

# BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, AUGUST 10, 2021

## Call to Order

President Palmer called the meeting to order at 7:33 PM.

## Roll Call

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

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

No Report

## Planning Committee, Ms. Gunsteen, Chairperson Facility Assessment

Ms. Gunsteen shared as part of the strategic planning process, finances were allocated to hire an outside firm to complete a facility condition assessment of all the buildings of the Bartlett Park District. The assessment will help the District prioritize the Capital Replacement Plan for things such as HVAC units, roofs, windows, and parking lots. After meeting with several companies, staff is requesting committee approval to hire FQC in the amount of \$22,500. Mr. Lewis motioned to approve the facility assessment and Mr. Eckelberry second the motion. Ms. Gunsteen asked if this was something that required going to bid and Ms. Fletcher responded that it was not do to this being professional services. **Motion carried.**

## Building and Grounds Committee, Ms. Stocks Chairperson Ancient Oaks Basketball Court

Ms. Stocks stated the first action item for the Building and Grounds Committee was for the basketball court at Ancient Oaks Park. As part of the capital improvement plan, the basketball court is due to be replaced. The project consists of removing and replacing 2,500 square feet of asphalt, applying 4 coats of paint with lines, and removing and installing new basketball posts and backboards. Staff obtained two quotes and is recommending U.S. Tennis Court to complete the project for the amount of \$21,200. Ms. Eckelberry motioned to approve this project, seconded by Ms. Kasuba. **Motion carried.**

## BCC- Fitness Studio Floor Refinishing

Ms. Stocks continued that the Fitness Studio at the Bartlett Community Center is due for floor refinishing. As a part of the routine maintenance schedule, approximately 3,000 square feet of flooring will be sanded and sealed as well as repairs made to an area where ballet bars were removed. Staff obtained two quotes and are recommending Floors Incorporated to complete the project for the amount of \$15,830. Ms. Lewis motioned to approve Floors incorporated to complete the project, seconded by Ms. Eckelberry. **Motion carried.**

### **Bartlett Community Center- Service Driveway Improvements & Administration Building Parking Lot Sealcoat & Stripe**

Ms. Stocks concluded the final action item is the service driveway improvements and sealcoating at the Bartlett Community Center and Administration building. As part of the capital improvement plan, the service drive in front of Bartlett Aquatic Center, which is approximately 12,876 square feet, needs to be removed and replaced. At the Administration building, approximately 36,503 square feet of asphalt will be filled, seal coated, and stripped. A&A Paving is able to offer the park district competitive pricing through The Interlocal Purchasing System Program and has quoted to complete both projects for \$34,415.36. Mr. Lewis motioned to hire A&A Paving to complete both projects for a total of \$34,415.36. Mr. Eckelberry seconded the motion. Ms. Palmer asked why only the service road and not the circle drive of the Bartlett Aquatic Center was to be replaced. Ms. O'Brien responded that the circle drive did not need replacing at this time and would save the district money to exclude it. There being no further discussion, Mr. Lewis took a voice vote. **Motion carried.**

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

#### **Scooter & Bicycle Racks**

Ms. Palmer informed the Board there is a new scooter rack outside of the community center. Over the last few months there has been a high volume of people bringing their scooters and bicycles into the community center. They are normally left in the vestibule which creates a possible trip hazard. Signs have been posted informing guests of the location of the bicycle rack and new scooter rack located at the south entrance. Special thanks to Martin Mancera in the parks department for the design and construction of the new scooter rack. Ms. Gunsteen asked if there is now a bike rack as well. Ms. O'Brien responded that there has been a bike rack outside the community center for some time, but it is located a bit further away from the south entrance past the Preschool entrance, but the scooter rack is brand new. Ms. Palmer asked if the scooter rack is being used and Ms. O'Brien stated it is being used and they are seeing less issues in the vestibules.

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

#### **Cyclocross Request**

Ms. Kasuba reported a request from Athletes By Design (ABD) Cycling Club to use Sunrise Park for their annual Cyclocross Bicycle Race on October 23<sup>rd</sup> & 24<sup>th</sup>. Approximately 400 people are expected to attend the event and they are requesting approval for food vendors, as they have in previous years. ABD will be responsible for making arrangements for parking at Sycamore Trails Elementary School, portable toilets, food permits and coordinating with the police regarding street parking. Approval would be contingent on ABD obtaining all approvals, permits and a certificate of insurance. Ms. Gunsteen asked where the food vendors will be. Ms. Dasbach responded that they are typically lined up on the bike path near the park. Ms. Gunsteen expressed concern about being allowed to park at Sycamore Trails Elementary School and Ms. Fletcher shared they would be following up with the school. Ms. Eckelberry made a motion to approve the request for the Cyclocross event, seconded by Ms. Stocks. **Motion carried.**

### **Bartlett Aquatic Center Late Season Hours**

Ms. Kasuba updated the board on the late season hours for BAC that will begin the following week on August 16<sup>th</sup>. The pool will be closed Monday, Tuesday, and Wednesday, open from 4:30pm to 7pm on Thursday and Friday, and open from 11am to 7pm on Saturday and Sunday. The last day the pool will be open this season is Monday September 6<sup>th</sup>, Labor Day.

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

#### **Utility Vehicle- Ski Operations**

Mr. Eckelberry indicated the Villa Olivia Committee is requesting approval to purchase a new utility vehicle that will be used during the ski season. Money was allocated in this year's capital plan for this vehicle which will allow staff to get up and down the ski hill easier and is heavy enough to be used to pull the ski guns into place instead of using the snow groomer. As part of the Sourcewell

Cooperative purchasing program, staff is requesting committee approval to purchase a Kubota RTV-X1100C from Burriss Equipment for the price of \$19,335.55. Mr. Lewis made a motion to approve this purchase, seconded by Ms. Stocks. **Motion carried.**

**Personnel Committee, Mr. Eckelberry Chairperson**  
**Pre-Employment Out of State Background Checks**

Mr. Eckelberry highlighted the new background check the District will be using for perspective employees who have lived outside the state of Illinois within the last year 7 years. Background checks are completed for all perspective employees through the Illinois State Police, but is specific to the State of Illinois records. Per Illinois law, a Park District is prohibited from knowingly employing an individual who has been convicted of certain offenses within seven years of the date of application. Protect Youth Sports will be used to conduct background checks on perspective employees who have resided outside the State of Illinois at any point within 7 years of their application and will be an added safety measure to ensure the security of District patrons and employees.

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

No Report

**Old Business**

Ms. Palmer asked about the issue with school district U-46 and gym usage. Ms. Fletcher reported that Ms. Dasbach and her staff has done a great job staying on top of this issue and continuing communication with U-46 to get this resolved. Ms. Dasbach shared that the District has received approval for Before and After School Recreation at Centennial Elementary School and is currently working on the schedule for basketball practices at all schools, Centennial, Sycamore Trails, and Prairieview. The Board members shared how pleased they were to hear this. Ms. Gunsteen and Ms. Kasuba both shared how they and other parents they know have benefited greatly from the Park District after school program specifically because of the relationship with NWSRA and the ability to offer additional assistance to children who need it. Ms. Fletcher also shared that the district has a good relationship with the principal of Centennial Elementary and they also helped ensure the District could resume their before and after school program. The Board was pleased with the resolution to this issue.

**New Business**

None

**Resident Comments**

None

**Closed Session**

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(C)(11) of the Open Meetings Act, for the discussion of pending or imminent litigation. Mr. Eckelberry made a motion, Ms. Gunsteen seconded, **Motion Carried**

Ms. Palmer asked for a roll call vote to adjourn into Closed Session

Roll Call Vote:

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

Nays: None

Absent: Fagan

Abstain: None

**Motion Carried at 7:56pm**

**Reconvening of Board Meeting**

Ms. Palmer called the meeting back to order at 8:15pm and called for roll. Commissioners answering present were: Lori A. Palmer, Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Susan Stocks, and Dale Ann Kasuba. Staff members present were: Executive Director, Rita Fletcher and Executive Assistant, Maureen Regan

**Action Resulting from Closed Session**

President Palmer stated that the Board came to the consensus that the District attorney should continue pursuing a settlement agreement. **Motion carried.**

**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 8:16 PM.**

Minutes Approved by the Board on August 24, 2021.

By: Rita K. Fletcher

Rita Fletcher, Board Secretary