

# **BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, JANUARY 24, 2023**

## **Call to Order**

Vice President Gunsteen called the meeting to order at 7:30pm.

## **Roll Call**

Executive Director Fletcher called for roll. Commissioners answering present were: Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Susan Stocks, Dale Ann Kasuba, and Jody Fagan. Lori Palmer was absent.

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; Superintendent of Villa Olivia, Bobby Pierobon and Executive Assistant, Maureen Regan.

## **Pledge of Allegiance**

Vice President Gunsteen led the Pledge of Allegiance.

## **Approval of Minutes**

Ms. Gunsteen moved to approve the minutes for the December 20, 2022 Board Meeting, and the January 10, 2023 Committee Workshop Meeting. Mr. Eckelberry made a motion, and Mr. Lewis seconded. **Motion Passed.**

## **Public Comment**

None

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

Mr. Lewis presented the Monthly Treasurer's Report for December 2022. Mr. Lewis asked if there were any questions and then motioned to approve the monthly treasurer report, Mr. Eckelberry seconded. **Motion Passed.**

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

No Report

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

No Report

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

No Report

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

No Report

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

Ms. Kasuba began to summarize the several action items for event requests for use of District property and Ordinances to approve the sale of alcohol in Park District property.

### **Ordinance 23-01 Smoke and Irons Music Festival**

Ms. Kasuba shared Ignite the Courage has changed their Summerfest event to Smoke and Irons Music Festival and is requesting to host it at Apple Orchard Community Park on August 11<sup>th</sup> & 12<sup>th</sup>. The event will include live music, beer, food trucks, a pancake breakfast and crafts show. Mr. Lewis motioned to approve Ordinance 23-01, seconded by Mr. Eckelberry. Ms. Gunsteen asked for a roll call vote

Roll Call Vote:

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

Nays: None

Absent: Palmer

Abstain: None

**Motion Passed.**

### **Ordinance 23-02 North Avenue Car Show**

Ms. Kasuba continued with another request from Ignite the Courage for their North Avenue Car Show on June 17<sup>th</sup> at Bartlett Park. The event will include live music, raffle and pancake breakfast. Mr. Eckelberry motioned to approve Ordinance 23-02, seconded by Mr. Lewis. Ms. Gunsteen asked for a roll call vote

Roll Call Vote:

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

Nays: None

Absent: Palmer

Abstain: None

**Motion Passed.**

### **Ordinance 23-03 Arts in Bartlett Global Arts Festival**

Ms. Kasuba presented the request from Arts in Bartlett to use Apple Orchard Community Park and Jim Jensen pavilion for their annual Global Arts Festival on June 10<sup>th</sup> & 11<sup>th</sup>. The request includes setup and teardown the day before and after the event. Mr. Eckelberry motioned to approve Ordinance 23-03, seconded by Ms. Stocks. Ms. Gunsteen asked for a roll call vote

Roll Call Vote:

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

Nays: None

Absent: Palmer

Abstain: None

**Motion Passed.**

### **Arts in Bartlett Pet Event**

Ms. Kasuba recommended approval of the request from Arts in Bartlett to host their annual pet event at Bartlett Park on September 9<sup>th</sup>. Ms. Stocks motioned to approve the request, seconded by Mr. Eckelberry. **Motion Passed.**

### **Village Church of Bartlett Annual Easter Egg Hunt**

Ms. Kasuba finished the report with the request from the Village Church of Bartlett to use Bartlett Park for their annual Easter egg hunt on April 8<sup>th</sup>. Mr. Eckelberry motioned to approve the request to use Bartlett Park, seconded by Ms. Stocks. **Motion Passed.**

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

**No Report**

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

**No Report**

**Community Relations and Legislative Issues Committee, Ms. Palmer, Chairperson**  
**Ordinance 23-04 Conveyance of Real Estate from the Village of Bartlett to the Bartlett Park District**

Ms. Gunsteen announced that the Village of Bartlett passed the agreement for the District to purchase Bartlett Park at their January 17<sup>th</sup> Board meeting. Ms. Kasuba asked how much the District was paying for the property and Ms. Fletcher responded the purchase price for Bartlett Park is \$2. Mr. Eckelberry motioned to approve Ordinance 23-04, seconded by Ms. Stocks. Ms. Gunsteen asked for a roll call vote

Roll Call Vote:

Ayes: Lewis, Eckelberry, Stocks, Kasuba, Fagan

Nays: None

Absent: Palmer

Abstain: Gunsteen

**Motion Passed.**

**Executive Director's Report, Ms. Fletcher**

**Bill List**

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

**Apple Orchard West Pickleball & Basketball Court**

Ms. Fletcher updated the board on the plans for the basketball courts at Apple Orchard West and the new pickleball courts. An ADA pathway has been added from the parking lot to the new pickleball courts as well as a couple of benches and trees for shade. The cost for the project has gone up a bit due to the added ADA path and the rising costs of goods. Both projects will go to bid in mid-March and will be brought to the board in April. Ms. Fletcher reminded the board the Foundation will be contributing \$75,000 to the pickleball court project. Ms. Gunsteen asked when the project is expected to be completed and Ms. Fletcher stated that mid-summer is the goal.

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

**Basketball Season**

Ms. Dasbach described the teams for the upcoming in-house basketball league and the strong numbers for the league this year. The girls league has 8 teams in 3 different age groups, similar to last season's numbers. The boys league has 22 teams in 3 different age groups which is 6 more teams than last season. Staff is happy with the turn out and games will start later this month.

**Bingo Nights**

Ms. Dasbach shared that Bingo nights have increased in popularity in the past two years. At the October Bingo night there were 80 participants. There are two Bingo Nights coming up February 9<sup>th</sup> & March 15<sup>th</sup> that will be at the Bartlett Community Center.

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

**2022 Parks Department Recap Report**

Ms. O'Brien presented the 2022 Parks Department Recap Report to the Board. Ms. O'Brien began by reminding the board of all the areas, parks, and facilities the Park department is responsible for and staffing in the department. Parks has faced some staffing issues recently, specifically with hiring a level 2 landscaper and hiring enough seasonal staff. Additionally, weather has affected the department with super-hot temperatures last summer and draught that has continued through the winter with little snow.

Ms. O'Brien explained the routine maintenance parks and landscape staff does and provided a breakdown of staff hours spent in each area compared to previous years. Two areas have had significant changes in number of hours compared to previous years. Garbage removal hours have gone down due to staff identifying garbage cans that have been removed from areas where they are not needed. Special event hours have increased this previous year due to new events such as the Lumber Jack & Jill event and the increase in labor for the Merry & Bright tree lighting event. Ms. O'Brien reviewed special projects that were completed this year, including addressing the drainage issue at Apple Orchard Community park across from the Library. The northeast corner of the field has regularly had a wet area with standing water that staff can not mow. Drainage was exposed and the area was regraded to prevent future standing water.

Ms. O'Brien then reviewed facilities maintenance staff hours as well as special projects that were completed this year. Projects included painting projects at the community center, upgraded LED lights, and a new ADA ramp and railing at the Log Cabin. The final area reviewed was Apple Orchard Golf Course. Ms. O'Brien presented the breakdown of staff hours dedicated to different areas of maintenance for the course as well as special projects completed. This year, 27 diseased trees were removed from the golf course and 27 new trees were planted on the course. Staff is investigating netting for the course to use until the new trees are mature enough to provide natural screening between holes and along Stearns road.

Ms. O'Brien concluded that the Park Department is hoping to be fully staffed in the coming year and is excited for the upcoming improvements at Apple Orchard West and Apple Orchard Community Park. Ms. Gunsteen asked if the new pool heaters are still on schedule to be installed before the pool opens this year, Ms. O'Brien confirmed that they were currently on schedule. Ms. Fagan wanted to thank the Parks staff that work out at Bartlett Park early in the morning removing snow from the sidewalks and providing a safe walkway to kids heading to school at Bartlett Park.

### **Superintendent of Business Services, Mr. Leninger** **PMA Financial Performance Report**

Mr. Leninger reminded the Board that the District has invested funds with PMA Financial network since 1998 and have \$1.3 million with them. Mr. Leninger shared a performance report for 2022 and good news about the District's return. With the increase in Federal Fund rate, the District will maximize interest income with short term CDs that will mature in the next 6 months. Once these CDs have matured, the District will maximize it's return by reinvesting it in more long term investments.

### **Superintendent of Special Facilities, Ms. Mix** **Strategic Goal Report**

Ms. Mix presented the Strategic Goal report for technology where staff was asked to identify equipment needed and costs associated to proceed with an increase in live-streaming programs and events. Staff formed a committee made up of staff from across the district and was co-chaired by the business services and special facilities superintendents. the committee discussed how live streaming has changed and is now more of a convience than a necessity because of the pandemic. The first action step was to identify platforms for live-streaming, staff determined that social media was a great platform for live streaming but would potentially give up revenue for programs. For paid programs and events, Zoom would be a better platform and is something that staff at the LIFECenter currently use for nutrition classes.

The next action step was to determine the length of live-streaming/posts and where to make them available. The committee determined that 20 to 30 second videos could be used on social media as teaser promotions for events and programs, but some programs would not be possible to stream on social media. An example of something that could not be streamed on social media is a play or dance performance that uses music we don't own the rights to. Staff also came up with an idea to live stream coverage of the Ski hills at Villa Olivia onto the TVs in the bar area so that parents and friends can watch skiers while sitting inside. Many commissioners liked this idea.

Mr. Leninger addressed the next action step was to investigate the applicability to staff training. Staff determined that virtual staff training during the pandemic worked very well, but since it is no longer necessary for it to be virtual, there haven't been many requests or needs for virtual trainings. A few specific examples were given where virtual trainings would be necessary, such as trainings from outside vendors that can not be present, but the committee's consensus for District operations was that in-person trainings are preferred whenever possible.

The next action step was to determine objectives for live-streaming. The committee came up with two main objectives; revenue-generating registration and community engaging interaction. The live-streaming shouldn't take away from in person programming, but focus on the necessity or conveniences of patrons such as virtual nutrition counseling. Community-engaging interaction is the objective the committee feels would best serve the district. Live streaming footage could be used to promote future events and create public interest in District events.

The final action step was to identify equipment/staffing costs. The committee determined that cellphones/iPhones is the most important equipment needed and is something many staff members already have. District issued iPhones are capable of taking high quality video. Additional stands, lighting, and selfie sticks for the phones could be budgeted in operational accounts and shared through departments. The purchase of a drone would be the most expensive equipment cost, but would offering exciting opportunity for live aerial footage of facilities and special events. Mr. Leninger then shared videos provided by the Bartlett Police department of last year's National Night Out Event. The videos offered aerial videos of the events at Bartlett Park and Apple Orchard Community Park and Jim Jensen Pavilion. Another video shared was of the ski slopes at Villa Olivia. The committee discussed the cost for purchasing a drone and training staff to use it compared to hiring an independent contractor to attend events and shoot and create content.

The report concluded that although the need for livestreaming has decreased since the pandemic, it is still relevant and has the potential to increase public exposure to district operations. It would be beneficial for marketing purposes and the committee feels strongly that a drone would be a great tool for the district to use.

Ms. Gunsteen commented that she liked the idea of live streaming the ski hill at Villa Olivia as well as potentially having a live stream at the community center. Mr. Eckelberry agreed but felt a drone would not be the best equipment for that, a stationary camera would work better. Ms. Fagan added that Carol Stream has a live stream camera at one of their facilities that you can access from their website. Mr. Eckelberry also noted that there would need to be more research done on how and who can operate the drone if the district was to purchase one.

### **Superintendent of Villa Olivia, Mr. Pierobon** **Make-A-Wish Foundation**

Mr. Pierobon shared a fun experience with the Board that took place at Villa Olivia. The Make-A-Wish Foundation reached out to Villa Olivia staff to help grant a wish for 11-year-old Nemu from Hawaii who wanted to play in snow. Her and her family enjoyed a few hours of tubing and throwing snowballs. Villa Olivia staff felt honored to be a part of this wish and shared they would be happy to help grant more wishes in the future.

### **Snowboard & Ski Streetstyle/Slopestyle Clash**

Mr. Pierobon explained that Villa Olivia is planning to host the first annual Snowboard & Ski Streetstyle/Slopestyle Clash on February 11<sup>th</sup>. in the Streetstyle event, snowboarders and skiers will show off their skills on the terrain park to earn points with different tricks. During the Slopestyle event, snowboarders and skiers will compete head to head to see who is the fastest down the hill. Competition will be broken up into age groups. The event is weathering permitting and a decision will be made 2 weeks out weather to host the event or not.

### **Old Business**

None

### **New Business**

None

### **Adjournment**

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Mr. Eckelberry made a motion, and Ms. Kasuba seconded. **Motion Passed at 8:18 PM.**

Minutes Approved by the Board on February 28, 2023.

By: Rita Fletcher  
Rita Fletcher, Board Secretary