ms. Palmer made a motion to approve of this purchase, seconded by Ms. Stocks. **Motion carried.**

**Personnel Committee, Mr. Eckelberry, Chairperson**

No Report

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

No Report

## **Executive Director's Report, Ms. Fletcher**

### **Bill List**

Ms. Fletcher recommended approval of the July Bill List. Ms. Gunsteen moved to approve the Bill List as presented, and Ms. Kasuba seconded. **Motion Passed.**

### **Ski Hill Lighting**

Ms. Fletcher explained to the board that at the end of last season one of the light poles on the ski hill broke and fell. This is a wood pole and the cause of the break was due to the age of the wood. There are a number of other light poles on the ski hill that staff feels should also be replaced do to their age and condition. Ms. Fletcher shared that the district is currently working with a company to create a replacement plan for the ski hilling lighting and will be looking into LED options. Information will be shared with the board at a future meeting. Ms. Gunsteen asked if only the broken light pole was going to be replaced or if all of the light poles would be replaced. Ms. Fletcher responded that all of the light poles are in similar condition as the one that fell and all need to be replaced in due time.

## **Superintendent of Recreation Report, Ms. Dasbach**

### **School District U-46 Facility Usage Update**

Ms. Dasbach brought some concerning news to the board's attention. The school district of U-46 has denied the Park District's request for gym usage for the coming school year. Ms. Dasbach explained that the school gyms are used for many programs, such as house and travel basketball practices, and without the ability to use these gyms there would need to be changes made to the programs offered as well as limited rentals of any Park District gym space. This would also affect the before and after school program that is offered at Centennial School, which already has 11 to 17 participants signed up for and should be starting in just a few weeks. Ms. Dasbach shared that the school district is treating the request like an outside/external rental but reminded the board of the two intergovernmental agreements (IGA) that the park district has with the school district. One is for the use of Centennial Elementary School and one for the use of Sycamore Trails and Prairieview Elementary Schools. The IGAs allow for Park District use of the gyms in these schools in exchange for lawn maintenance, use of Park District owned parks, and a financial and land donation that was made to create the Centennial School gym. Since the beginning of the pandemic in March of 2020, the park district has not used the school gyms, but has still continued with lawn maintenance at each school. The school district is stating that due to the COVID restrictions in schools, they are not allowing any outside groups to use their gyms. When Ms. Dasbach reminded the school district of the IGAs, they said they would re-look at the requests and get back to us. Ms. Dasbach asked the board for their input in how the district should proceed with this issue. Ms. Gunsteen stated that she was aware of the new guidelines that did not allow for outside rentals in district schools, but believed that because of the IGA we should not be considered an outside group rental. Ms. Fagan added her concern that this will have a huge impact on not just the park district's programs but area organizations who rent gym space in the winter time. Ms. Kasuba stressed the importance of the before and after school programs and the parents who are already signed up and depending on it. Ms. Kasuba also added that Centennial offers their own before and after school program but it is run by an outside organization and wondered if that program was going to be available. Ms. Dasbach confirmed that the other organization that runs before and after school program at Centennial has been given authorization to be in the school and run their program this school year. Mr. Lewis asked if lawn care maintenance has paused at all throughout the pandemic. Ms. O'Brien stated the Parks department has continued to mow lawns for the schools and Mr. Lewis suggested the school district be charged for that lawn maintenance. Ms. Palmer asked if

lawyers have been involved with this yet. Ms. Fletcher responded that lawyers had not yet been involved and staff wanted the Board's input before moving in that direction. Ms. Palmer agreed that the loss of this space will have a huge impact on many programs within the community and advised staff to continue to elevate this issue.

### **Superintendent of Parks and Planning Report, Ms. O'Brien**

#### **Staffing Update**

Ms. O'Brien offered the Board an update on the staffing situation in Parks and Planning department. The parks department is still struggling with finding and filling full-time and part-time positions and currently has 2 full-time positions open and 50% of seasonal positions open. The seasonal positions include custodians, park maintenance, golf course, and facility maintenance. Staff is working hard trying to stay on top of daily maintenance tasks such as mowing, wedding, garbage removal, ballfield maintenance, and maintaining pools and splash pads, and staff is working longer days and coming in on weekends when needed. Ms. O'Brien added that in the coming weeks their seasonal staff levels will drop to about 25% as many seasonal staff are college students who will be leaving. Ms. Palmer asked Ms. O'Brien to thank her team from the Board for all of their hard work.

### **Superintendent of Special Facilities, Ms. Heathcote**

#### **Scheduling/Rental Update**

Ms. Heathcote reported on rental facilities in the first 3 months of the fiscal year. In comparing to 2019 rentals, many areas are seeing an increase in rentals including the Oak Room, Log Cabin, and Shelters. Party Place, Oak Room Bar, tournament rentals, and General Community Center room rentals have not rebounded from the pandemic as well, but staff believes the increase in shelter rentals has potential to offset the decline in Party Place rentals. Staff is also pleased with the interest in new rentals and are working towards hitting target budget for 2021-2022.

### **Superintendent of Business Services, Mr. Leninger**

#### **Cash Audits and Cash Handling**

Mr. Leninger explained the cash handling procedures and training that is required for all staff that handles cash at various facilities. Part of the cash handling procedures is random cash audits that are performed 6 times a year. This summer saw a lot of new staff at the Park District and Mr. Leninger was happy to report that there have been no discrepancies reported from randomized cash audits.

### **Superintendent of Villa Olivia, Mr. Toohey**

#### **Villa Olivia Event Update**

Mr. Toohey was pleased to report that Villa Olivia events are picking up after the COVID-19 shutdown. From May to September in 2019, 93 events were hosted at Villa Olivia. In May to September of this year, 84 events have been hosted so far. There has also been an increase in end of the year bookings and because of the increased business, a part-time Banquet Sales Assistant has been hired.

### **Old Business**

None

**New Business**

Mr. Lewis wanted to take a moment to thank Ms. O'Brien, Ms. Fletcher, and the Parks & Planning department for the assistance they gave to Woodridge Park District after the tornado last month. Ms. Lewis added that being so short staffed ourselves and still sending our team and equipment to help them was wonderful.

**Adjournment**

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Mr. Lewis made a motion, and Ms. Stocks seconded. **Motion Passed at 8:06 PM.**

Minutes Approved by the Board on August 24, 2021.

By: Rita K. Fletcher  
Rita Fletcher, Board Secretary