

# **BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, MARCH 22, 2022**

## **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.

Staff members present were: Executive Director, Rita Fletcher; Superintendent of Recreation, Kimberly Dasbach; Superintendent of Parks and Planning, Kelly O'Brien; Superintendent of Business Services, Eric Leninger; Superintendent of Villa Olivia, Mike Toohey and Executive Assistant. Maureen Regan

Guests: Lifeguards; Anna Creagan, Abby Joyce, Kale Rodgers, Shea Simo, and Michelle Kelly with Upland Designs

Commissioner Stephen Eckelberry arrived at 7:35pm

## **Pledge of Allegiance**

President Palmer led the Pledge of Allegiance.

## **Presentation**

Ms. Palmer asked Anna Creagan, Abby Joyce, Kale Rodgers, and She Simo to step forward. On February 6<sup>th</sup> the aquatic staff working at Splash Central were alerted that a patron in the racquetball court had collapsed and was needing assistance. The four lifeguards present, responded to the scene. Upon arrival staff assessed the scene and the patron and began giving multiple rounds of rescue breathing and then determined that CPR was needed. After multiple rounds of CPR, paramedics arrived on the scene and took over. Ms. Palmer continued that the patron has made a full recovery and both the Bartlett Fire District and Bartlett Police Department stated that our four staff members did an outstanding job and their handling of the situation helped save this gentleman's life.

Ms. Palmer commended the four lifeguards for their quick actions on February 6<sup>th</sup> and thanked them for their dedication to the community and the park district on behalf of the Bartlett Park District Board of Commissioners and staff. Ms. Fletcher additionally thanked the lifeguards involved as well as the other aquatics staff and family that came to show their support.

Anna Creagan, Abby Joyce, Kale Rodgers, and She Simo were all presented with certificates of recognition.

## **Approval of Minutes**

Ms. Palmer noted a change needed in the Committee Workshop Meeting minutes from March 8, 2022 in the Roll Call notes. Ms. Palmer moved to approve the minutes for the February 22, 2022 Board Meeting, and the March 8, 2022 Committee Workshop Meeting with the change noted. Mr. Lewis made a motion, and Ms. Stocks seconded. **Motion Passed.**

## Residents Comment

None

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

Mr. Lewis presented the Monthly Treasurer's Report for February 2022. Ms. Stocks motioned to approve the monthly treasurer report, Ms. Gunsteen seconded. **Motion Passed.**

## Finance Committee, Mr. Lewis, Chairperson

### **Purchase Orders Between \$5,000 and \$15,000**

Mr. Lewis reviewed the list of purchase orders between \$5,000 and \$15,000 from December 1, 2021 to February 28, 2022. Mr. Lewis made a motion to approve the bill list, seconded by Ms. Kasuba. **Motion Passed.**

## Planning Committee, Ms. Palmer, Chairperson

### **Camelot on Mayfair & Newport Park Projects**

Ms. Gunsteen shared the recommendation to hire Innovation Landscape for the amount of \$277,390.77 for Camelot on Mayfair and Newport Park improvement projects. The amount does not include the playground equipment. Ms. Gunsteen made a motion to hire Innovation Landscape, seconded by Mr. Eckelberry. **Motion Passed.**

## **Playground Equipment**

Ms. Gunsteen reiterated that the playground equipment cost is separate and based on the two plans selected by the board, the total cost for Camelot on Mayfair and Newport Park equipment is \$113,510.67. Ms. Gunsteen motioned to approve the purchase of the playground equipment from BCI Burke Company for \$113,510.67, seconded by Mr. Lewis. **Motion Passed.**

## **Sunrise & Sunset Master Planning**

Ms. Gunsteen asked Ms. Fletcher to introduce the guest from Upland Design. Ms. Fletcher introduced Michelle Kelly with Upland Designs who came to make a presentation on Sunrise & Sunset Park Master Planning. Ms. Kelly first presented aerial views of both parks and explained that because of the proximity of the two parks and the overall space, the master plan will consider both parks together. The current offerings of the park were reviewed and discussion on the popularity of the current offerings, such as the popular Frisbee golf course, as well as outside events that annually use the park such as cross country meets and cyclocross competitions. Ms. Kelly then shared a list of ideas for the park and specifically reviewed each in more details with pictures and asked for feedback from the Board.

Concerns about the pond were discussed and plans to address shore erosion were agreed to be an important part of the master plan. Parking at the park was another topic that the board felt needed to be addressed at the park. There were discussion of where additional parking could be added as well as which additions to the park that would require more parking than others. All board members agreed that the Frisbee golf course was very popular and needed to stay as well as needed to be considered when adding new elements.

Much discussion ensued about the different suggested options and what is most needed at the park. Many Board members liked the idea of adding a pump track to the park. It was discussed that pump tracks are not as available in the area and adding one would make the park a destination. Another popular suggestion was a picnic pavilion added near the playground area and a challenge course. Board members made several suggestions of ideas that would not work for this particular park and should be removed from the options. Ms. Fletcher appreciated the Board's input on the suggested options and noted there will be a community input meeting held at the park in April where the Boards ideas will be brought to the community for input. Staff

will be using this input and community input create a master plan for the parks that will be ready when applications for the OSLAD grant open up.

### **Villa Olivia Outdoor Space Designs**

Ms. Fletcher asked Ms. Kelly with Upland Designs to jump to her presentation of the design options for Villa Olivia outdoor space. Ms. Fletcher explained that the idea is to give golfers an outdoor space to sit after a round of golf to enjoy a beverage as well as a space that can be used as ceremony space for weddings. Ms. Kelly presented two options for new outdoor space at Villa Olivia and detailed the specifics of the patio options and different uses. Ms. Gunsteen asked if the new outdoor space could be used for more than just weddings and Ms. Fletcher responded that the initial idea was to be used for golfers and the space could be used for a variety of events. Ms. Fletcher added that more details on the plans for Villa Olivia would be covered in the Strategic Planning report presented later in the meeting.

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

#### **Schrade Gym Floor Renovation**

Ms. Stocks informed the Board that the BID for removal of the flooring in Schrade gym did not have any submissions. Staff will be working with the district attorneys on next step to get this project completed.

#### **Contract Mowing Service**

Ms. Stocks reminded the Board of the BIDs received for contract mowing services and the recommendation to hire Gilio Landscape Contractors for the amount of \$15,736 for a one season contract to provide weekly mowing and trimming services at 12 parks. Mr. Eckelberry motioned to approve hiring Gilio Landscape Contractors, seconded by Ms. Gunsteen. **Motion Passed.**

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

No Report

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

#### **Global Arts Festival**

Ms. Kasuba reported that Arts in Bartlett is making a comeback in 2022 and is requesting to use Apple Orchard Community Park fields 3 & 4 and Jim Jensen Pavilion for their Global Arts Festival. The festival would take place on June 11<sup>th</sup> and 12<sup>th</sup> with setup and tear down the day before and after. Mr. Eckelberry motioned to approve the request, seconded by Mr. Lewis. **Motion Passed.**

#### **Fall Festival & Pet Adoption Event**

Ms. Kasuba continued with another request from Arts in Bartlett for the use of Bartlett Park, the Log Cabin and Gazebo for their annual Pet Adoption event on Saturday September 10<sup>th</sup>. Ms. Gunsteen motioned to approve the request, seconded by Mr. Eckelberry. **Motion Passed.**

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

#### **Drendel Property Management Agreement**

Mr. Eckelberry stated Villa Olivia would like to enter into a new agreement with Drendel Property Management, who provides consultation, oversight and hands on involvement for our golf and ski maintenance operations. The agreement would be for 12 months from April 1, 2022 to March 31, 2023 for a total cost of \$37,500. Mr. Eckelberry motioned to approve of entering into a new agreement with Drendel Property Management, seconded by Ms. Kasuba. **Motion Passed.**

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

### **Full-Time Personnel Policy Manual**

Mr. Eckelberry reviewed the updated Full-Time Personnel Policy Manual and noted the changes made from the discussion at the Committee Workshop Meeting. Ms. Eckelberry motioned to approve the Full-Time Personnel Policy Manual, seconded by Ms. Kasuba. **Motion Passed.**

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

### **Board Policy Review**

Ms. Palmer presented the policies to be reviewed by the Board, Policy 5.42 – Economizing Resources, Policy 5.60 – Fundraising, and Policy 6.36 – Financial Assistance with changes suggested by staff. There was no discussion.

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

### **Bill List**

Ms. Fletcher recommended approval of the March Bill List. Mr. Eckelberry moved to approve the Bill List as presented, and Mr. Lewis seconded. **Motion Passed.**

### **Strategic Plan – Golf Operations Goal**

Ms. Fletcher shared the strategic goal staff has been working on, focusing on the goal to review the district’s 2020-21 golf analytics and find ways to sustain by providing additional amenities to bring and keep patrons at Villa Olivia and Apple Orchard Golf Courses. Apple Orchard golf course has several areas of improvement suggested including tree removal and replacements, clubhouse improvements, and pathway updates. For Villa Olivia, the committee also put together several suggestions for improvements. These improvements included cart path improvements, tree removal and replacements, a new outdoor area, and indoor golf simulators. The board discussed earlier the two design options for the new outdoor space that were presented by Upland Designs. The Board discussed the addition of golf simulators, which would take over the Ruby room and remove it from a rental option. Ms. Gunsteen asked if removing the Ruby room as a rental option would be a cost effective options and Ms. Fletcher informed the board that the Ruby room is currently rarely rented. It was added that the golf simulators would be a revenue generator as soon as they were installed and that Bartlett Hills Golf course has had success with their simulators. Many Board members were also interested in focusing on the new outdoor space that could be used by golfers as well as wedding ceremonies and other events.

### **Capital Projects List**

Ms. Fletcher presented the capital projects list for the fiscal year 2022-23. The capital projects list includes the community parks that are scheduled for playground updates and Ms. Fletcher noted that the OSLAD grant that was applied for last fall for the Apple Orchard Community Park, would not be making a decision until next winter. Ms. Fletcher asked the board if there was anything they would like to see added to the list or feel is missing and there were no additions noted.

### **2022-23 Goals & Objectives**

The final items Ms. Fletcher reported was the goals & objectives for the fiscal year 2022-2023. These goals & objectives will be worked towards through the coming year.

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

### **Preschool Family Spring Fling & Open House**

Ms. Dasbach shared information on the upcoming Preschool Family Spring Fling & Open House taking place on April 8<sup>th</sup> at noon. The event will begin with a music show from Miss Jamie's Farm in the gym. Families can then tour Preschool classrooms and talk to staff about our program.

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

### **Strategic Planning – Synthetic Field Report**

Ms. O'Brien detailed the strategic planning report on synthetic fields. Staff listed pros and cons for changing several sports field to a synthetic turf. Among the things considered were utility of the field, available lighting, current programs or events using the field, and potential rental revenue of the field. Staff determined that the best option for installing a synthetic field would be the multiuse field located at Koehler field. The field is currently used for football, soccer, cricket, cheer, lacrosse, ultimate Frisbee, and field hockey. Board members discussed this option as well as other lighted fields within the district and the potential to add additional synthetic fields after the first one. Fields #8 & #9 located north of the community center were discussed as options because of the potential to have one field and then add another field at a later date. A concern was brought up that if synthetic fields were installed the fields could no longer be used for the annual 4<sup>th</sup> of July fireworks because of the damage it would cause to the fields.

Ms. O'Brien presented the cost for installing a synthetic field, maintenance equipment needed to maintain the field, and life expectancy of the field. The approximate cost for the multiuse field at Koehler field is \$1.1 million and the life expectancy is 8 to 12 years. The board discussed the cost of the field and the life expectancy as well as the benefits to local programs and teams in having a synthetic field to use. The high cost is a big concern as well as the \$500,000 cost to resurface the field in 8 to 12 years, but the board members agreed that a synthetic field is something that would benefit the district. The Board will continue to consider options for a synthetic field and potentially two fields next to each other.

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

### **Strategic Planning - Technology**

Mr. Leninger reported to the board the Technology strategic plan to explore district-wide technology opportunities to enhance how the district operates, serves, registers, programs, and maintains our facilities and parks with the goal of increased operational efficiency. The areas that were explored were use of scheduling applications by employees, point of sale software and access terminals, financial software and human resources information system, and employee workforce software. The committee feels that focusing on these areas would be most beneficial to the district. Recommended improvements were made for each area and specific programs and pricing suggested.

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

### **Staff Updates**

Mr. Toohey updated the board on staff changes at Villa Olivia. Executive Chef, Roselo Zepeda will be retiring next week and staff will be conducting interviews to fill this position. Chef Zepeda will be missed and his many year of service to the district is appreciated. Staff is also working on filling the position of Food and Beverage manager and full time grounds staff.

### **Old Business**

None

### **New Business**

None

**Adjournment**

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Ms. Gunsteen made a motion, and Mr. Eckelberry seconded. **Motion Passed at 9:56 PM.**

Minutes Approved by the Board on April 26, 2022.

By: *Rita K. Fletcher*  
Rita Fletcher, Board Secretary