

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, SEPTEMBER 13, 2022

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 Parks and Planning, Kelly O'Brien; Superintendent of Business Services, Eric Leninger; Superintendent of Special Facilities, Katie Mix and Executive Assistant, Maureen Regan.

Pledge of Allegiance

President Palmer led the Pledge of Allegiance.

Finance Committee, Mr. Lewis Chairperson

Resolution 22-05 NWSRA Assessment

Mr. Lewis introduced the NWSRA Assessment for the calendar year of 2023. Mr. Lewis noted that the assessment was the same amount that was paid in 2022, a total of \$237,521.67. Finance committee recommended the approval of Resolution 22-05. Mr. Eckelberry made a motion to approve, seconded by Ms. Gunsteen. **Motion carried.**

Purchase Orders Between \$6,000 and \$20,000

Mr. Lewis presented the purchase orders between \$6,000 and \$20,000 for the time period of June 1, 2022 through August 31, 2022. Ms. Gunsteen motioned to approve, seconded by Mr. Eckelberry. **Motion carried.**

Planning Committee, Ms. Gunsteen, Chairperson

Schrade Gym

Ms. Gunsteen informed the Board that a company has been found to remove the floor in Schrade gym to allow for Connor Flooring to install the new floor. Staff is requesting approval to hire Blastitall to remove the existing flooring for the amount of \$40,825. Staff is asking for further approval for \$19,975 in the event that patch and leveler is required to prepare for the new flooring. Although staff is hopeful this additional work is not needed, the request is being made now so that staff does not have to wait to get further board approval before completing the work. The total request is for \$60,800. Mr. Eckelberry made a motion to approve hiring Blastitall, seconded by Ms. Kasuba. **Motion carried.**

Upland Design

Ms. Gunsteen explained the capital projects that are planned for this fiscal year include updating playgrounds at Kermit's Corner Park and Apple Orchard West, creating Pickleball courts, and renovating the Basketball courts at Apple Orchard West. Staff is requesting approval to hire Upland Design for all of these projects for a total of \$48,550. This total would include architect fees and survey work for all projects, as well as engineering costs for the pickleball courts. Mr. Eckelberry made a motion to approve of hiring Upland Designs, seconded by Mr. Lewis. Mr. Eckelberry. **Motion carried.**

WT Group

Ms. Gunsteen detailed the request to use WT Group for two large aquatics projects. The first is BAC Pool Heaters, which due to their age barely made it through this last season and need to be replaced before next season. Because it has been so long since new heaters have been installed, we need to go through the permitting processes with the Illinois Department of Public Health and need to have construction documents submitted to IDPH before going to bid. To have the new heaters installed by April 2023, we need to go out to bid in November. Funds have been allocated this fiscal year for this project and the cost for the engineering plans will be \$7,000. The second project is for the Splash Central Dehumidifier replacement. This equipment is also past its life expectancy and due to the age of our current equipment, also needs to go through the IDPH permitting process. Additionally, the new equipment has a 25 week lead time and therefore will be a long process and won't be completed until next fall. This piece of equipment is estimated to be about \$900,000 which is not budgeted for this fiscal year. In order to start this process, WT feels that we could pay \$100,000 in this fiscal year as a deposit and make the final payment when the project is completed next year. WT will create construction documents for the IDPH to approve and then go to bid by November. The cost for the engineers for the dehumidifier replacement is \$25,000. The planning committee is requesting approval of hiring WT Group for both projects for a total of \$32,000. Mr. Lewis made a motion for approval, seconded by Mr. Eckelberry. **Motion carried.**

Building and Grounds Committee, Ms. Stocks Chairperson**Apple Orchard West & Beaver Pond Trail Improvements**

Ms. Stocks shared the capital improvement plans for asphalt work that is needed at Apple Orchard West driveway which consists of removing and replacing 10,350 sq. ft. of asphalt. Additionally, the bike path around Beaver Pond will have cracks filled and seal coating for approximately 48,500 sq. ft. of asphalt trail. Staff is recommending hiring A & A Paving to complete both projects for a total of \$54,883.52. Ms. Gunsteen asked if the parking lot at Apple Orchard West would be included in this work and Ms. O'Brien responded the parking lot was not included because the additional cost was over budget for this project. Mr. Eckelberry motioned to approve of hiring A & A Paving for this project, seconded by Ms. Kasuba. **Motion carried.**

Outdoor Library Kiosk

Ms. Stocks stated that Walnut Hills Association group is requesting to install an outdoor library kiosk at Walnut Corner Park. The kiosk would serve the Walnut Hills Subdivision residents and the group would maintain it. Board members saw no issue with this kiosk if the group was going to maintain it.

Recreation Committee, Ms. Fagan, Chairperson**Preschool 2022-2023**

Ms. Fagan summarized this year's theme for Preschool as well as the rebranding. This year the marketing team has created a new logo that they feel better represents how the curriculum incorporates the growth physically, emotionally, socially and intellectually of the individual students. The new logo takes the words "A Place to GROW" and incorporates it with the sunflower image to produce a true representation of what the preschool goals are. The school wide theme will be "Under the Sea" and there are 151 students enrolled. Board members all like the new logo.

Special Facilities Committee, Ms. Kasuba, Chairperson**Community Center Rentals**

Ms. Kasuba shared the Bartlett Community Center has 5 large Garba events coming up in the next month. These type of events draw 600 to 1000 people and utilize the gym and Oak Room. The community center continues to be a popular location for these events.

Villa Olivia Committee, Mr. Eckelberry Chairperson

Ski Hill Lighting

Mr. Eckelberry reported that Villa Olivia has worked with Musco Lighting to create a plan to increase lighting on the ski hill. Last year two light poles were replaced and this year staff is requesting approval to replace one more light pole for the amount of \$36,000. Ms. Gunsteen made a motion to hire Musco Lighting to replace the light pole, seconded by Mr. Lewis. **Motion carried.**

Personnel Committee, Mr. Eckelberry Chairperson

Full-Time Staff Longevity

Mr. Eckelberry presented an analysis of all full-time staff and their years of service. The board was pleased to see the variety of longevity of service. 20% of all full-time staff have worked for the district for more than 15, while 25% have worked for less than 1 year. Ms. Fletcher shared that she was surprised by the variety in years of service within all full-time staff and the board like to see that the majority of staff have been with the district for more than 5 years.

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

No Report

Old Business

None

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. Gunsteen seconded. **Motion Passed at 7:45 PM.**

Minutes Approved by the Board on August 27, 2022.

By: *Rita Fletcher*

Rita Fletcher, Board Secretary