

# **BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, SEPTEMBER 27, 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 Special Facilities, Katie Mix 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 August 23<sup>rd</sup>, 2022 Board Meeting, and the September 13<sup>th</sup>, 2022 Committee Workshop Meeting. Mr. Eckelberry made a motion, and Ms. Gunsteen seconded. **Motion Passed.**

## **Residents Comment**

None

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

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

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

### **Resolution 22-05 NWSRA Assessment**

Mr. Lewis reviewed the annual NWSRA Assessment and reported that the amount is \$237,521.67, which is the same as last year. Ms. Palmer asked for a roll call vote.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

**Motion Passed.**

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

Mr. Lewis reminded the board of the purchase orders between \$6,000 and \$20,000 that were presented at the committee workshop and asked for a motion to approve. Ms. Gunsteen motion to approve, seconded by Mr. Eckelberry. **Motion Passed.**

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

#### **Schrade Gym**

Ms. Gunsteen confirmed plans to remove and replace the flooring in Schrade Gym. Planning committee is recommending approval to hire Blastitall for the floor removal at a price of \$40,825 and approving and additional \$19,975 if patch and self-leveler is required. The total amount requested for Blastitall is \$60,800. M. Eckelberry motion to approve, seconded by Mr. Lewis.

**Motion Passed.**

#### **Upland Design**

Ms. Gunsteen detailed the plans to hire Upland Design for the Apple Orchard West and Kermit Korner projects planned for this fiscal year. The total cost to hire Upland Design for all three projects is \$48,550. Ms. Kasuba motion to approve, seconded by Mr. Eckelberry.

**Motion Passed.**

#### **WT Group**

Ms. Gunsteen presented the final action item, hiring WT Group for the replacement of BAC Pool Heaters and Splash Central Pool Dehumidifier. The total cost is \$32,000 for both projects, \$7,000 for the BAC Pool Heaters and \$25,000 for the Splash Central Dehumidifier. Ms. Kasuba asked why the Dehumidifier was so much more expensive. Ms. Fletcher responded that the dehumidifier is a much larger piece of equipment and requires both an aquatic engineer and electrical engineer. Also, where the equipment is located requires more detailed plans. Ms. Gunsteen motion to approve, seconded by Mr. Lewis.

**Motion Passed.**

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

#### **Apple Orchard West & Beaver Pond Improvements**

Ms. Stocks stated the Building & Grounds Committee is seeking approval to hire A&A Paving to resurface the entry drive to Apple Orchard West as well as seal coating the Beaver Pond bike path. the total cost for both projects is \$54,883.52. Ms. Stocks motioned to approve, seconded by Ms. Kasuba.

**Motion Passed.**

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

**No Report**

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

**No Report**

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

#### **Ski Lighting**

Mr. Eckelberry reported the plans to replace another light pole at Villa Olivia Ski hill. The Villa Olivia Committee is requesting approval to hire Musco Lighting for a total cost of \$36,000. Mr. Eckelberry made a motion to approve, seconded by Ms. Gunsteen.

**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. Eckelberry moved to approve the Bill List as presented, and Mr. Lewis seconded.

**Motion Passed.**

## **April 2023 Election**

Ms. Fletcher shared that in the upcoming April 2023 Election there will be two commissioner seats up for elections, Ms. Stocks and Ms. Gunsteen. Petitions can now be circulated and there are binders available for interested candidates.

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

### **Recreation Department Full-Time Staff Update**

Ms. Dasbach announced the two new Recreation Managers that started recently. Brad Keene and Andrew Wenz and discussed their roles and programs they will be overseeing. Ms. Fagan congratulated Ms. Dasbach for filling these open positions so quickly.

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

### **Schoppe Park Update**

Ms. O'Brien shared an update on the property owned by the Park District at Schoppe Park. There are reports that the district owns 11.133 acres, but the plat of Schoppe park is only 6.133 acres. Ms. O'Brien was able to find an agreement dating back to 1974 where the U46 school district transferred 5 acres of land west of the park to the Park District. The land was accepted on behalf of the Village of Bartlett who needed the land to create a water retention area but couldn't legally accept the land from the school district. The land is owned by the Park District, but a perpetual easement has been granted to the Village of Bartlett. This will need to be considered when making future plans for the park.

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

### **Changing of the Seasons and Operations**

Mr. Leninger described the many steps the business services department takes when changing seasons and operations. From the IT change over in tearing down and then setting up equipment as well as the hiring and terminating of seasonal employees. Staff is currently shutting down BAC operations and getting ready to open ski operations in the coming months.

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

### **Kids Fit**

Ms. Mix presented the new Kids Fit program that has been redeveloped by LIFECENTER staff. This new program will consist of a variety of youth classes. These include Youth Fitness Training, Basketball Skills Training, Family Fitness Training, and Speed & Agility Training. The different programs are each geared towards a specific age range and staff is hoping they will draw some new interest from the community.

## **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. Lewis seconded. **Motion Passed at 7:53 PM.**

Minutes Approved by the Board on September 27, 2022.

By: Rita Fletcher  
Rita Fletcher, Board Secretary