

# **BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, AUGUST 24, 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, and Jody Fagan. Commissioners Stephen Eckelberry and Dale Ann Kasuba were 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 July 27, 2021 Board Meeting, and the August 10, 2021 Committee Workshop Meeting. Mr. Lewis made a motion, and Ms. Stocks seconded. **Motion Carried.**

## **Residents Comment**

None

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

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

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

No Business

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

### **Facility Assessment**

Ms. Gunsteen reminded the Board as part of the strategic planning process we need to hire an outside firm to complete a facility condition assessment for all the buildings of the Bartlett Park District. This assessment will then help determine which items are a priority for the Capital Replacement Plan going forward. Committee is requesting approval to hire FQC in the amount of \$22,500 to complete this assessment. Ms. Gunsteen moved to approve the facility assessment, and Ms. Fagan seconded the motion. **Motion carried.**

### **Apple Orchard Community Park**

Ms. Gunsteen informed the Board there was a community input meeting on Thursday, August 12<sup>th</sup> regarding the improvement plans for Apple Orchard Community Park and asked Ms. Fletcher to share more on the meeting. Ms. Palmer was also at the meeting and Ms. Fletcher commended her for recruiting several young men who were at the Skate Park to come and give their input. Ms. Fletcher reviewed some of the specific of the project included ADA access for AO2 softball field as well as the bike path and other ADA accesses around the park and part of O'Brien woods. Also part of the plan are the addition of Nature Learning Pods and play climber near the entrance into O'Brien Woods. Ms. Palmer asked Ms. Fletcher to explain to the Board what is needed for this type of grant. Ms. Fletcher explained that to qualify, they would need a project that includes 5 different elements. The plan for Apple Orchard Community Park would include updates to the playground, Skate Park, bike path, nature learning pods, and ADA access camp site. Ms. Gunsteen asked if the Skate Park would be completely redone. Ms. Fletcher explained that some of the elements would remain and there would be several updates. The young gentlemen that Ms. Palmer recruited were very helpful in reviewing the different designs presented by Upland Designs. They gave a lot of feedback on which elements of the Skate Park they were interested in and which layout that liked best. They also requested that the fence around the Skate Park be removed. Ms. Fletcher explained that the intention for the fence was to keep out bicycles and scooters, but the young men shared that they did not mind bikers or scooters in the park and that most were able to climb the fence anyways. The young men seemed excited to share their opinions and tell the designers exactly what they wanted in the park. Mr. Lewis asked if the bike path discussed would be new and Ms. Fletcher confirmed the bike path is existing but needs updating. Ms. Fagan asked if the ADA path into O'Brien woods would be new. Ms. Fletcher explained that the path into O'Brien woods is existing but would be updated to allow for ADA access to the camping area. Ms. Gunsteen asked if camping was allowed in O'Brien Woods. Ms. Dasbach shared that camping is allowed with a permit and is most utilized by scout troops. Ms. Fletcher continued that the overall cost of the project is estimated to be \$845,100 and the grant, if awarded, would be for \$400,000. The district would be responsible for covering the remaining cost. The due date for the grant application is September 1<sup>st</sup>. Ms. Fletcher explained that the Board did not need to make all decisions, such as specific playground equipment, but needed to voice any concerns about the elements to be included in the plans to be submitted. With discussion concluded, Ms. Fletcher informed the Board the first cuts in the grant process would be announced in late fall.

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

#### **Ancient Oaks Basketball Court**

Ms. Stocks reminded the board of the plans to remove and replace the basketball court at Ancient Oaks Park and the committee is recommending approval to hire U.S. Tennis Court for the amount of \$21,200. Ms. Stocks motioned to approve, seconded by Ms. Gunsteen. **Motion passed.**

#### **BCC Fitness Studio Floor Refinishing**

Ms. Stocks continued that the seconded action item previously discussed at the August committee meeting is the floor refinishing of the Bartlett Community Center fitness studio. The committee is requesting approval to hire Floors Incorporated for the amount of \$15,830 to repair and refinish the floor in the fitness studio. Ms. Stocks motioned to approve, seconded by Ms. Gunsteen. **Motion passed.**

## **BCC service Driveway Improvements & Administration Building Parking Lot Sealcoat & Stripe**

Ms. Stocks concluded with the final action item for the Building and Grounds Committee, the Bartlett Community Center service driveway improvements and Administration Building parking lot sealcoat and stripe. The committee is requesting approval to hire A&A Paving for the amount of \$34,415.36 to complete both projects. A&A Paving is able to offer the park district competitive pricing through The Interlocal Purchasing System Program (TIPS). Ms. Stocks made a motion to approve, seconded by Ms. Gunsteen. **Motion Passed.**

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

No Report

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

Ms. Palmer presented the request from the Athletes By Design (ABD) Cycling Club to use Sunrise Park for their annual Cyclocross Bicycle Race on October 23<sup>rd</sup> and 24<sup>th</sup>. Approval is contingent on ABD obtaining all approvals, permits, and a certificate of insurance. Ms. Palmer motioned to approve the request, seconded by Ms. Gunsteen. **Motion Passed.**

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

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

Ms. Palmer reminded the Board capital plan funds were allocated to purchase a new utility vehicle that will be used during the ski season. The Villa Olivia committee is recommending approval to purchase a Kubota RTV-X1100C from Burris Equipment for the price of \$19,335.55. This item is part of Sourcewell Cooperative purchasing program. Ms. Palmer motioned to approve this purchase, seconded by Ms. Stocks. **Motion Passed.**

### **Ski Hill Lighting**

Ms. Palmer reviewed the request to approve replacement lighting for the ski hill. This past spring one of the light poles broke in half and will need to be replaced. Funds were allocated in this year's capital budget plan to begin to replace lighting on the ski hill. Musco Lighting has created a lighting plan and diagram that will enhance the ski hill lighting with LED lighting and replace the existing poles. Staff is requesting that we replace two current poles that are approximately 35 feet in height with two 50 foot poles. The lead time to get the light and poles manufactured and installed is 8 to 12 weeks. Due to the timing staff is requesting Board approval to hire Musco Lighting for this project at a cost of \$51,600. This project is part of Sourcewell cooperative purchasing. Ms. Fagan asked if this is a safety issues and Ms. Fletcher confirmed that it is and replacing the lights with LED would also be a cost saving measure. Ms. Gunsteen asked which two light poles are to be replaced this year. Ms. Toohey confirmed P4 & P5 were the two to be replaced which are the ones closest to the chair lift. Ms. Palmer motioned to approve the replacement of the two light poles, seconded by Mr. Lewis. **Motion Passed.**

### **Pisten Bully Repairs**

Ms. Palmer informed the Board, every couple of years the two snow groomers are sent to Minnesota for repairs as they are specialized equipment and it's the only Pisten Bully repair shop in the Midwest. The Pisten Bully 200 did not work part of the season and staff had to rely on the Piston Bully 300 for everything. These machines are both over 20 years old and need a number of repairs that are costly. Staff is requesting approval to have Kassboher All-Terrain Vehicles repair both Pisten Bullies for the price of \$34,554.75. Ms. Palmer added that these are

important to the ski season at Villa Olivia and repairs to these machines are still cheaper than the cost of replacing them. Ms. Palmer motion to approve these repairs, seconded by Mr. Lewis. **Motion Passed.**

#### **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 August Bill List. Mr. Lewis moved to approve the Bill List as presented, and Ms. Fagan seconded. **Motion Passed.**

##### **IPRA/IAPD Accreditation Review**

Ms. Fletcher shared that in 2022 the Bartlett Park District will once again be going through the IPRA/IAPD Joint Distinguished Park & Recreation Accreditation Review. This process happens every six years and the district is reviewed on all aspects of our operation including general management, finance, facilities, parks and recreation. Over the next ten months, the Board will be involved in reviewing all policies. Ms. Fletcher added this is a great process to ensure we are keeping updated.

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

##### **Harvest Craft and Vendor Fair**

Ms. Dasbach stated the inaugural Harvest Craft and Vendor Fair is scheduled for Friday, August 27<sup>th</sup> and Saturday August 28<sup>th</sup> at the Bartlett Community Center. Currently there are a variety of 82 vendors signed up to take part. The Auxiliary to Bartlett VFW will have a booth selling luminary bags to be used at Bartlett Veterans Memorial on September 11, 2021. Ms. Dasbach is pleased with the turnout of vendors this first year compared to the 120 vendors that have been a part of the Christmas shopping blitz.

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

##### **Bartlett Park Storm Damage**

Ms. O'Brien detailed the storm damaged that took place at Bartlett Park on August 10<sup>th</sup>. Several trees were damaged during the storm and staff had to remove an entire Ash tree and a mature large Shagbark Hickory tree. Several Oak trees lost large branches as well. Staff did a great job quickly clearing the debris from the park and will monitor the condition of the current trees to determine if any of the trees will need to be removed. Ms. O'Brien believes at least one tree will need to come down and they will continue to monitor the others. Ms. Gunsteen asked how often we replace trees. Ms. O'Brien shared that they try to plant two new trees whenever they need to remove one but Bartlett Park is actually a bit over crowded due to the popularity of memorial trees being planted there.

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

##### **LIFECENTER Membership Update**

Ms. Heathcote updated the Board on LIFECENTER Memberships since the beginning of the COVID-19 pandemic. Prior to March 2020, there were 2318 membership and current memberships are 1325. There has been an increase of 137 memberships since May of 2021.

Ms. Heathcote shared the increase is promising since summer is traditionally the slowest time of the year for fitness memberships and have developed a marketing plan focused on bringing back those that cancelled in 2020/21. Capital Replacement Plans have also been put on hold, equipment replacements typically purchased in August were not made this year. Staff will continue to monitor memberships and consider replacement purchases later this year.

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

##### **Widespread Computing Vulnerability**

Mr. Leninger informed the Board that in late July, a routine vulnerability scan uncovered a security risk with the Apache Log4net file. The security risk affects every District desktop and laptop. The IT department efficiently identified and addressed the security risk in order to safeguard the District. Ms. Palmer thanked IT staff for finding this vulnerability.

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

##### **Villa Olivia Golf Rounds**

Mr. Toohey shared that Villa Olivia Golf Rounds are up this year. So far in 2021 there have been 8,568 rounds of golf from March 1<sup>st</sup> to August 16<sup>th</sup>. During the same time period in 2020 there were 7,398 rounds of golf and in 2019 there were 6,083 rounds of golf. This year's total rounds is up by 40% compared to 2019 and 16% from 2020. Staff is pleased with the continued increases.

#### **Old Business**

None

#### **New Business**

Mr. Lewis asked the Board members if they would be interested in sponsoring a hole for the Bartlett Parks Foundation Twilight Golf Outing in September. The Board members agreed.

Ms. Fletcher advised the Board that Cook County has issued an indoor face covering mandate and with Villa Olivia being part of Cook County, they will now be requiring face coverings inside.

#### **Adjournment**

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

Minutes Approved by the Board on September 28, 2021.

By: Rita K. Fletcher  
Rita Fletcher, Board Secretary