

# BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, MAY 9, 2023

## Call to Order

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

## Roll Call

President Gunsteen called for roll. Commissioners answering present were: Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Lori Palmer, 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; Superintendent of Villa Olivia, Bobby Pierobon and Executive Assistant, Maureen Regan.

## Public Comments

None

## Committee Workshops

President Gunsteen announced changes to chairs of the committee workshops for this fiscal year and commissioners would be presenting their newly assigned committee reports.

## Finance Committee, Mr. Eckelberry Chairperson

### **Resolution 23-05 Authorizing the Deposit of Park District Funds**

Mr. Eckelberry informed the board the district annually designates institutions as depositories in which its funds may be deposited and staff is requesting approval of Resolution 23-05. Ms. Kasuba motioned to approve, seconded by Ms. Palmer. **Motion carried.**

## Planning Committee, Mr. Lewis, Chairperson

### **Community Survey**

Mr. Lewis explained the last time the district did a community survey was in 2014 before the master plan was completed in 2015. One of the strategic goals for this year is to start a new master plan and the first step is to complete a community survey. The district has previously worked with aQity Research & Insight Inc. and felt they did a great job. A representative from aQity Research will be attending the May Board meeting to explain the process of creating a community wide survey along with answering any questions the Board might have. Mr. Eckelberry motioned to approve of hiring aQity Research & Insight Inc. to complete the community survey, seconded by Ms. Stocks. Ms. Gunsteen asked about the timeline of completing the survey. Ms. Fletcher responded that the goal will be to roll out the survey in the fall, after the summer ends and before the holidays. **Motion carried.**

## Building and Grounds Committee, Ms. Stocks Chairperson

### **Koehler Field C Renovation**

Ms. Stocks described the renovation project on softball field C at Koehler Field and the improvements that will be made. Staff received two quotes and are recommending hiring Sportsfields Inc. to complete the project for a total us \$21,300. Sportsfields Inc. completed renovations on Koehler softball field B last year and staff was very happy with the work. Mr. Eckelberry motioned to approve of hiring Sportsfield Inc. for this project, seconded by Ms. Palmer. **Motion carried.**

**Apple Orchard Community Park Improvement**

Ms. Stocks shared that there were issues during the final stages of construction and design for Apple Orchard Community Park Improvement Project which delayed the project going out to bid. The bid opening is scheduled for May 11<sup>th</sup> at 1pm and the results of the bid opening will be presented at the May Board meeting.

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

Ms. Fagan updated the Board on a new laser tag program the recreation team has been working on for Schrade Gym for open play and private parties. Hawk Eye Laser Tag is commercial grade equipment featuring high tech realistic simulated taggers, adventure-based mission gameplay, including sci-fi and arcades sounds. The game is for ages 6 to adult and up to 10 players can play at a time. Three open play Friday nights have been scheduled monthly throughout the summer or a private party can be booked. The marketing team has created a logo specific for this program and will be marketing to many different types of groups for group outings.

**Special Facilities Committee, Ms. Kasuba, Chairperson****LIFECENTER Tax Week Special Recap**

Ms. Kasuba recapped the LIFECENTER Tax Week Special and shared results. New membership enrollment doubled compared to last year and there was an over all 20% increase in memberships sold during this special.

**Villa Olivia Committee, Ms. Palmer Chairperson****Golf Carts**

Ms. Palmer presented the request to purchase new golf carts for Villa Olivia as part of this year's capital plan. Staff is requesting approval to purchase 8 EZ-GO RXV golf carts through EZ-GO Division of Textron for a total of \$51,983.20. Ms. Palmer asked if Villa Olivia had received the previous order of golf carts that had been delayed and Ms. Fletcher responded that they had all arrived. Ms. Gunsteen asked when this new order of golf carts would arrive and Mr. Pierobon shared that they would arrive in the fall of this year. Ms. Palmer asked if this new order would be increasing the inventory of golf carts or replacing existing ones. Mr. Pierobon explained that this order and the previous order have increased the inventory of golf carts for Villa Olivia. Additionally, the increase in golf carts has improved the availability of tee times, from every 15 minutes to every 10 minutes. Staff would like to be able to offer tee times every 8 minutes and with this new order of golf carts will be closer to achieving that. Mr. Eckelberry motioned to approve the purchase, seconded by Ms. Stocks. **Motion carried.**

**John Deere Tractor**

Ms. Palmer continued with another capital purchase for Villa Olivia, a new tractor. Staff recommends approval to purchase a John Deere 4052R tractor in the amount of \$35,508.20 through Revels turf and tractor. Mr. Eckelberry motioned to approve the purchase, seconded by Mr. Stocks. **Motion carried.**

**Personnel Committee, Ms. Palmer Chairperson****Summer Seasonal PT Staffing**

Ms. Palmer summarized the summer hiring that has been going on for part-time seasonal staff. Staff is working hard to fill positions for parks department, preschool, aquatics, day camp, rentals, Nature center, and sports camp.

**Community Relations and Legislative Issues Committee, Ms. Gunsteen, Chairperson****Memorial Day Walk**

Ms. Gunsteen informed the Board that this year's Bartlett Memorial Day Walk and Remembrance will be held on Monday, May 29<sup>th</sup>. The walk will begin at Bartlett Park at 11am.

**Old Business**

None

**New Business**

None

**Adjournment**

There being no further business before the Board, Ms. Gunsteen moved to adjourn the meeting. Mr. Eckelberry made a motion, and Ms. Kasuba seconded. **Motion Passed at 7:44 PM.**

Minutes Approved by the Board on May 23, 2023.

By: *Rita Fletcher*

Rita Fletcher, Board Secretary