

# BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, FEBRUARY 28, 2023

## 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 Palmer, Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Susan Stocks, and Dale Ann Kasuba. Commissioner Jody Fagan 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.

Guest presenters were: Jessica Meyer, Parks, Golf & Fleet Manager, and Dan Touzios, Parks & Athletic Fields Manager.

## Pledge of Allegiance

President Palmer led the Pledge of Allegiance.

## Approval of Minutes

Ms. Palmer moved to approve the minutes for the January 24, 2023 Board Meeting, and the February 14, 2023 Committee Workshop Meeting. Mr. Eckelberry made a motion, and Ms. Stocks seconded. **Motion Passed.**

## Public Comment

None

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

Mr. Lewis presented the Monthly Treasurer's Report for January 2023. 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

### **Ordinance 23-05 Surplus Property**

Mr. Lewis reviewed the Surplus Property Ordinance before the board and summarized the Parks Vehicles that were included. Ms. Lewis noted that this property will be disposed of in the most appropriate manner to benefit the District. Mr. Lewis motioned to approve Ordinance 23-05 Surplus Property, seconded by Mr. Eckelberry. Ms. Palmer asked for a roll call vote,

Roll Call Vote:

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

Nays: None

Absent: Fagan

Abstain: None

**Motion Passed.**

**Planning Committee, Ms. Gunsteen, Chairperson**

**Apple Orchard West & Kermit's Korner Park Improvements Project**

Ms. Gunsteen reminded the board the planning committee recommends the approval of hiring Innovation Landscape for the amount of \$183,713.18 to complete projects at Apple Orchard West and Kermit's Korner Parks. Ms. Gunsteen motioned to approve of hiring Innovation Landscape to complete the projects at Apple Orchard West and Kermit's Korner Parks, seconded by Mr. Eckelberry. **Motion Passed.**

**Playground Equipment Purchase**

Ms. Gunsteen continued with the playground equipment purchase for projects at Apple Orchard West and Kermit's Korner Parks. The equipment will be purchased through Sourcewell Cooperative Purchasing Program from BCI Burke Company for \$147,994.74, Ms. Gunsteen motioned to approve of the purchase, seconded by Mr. Eckelberry. **Motion Passed.**

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

**D.A.R.E. Family Fishing Derby Request**

Ms. Stocks shared the request from the Bartlett Park District to use Beaver Pond Park for the annual D.A.R.E. Family Fishing Derby on Saturday, May 8<sup>th</sup>. Ms. Stocks motioned to approve the request, seconded by Ms. Kasuba. **Motion Passed.**

**Contract Mowing Services Request**

Ms. Stocks presented the request to hire Gilio Landscape Contractors for weekly mowing of 15 parks in the district. The contract is for \$26,656 for one season of weekly mowing. Ms. Stocks motioned to approve of hiring Gilio Landscape Contractors, seconded by Ms. Kasuba. **Motion Passed.**

**Vehicle Purchase**

Ms. Stocks concluded with the capital projects purchase of three new vehicles for the parks department. Staff is requesting approval to replace existing 2000 Ford Van, 2003 F-350 truck, and 2008 F-250 truck with a 2023 Ford Maverick Truck, 2022 Ford Transit Connect, and 2002 Ford F-250 Truck for the total amount of \$114,772. Ms. Stocks motioned to approve of the purchases, seconded by Ms. Kasuba. **Motion Passed.**

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

**2023 National Night Out Request**

Ms. Palmer summarized the request from the Village of Bartlett for the 2023 National Night Out Events at the Bartlett Aquatic Center, Apple Orchard Community Park, and Bartlett Park. The events have a tentative dates of July 28<sup>th</sup> and August 1<sup>st</sup> and are similar to previous years. Ms. Palmer motioned to approve of the request, seconded by Mr. Eckelberry. **Motion Passed.**

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

**Ordinance 23-07 Bartlett Oktoberfest**

Ms. Kasuba stated the Bartlett Oktoberfest Committee is requesting use of Leiseberg Park from September 28<sup>th</sup> to October 1<sup>st</sup> for the 2023 Oktoberfest Event. The event is a joint effort organized by the Bartlett Rotary Club, Lions Club, Bartlett Area Chamber of Commerce and Ignite the Courage. The event includes live music, beer, food, business vendors and a craft show. Ordinance 23-07 Bartlett Oktoberfest allows for consumption of alcohol in the park on September 29<sup>th</sup> and 30<sup>th</sup> in the designated Beer Garden. Ms. Kasuba motioned to approve of Ordinance 23-07, seconded by Ms. Stocks. Ms. Palmer asked for a roll call vote.

Roll Call Vote:

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

Nays: None

Absent: Fagan

Abstain: None

**Motion Passed.**

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

**No Report**

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

**Full-Time Salary Ranges for FY2023-24**

Mr. Eckelberry reviewed the Full-Time Salary Ranges for FY2023-24 and noted the one change that was made for this year. Mr. Eckelberry motioned to approve the FY2023-24 Full-Time Salary Ranges, seconded by Mr. Lewis. **Motion Passed.**

**Part-Time Salary Ranges for FY2023-24**

Mr. Eckelberry summarized the changes to the Part-Time Salary Ranges for FY2023-24 and reminded the Board of the increase in minimum wage January 1<sup>st</sup>, 2024. Mr. Eckelberry motioned to approve of the Part-Time Salary Ranges for FY2023-24, seconded by Ms. Gunsteen. **Motion Passed.**

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

**Ordinance 23-06 4<sup>th</sup> of July Event**

Ms. Palmer reminded the Board of the ordinance adopted annually that allows for the consumption of alcoholic beverages in Apple Orchard Community Park, prohibiting animals from the festival grounds and setting procedures in the event of activation of the Thorguard system.

This year's 4<sup>th</sup> of July festival will take place from June 30<sup>th</sup> to July 4<sup>th</sup>. Ms. Palmer motioned to approve of Ordinance 23-06, seconded by Mr. Eckelberry. Ms. Palmer asked for a roll call vote

Roll Call Vote:

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

Nays: None

Absent: Fagan

Abstain: None

**Motion Passed.**

**Village of Bartlett Joint Meeting**

Ms. Palmer informed the Board that the meeting with the Village of Bartlett has been scheduled for Tuesday, March 16<sup>th</sup> at 7pm and the agenda has been provided. Ms. Fletcher added that the meeting will be held in the Bartlett Police Department Training room.

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

**Bill List**

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

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

### **Strategic Planning**

Ms. Dasbach and Ms. Mix introduced the Program and Service Goal priority #2 of the 2021 to 2025 Strategic Planning Process. The goal is to Create a Master Usage Schedule for all of the District Facilities to determine unused spaces and identify programming opportunities. The strategic planning team first identified the information to collect for the master usage schedule and determined 28 available program rooms, four different seasons to consider, and three available time slots throughout the day that programs can be held. The next step was to compile current usage in these spaces and create the master document.

The Master Usage Schedule was presented to the board in sections to make viewing easier and red and green blocks were used to show usage of the spaces and available times. The next step for the strategic planning team was to identify trends and opportunities. Some trends in available spaces were identified and the information was brought to the Strategic Planning team to look at opportunities for new programs. Ms. Dasbach and Ms. Mix shared some of the ideas that the team came up with for the available spaces and asked for feedback from the Board and if there were any programs they would like to see available. Ms. Gunsteen added these opportunities were great to see and a great tool to use when considering request from residents for new programs.

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

### **Strategic Planning Report**

Ms. O'Brien introduced Jessica Meyer, Parks, Golf & Fleet Manager, and Dan Touzios, Parks & Athletic Fields Manager to present the Strategic Planning report. The strategic goal is to investigate new non-traditional park concepts and amenities when master planning for future parks. To determine which of the District's 43 parks could benefit from more modern amenities, the strategic planning committee considered the current features of each park, the amount of available open space, and the usage of the park and its amenities.

The committee decided to focus on 6 District parks and the bike paths within the district. Mr. Touzios and Ms. Meyer took turns presenting ideas for each of the areas of focus. First the existing aspects and amenities of each park was described, and then the benefits and costs of new non-traditional concepts. Several ideas were shared including; a ninja course for Praireview school park, a unique large staple structure for Green Meadows park, an enhanced scenic overlook deck for Humbratcht park, constructing a mulch path through the wooded area at Oak Grove park with fun facial features for trees, a bandshell at Leiseberg Park, and a nature path through the wooded area behind Windy Oaks park with imagination inspiring fairy doors at the base of select trees. For the bike paths in the district, the committee investigated adding swing style benches at select locations. The Board was intrigued by many of the ideas the committee came up with, especially the bandshell idea at Leiseberg park.

### **ComEd Incentive Program**

Ms. O'Brien educated the Board on an incentive available to change out the athletic field lights to LED lights at no cost to the district. Staff has been working with a company who can complete the change out of all of the lights and have spoken with other districts that have already completed the change. Ms. Gunsteen voiced concern that LED lights have previously not worked well for athletic fields and asked if they have made improvements. Ms. O'Brien shared that her staff was able to visit a field with LED lights to see firsthand the amount of light they are able to give off. Ms. O'Brien concluded that the district is hoping to have the company complete the change as soon as possible.

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

#### **End of Calendar Year Activities**

Mr. Leninger reminded the Board of the end of year reporting the Business Services handles including issuing 1099 forms to non-employees and 1095-C forms for documenting health insurance coverage. Staff has also been making appropriate changes in relation to the increase in minimum wage this year. Mr. Leninger also informed the Board that staff is currently interviewing to fill the vacant Human Resource Manager position and is hopeful to have the position filled in April.

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

#### **Bartlett Aquatic Center and Splash Central Operations Report**

Ms. Mix presented the annual Aquatic Operations Report for May 1, 2022 to January 31, 2023 which provided an overview of revenue and expenses, pass information, programming details and more. Ms. Mix shared fun facts about the summer season at Bartlett Aquatic Center including the busiest day of the summer was June 14<sup>th</sup> with 2,041 guests, the most popular snack at the concession stand was mini melts, and 11,207 pool pass swipes were recorded for the season. Ms. Mix summarized revenue generated from pool pass sales, daily admission, groups, rentals and concession sales as well as staffing throughout the season. BAC revenue was down to budget for this season and specifically noted was the decrease in pool groups. Ms. Mix also noted several of the projects completed at BAC this season. Ms. Gunsteen asked about the pool heaters scheduled for replacement this year and Ms. O'Brien confirmed that project is still on schedule.

Ms. Mix continued with the report on splash central including revenue and expense for the year. Also detailed were the programs offered at Splash Central and number of participants. Swim lesson continue to grow in popularity and Ms. Gunsteen asked about waitlists. Ms. Mix responded that more staff is needed to be able to accommodate more swim lesson participants. Ms. Mix concluded by sharing some of the projects completed at Splash Central including the refresh to the viewing area and lobby.

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

#### **PSIA-AASI Small Snowsports School Scholarship**

Mr. Pierobon shared that Villa Olivia was selected to receive the Small Snowsports School Scholarship of \$1,000 for the 2022-23 season through PSIA-AASI, Professional Ski Instructors of America and American Association of Snowboard Instructors. The scholarship has been put towards the fees of obtaining a Children's Specialist 1 Certification for 4 of our instructors. This certification will provide these instructors with the specific knowledge to enhance our snowkids program and provide the best instruction to our young cliental. Mr. Pierobon also shared that due to the recent unseasonably warm weather, Villa Olivia has officially shut down for the Ski season.

### **Old Business**

Ms. Palmer wanted to thank the staff that worked on the Bartlett Parks Foundation Wine & Beer tasting event.

Ms. Gunsteen reminded everyone to get their tickets for the upcoming Newsie production at the Bartlett Community Center.

### **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 Ms. Stocks seconded. **Motion Passed at 8:33 PM.**

Minutes Approved by the Board on March 28, 2023.

By: Rita Fletcher  
Rita Fletcher, Board Secretary