

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, DECEMBER 13, 2022**

Call to Order

President Palmer called the meeting to order at 7:32 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 & Planning, Kelly O'Brien; Superintendent of Business Services, Eric Leninger; Superintendent of Special Facilities, Katie Mix and Executive Assistant, Maureen Regan.

Public Comments

None

Finance Committee, Mr. Lewis Chairperson

Ordinance 22-07 Annual Tax Levy Ordinance

Mr. Lewis presented the Annual Tax Levy Ordinance. There being no questions, Mr. Lewis asked for a motion to approve. Ms. Gunsteen made a motion to approve, seconded by Ms. Stocks.

Motion carried.

Ordinance 22-09 Surplus Property Ordinance

Mr. Lewis shared the Surplus Property Ordinance and asked for a motion to approve. Ms. Gunsteen motioned to approve, seconded by Ms. Palmer. **Motion carried.**

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

Mr. Lewis supported staff recommendation to approve the purchase orders between \$6,000 and \$20,000. Mr. Eckelberry motioned to approve, seconded by Mr. Gunsteen. **Motion carried.**

Planning Committee, Ms. Gunsteen, Chairperson

Playground Design

Ms. Gunsteen introduced Michelle Kelly with Upland Design to discuss the playground equipment options for Apple Orchard West and Kermit's Korner parks. Ms. Kelly first discussed the project schedule with preparations happening in winter and spring and construction starting spring and summer of next year. Upland Design is also using vendors whose lead times are less than a year.

Ms. Kelly first presented options for Apple Orchard West Park. The playground equipment has reached its useful life and there are changes that will make the park and pavilion area more accessible. Mr. Lewis asked if this park is considered more of a destination park. Ms. Fletcher confirmed that many people travel to this park and it is used for programs as well as groups who rent the pavilion. Ms. Kelly presented all five options to the board from three different equipment vendors. Vendors were encouraged to include sports themes in their presentations because of the many sports programs that use the park. Ms. Fagan asked about the price difference for each option and Ms. Kelly confirmed that all vendors were given the same budget for each option. The Board members discussed and considered each option and the equipment that would best suit this park. The Board reviewed all five options and agreed they liked proposal #129-16582-2 from Burke/Play Illinois the best.

Ms. Kelly next presented options for Kermit's Korner Park. The current conditions of the park were discussed and vendors were encouraged to include nature themes in their presentation because of the park's surrounding natural area. Ms. Kelly presented five options and detailed the different aspects of each. Ms. Fletcher shared what staff learned from the public input meeting that was held to discuss the Kermit's Korner park. Several neighbors attended the zoom meeting and shared their opinions on the playground equipment options and what they felt would work best at the park. The commissioners discussed the different options and what would work best for the park. Mr. Eckelberry added appreciation for the neighbors who participated in the public input meeting and the other commissioners agreed and discussed the playground option that was preferred by the neighbors. The commissioners preferred option is the proposal 129-161578-2 by Burke/Play Illinois.

Ms. Kelly noted the selections by the commissioners and Upland Designs would move forward with preparations with the plan to go to bid in the spring of next year.

Building and Grounds Committee, Ms. Stocks Chairperson

Splash Central Pool Dehumidifier Replacement

Ms. Stocks stated on December 5th, three sealed bids were opened for Splash Central Dehumidifier Replacement project. The bid tabulation was shared and staff recommended hiring Ideal Heating for a total of \$728,999. Ms. Stocks motioned to approve hiring Ideal Heating, seconded by Mr. Eckelberry. Ms. Palmer asked if this was the original Dehumidifier unit for Splash Central and Ms. Fletcher responded that this was the original unit that was put in when the community center was built. Ms. Fletcher happily added that the bids came in lower than what the engineering company, WT Engineering, had originally estimated. Ms. Gunsteen asked what the lead time on the new equipment was. Ms. O'Brien responded that we hoped to have the unit replaced by August of next year. **Motion carried.**

Bartlett Aquatic Center Pool Heater Replacement

Ms. Stocks provided the bid tabulation for the Bartlett Aquatic Center Pool Heater Replacement. On December 5th, five sealed bids were opened for the project which consists of removing two existing pool heaters and replacing with one new pool heater for the leisure/lap pool and plunge pool. Staff recommends hiring Chicagoland Pool Management for the amount of \$51,376 to remove and replace the pool heaters. Ms. Palmer clarified that two heaters were being replaced by one heater. Ms. Fletcher responded that with new technology only one heater was needed to replace the two older ones. Mr. Eckelberry made a motion to approve hiring Chicagoland Pool Management, seconded by Ms. Kasuba. Ms. Palmer asked how long the project will take. Ms. Fletcher responded that it needs to be completed by April of next year and added that this project will have a shorter timeline and also came in under budget. **Motion carried.**

Recreation Committee, Ms. Fagan, Chairperson

Winter Break Activities

Ms. Fagan summarized the winter break activities being offered at the community center and nature center. The community center will be offering School Day Off Camp and two winter camps as well as Basketball Open Gym. The Nature Center will be offering Day of Fun Camp throughout winter break and Homeschool Kids activities.

Special Facilities Committee, Ms. Kasuba, Chairperson

Lifeguard Class

Ms. Kasuba reported there will be a Lifeguard class held on December 17th & 18th made up of newly hired staff and current employees. The class will cover proper zone scanning, first aid/AED and oxygen use, active saves, CPR and rescue breathing, and use of a backboard. Ms. Palmer asked how many were signed up for the class. Ms. Mix responded that there are eight currently signed up for this class. Ms. Gunsteen asked if staff has to pay for this class and Ms. Mix responded that previously staff was hired after they signed up and completed the Lifeguard training and now staff is hired and then included in this training.

Villa Olivia Committee, Mr. Eckelberry Chairperson
Winter Sports Operations

Mr. Eckelberry explained that weather has not been good for snow making and the initial plans to open for ski this weekend have been pushed back to December 22nd. Ms. Fletcher shared that with temperatures dropping this week, staff will begin making snow. Ms. Gunsteen asked how many days of consistent cold temperatures are needed before we can open and Ms. Fletcher responded that about five or six days were needed to create a base of snow.

Personnel Committee, Mr. Eckelberry Chairperson
IAPD Credentials Certificate

Mr. Eckelberry informed the board the Illinois Association of Park Districts requires the Park District Board to officially name delegates to their Annual Business meeting scheduled to be held on Saturday January 28, 2023. Since Lori Palmer is the IAPD Chairman of the Board, staff is recommending she be listed as the delegate followed by Diana Gunsteen and himself. Mr. Lewis motioned to approve the appointment, seconded by Ms. Stocks. **Motion carried.**

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

Ms. Palmer updated the board on the conveyance of Bartlett Park property. Unfortunately, paperwork could not be completed in time for the Committee Workshop meeting but will be brought to the Board meeting on December 20th. Ms. Gunsteen asked if this is something the Board will vote on first and then the Village Board. Ms. Fletcher responded that next week both the Park District Board and Village Board will be meeting at the same time and hopefully both Boards can approve everything on the same night.

Old Business

Ms. Palmer thanked the Park District for their part in the Christmas tree lighting and the activities, saying it looked great. Ms. Fletcher added Ms. O'Brien and her staff did a wonderful job. Ms. Stocks commented that it was a great idea to add the light arches to the path. Ms. O'Brien added the Lions Club did a great job of decorating the inside of the Log Cabin.

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 8:24 PM.**

Minutes Approved by the Board on December 20, 2022.

By: Rita Fletcher

Rita Fletcher, Board Secretary