

BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, MAY 23, 2023

Call to Order

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

Roll Call

Executive Director, Rita Fletcher, called for roll. Commissioners answering present were: Theodore J. Lewis, Stephen Eckelberry, Lori Palmer, and Susan Stocks. Commissioners Diana Gunsteen, Dale Ann Kasuba and Jody Fagan were 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 Lewis led the Pledge of Allegiance.

Presentation

Resolution 23-03 Recognizing Raquel Mancera

Mr. Lewis presented Raquel Mancera with Resolution 23-03 recognizing her 20 years of service to the Bartlett Park District. Mr. Lewis commended Ms. Mancera on her strong work ethic and the pride she takes in her work. Mr. Lewis asked for a motion to approve of Resolution 23-03. Mr. Eckelberry motioned to approve, seconded by Ms. Stocks. **Motion Passed.**

Approval of Minutes

Mr. Lewis moved to approve the minutes for the April 25, 2023 Board Meeting, the May 9, 2023 Public Meeting, the May 9, 2023 Annual, and the May 9, 2023 Committee Workshop Meeting. Mr. Eckelberry made a motion, and Ms. Stocks seconded. **Motion Passed.**

Public Comment

None

Monthly Treasurer's Report, Mr. Eckelberry, Chairperson

Mr. Eckelberry presented the Monthly Treasurer's Report for April 2023. There being no questions, Mr. Eckelberry motioned to approve the monthly treasurer report, Ms. Stocks seconded. **Motion Passed.**

Finance Committee, Mr. Eckelberry, Chairperson

Resolution 23-05 Authorizing the Deposit of Park District Funds

Mr. Eckelberry reminded the board that annually the district designates institutions as depositories in which funds may be deposited and recommended approval of Resolution 23-05. Mr. Eckelberry made a motion to approve, seconded by Ms. Palmer.

Mr. Lewis asked for a roll call vote,

Roll Call Vote:

Ayes: Lewis, Eckelberry, Palmer, Stocks

Nays: None

Absent: Gunsteen, Kasuba, Fagan

Abstain: None

Motion Passed.

Planning Committee, Mr. Lewis, Chairperson

Community Survey

Mr. Lewis explained that Jeff Andreasen from aQity Research was here to discuss the community survey. Mr. Andreasen reminded the board that aQity Research completed the 2014 community survey which was the last community survey the district has done. Mr. Andreasen explained the difference between this year's community survey and the one performed in 2014 will be the post cards that are sent out which give recipients options for completing the survey. Randomly selected community members will have the option to complete the survey by phone, online, and by mail. The survey will be made up of general questions about the district as well as specific questions about large scale projects the district is considering. Staff and Board members will have input on the specific questions that are included in the survey. The plan is to send out the survey in September and have final results early or mid-November of this year. The minimum response will be 300 and aQity Research will keep following up with the randomly selected residents until they reach 300 responses. Mr. Andreasen also noted that demographics of the responders is collected to ensure that the demographics matches the census of Bartlett.

Once the team at aQity Research sends out the survey to a random sample of residents and collects a minimum of 300 responses, there will be a link provided that will be posted to the district's website where anyone not included in the random sample that wishes to provide feedback can complete the survey. Mr. Lewis asked about the number of surveys collected in 2014 and asked if this survey should have more because the population of Bartlett has grown since then. Mr. Andreasen explained that thousands of surveys will be sent out and 300 responses is the minimum that they will require to complete the final results. More responses could be collected and the minimum is comparable to the number collected in other communities with similar population to Bartlett. Ms. Palmer asked about control factors for the surveys that are being sent out and Mr. Andreasen explained how the surveys are tracked by mail and online survey uses special codes to access so that multiple surveys aren't submitted by the same resident. Mr. Eckelberry motioned to approve of hiring aQity Research to complete the community survey. Ms. Palmer seconded the motion. **Motion Passed.**

Building and Grounds Committee, Ms. Stocks, Chairperson

Koehler Field C Renovation

Ms. Stocks stated Koehler Field C is due for renovation and drainage improvements as part of this year's capital improvement plan. Building and Grounds Committee recommends the approval of hiring Sportsfields Inc. for the amount of \$21,300 to renovate the softball infield and install new drainage. Ms. Stocks motioned to approve, seconded by Mr. Eckelberry. **Motion Passed.**

Apple Orchard Community Park Improvement Project

Ms. Stocks continued with the bid opening results for the Apple Orchard Community Park Improvement Projects and the committee's recommendation. After further reviewing all bids and checked references, staff recommends the approval of hiring Innovation Landscape, Inc. in the amount of \$912,935. Ms. Stocks motioned to approve, seconded by Mr. Eckelberry. **Motion Passed.**

Recreation Committee, Ms. Fagan, Chairperson

No Report

Special Facilities Committee, Ms. Kasuba, Chairperson

No Report

Villa Olivia Committee, Ms. Palmer, Chairperson

Golf Carts

Ms. Palmer reminded the board of the discussion from the committee meeting regarding the golf cart purchase for Villa Olivia. Staff is recommending approval to purchase 8 EZ-GO RXV golf carts through Sourcewell Cooperative Purchasing Program for the amount of \$51,983.20. Mr. Eckelberry motioned to approve, seconded by Ms. Stocks. **Motion Passed.**

John Deere Tractor

Ms. Palmer reported the Villa Olivia committee recommends approval to purchase a John Deere 4052R tractor for \$35,805.20 through Sourcewell Cooperative Purchasing Program. Ms. Palmer motioned to approve, seconded by Mr. Eckelberry. **Motion Passed.**

Personnel Committee, Ms. Palmer, Chairperson

No Report

Community Relations and Legislative Issues Committee, Ms. Gunsteen, Chairperson

Local Government Efficiency Act Committee

Mr. Lewis asked Ms. Fletcher to report on the Local Government Efficiency Act Committee. Ms. Fletcher explained the committee is required to appoint two community members to the committee and shared that the two have been invited and are excited to join. Mr. Chris Stephen and Mr. Mark Kosbab will work with the board and staff to determine the efficiency of the park district and report on their findings. The first meeting will be held in October and Mr. Eckelberry motioned to approve of these appointments, seconded by Ms. Palmer. **Motion Passed.**

Executive Director's Report, Ms. Fletcher

Bill List

Ms. Fletcher recommended approval of the May Bill List. Ms. Palmer moved to approve the Bill List as presented, and Ms. Stocks seconded. **Motion Passed.**

Villa Olivia Entrance

Ms. Fletcher shared something that was brought up at the Illinois Department of Transportation meeting in regards to the entrance to Villa Olivia from Naperville Road. IDOT is working on improving Shale's Parkway on Lake Street and is also looking at expanding the intersection of Naperville Road and Lake Street. With the possibility of expanding that intersection to include double turn lanes, discussion about moving the entrance to Villa Olivia further away from the intersection came up. Ms. Fletcher shared a rough drawing of where the entrance from Naperville road would be moved and the benefits of having it further away from the intersections and turn lanes. Ms. Fletcher also shared that it is possible IDOT or Cook County would assist with the cost of moving the entrance as it would be mutually beneficial for the Lake Street project. The district would be responsible for adjusting the traffic pattern in the parking lot for the new entrance. The board discussed and agreed that it was a good idea. Ms. Fletcher will get the ball rolling by drafting a letter to IDOT and Cook County, but there is no knowing how long this will take.

Superintendent of Recreation Report, Ms. Dasbach

Summer Camps and ePact

Ms. Dasbach provided an update on Summer Camp registration for the summer with a total of 2,260 campers across four camps. New this year is the ePact system to electronically collect important emergency information on each camper including contact information, emergency contacts, allergies, and medication information. This new system eliminates a lot of paperwork and has received a lot of positive feedback. Mr. Eckelberry asked how staff is able to access the

information and Ms. Dasbach explained that camp counselors can use iPhones, iPads and desk top computers to access the information. Ms. Palmer asked about security of the personal information in the system and Ms. Dasbach explained that staff has secure log-ins in order to access the information. Mr. Eckelberry is familiar with the new system and shared that it is used by other districts and programs and it allows for information to carry over. Meaning that if a resident sets up their child in the system and their child then participates in a program at another district who also uses this system, all of their important information will already be in there.

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

Apple Orchard Golf Course Update

Ms. O'Brien provided an update on the Apple Orchard Golf Course Clubhouse and all of the changes that have been made in recent months. The flooring was replaced, the walls were painted, new toilets were installed as well as new TVs. Ms. O'Brien shared photos of the updated clubhouse as well as the new netting that was placed between greens #5 & #6 as well as along #8 fairway. Several dead trees were removed from the course last year and while the new trees mature, netting has been placed for screening. Ms. Stocks commented that the course is looking great, neat and trimmed.

Superintendent of Business Services, Mr. Leninger

IMRF 2024 Calendar Year Preliminary Employer Rate

Mr. Leninger reported the district's preliminary employer contribution rate for 2024 is 6.7% which has gone down since last year's rate of 7.67%. Ms. Palmer asked if the reason for the decrease in contribution rate is due to the performance of IMRF's investments and Mr. Leninger confirmed that their portfolio has had good performance.

Superintendent of Special Facilities, Ms. Mix

Bartlett Aquatic Center Opening Day

Ms. Mix updated the board on opening plans for the Bartlett Aquatic Center and is happy to report over 100 lifeguards have been hired which is 30 more than last year. Ms. Mix shared a chart of the number of staff hired for each position at the pool and reported an overall increase in staffing for this season. Ms. Palmer asked what contributed to the increase in staff this season and Ms. Mix responded that over 40 lifeguards are returning from last year and many new hires have recruited friends to apply.

Superintendent of Villa Olivia, Mr. Pierobon

Lighting at Villa Olivia

Mr. Pierobon informed the board that Windy City Lighting reached out to Villa Olivia to take part in the ComEd Efficiency Program. Lighting in the parking lot, pro shop, and offices were all updated to LED. The project would have cost \$11,355, but through this program there was no cost to the district for all of the updated lighting.

Old Business

None

New Business

Mr. Lewis reminded the Board that on May 29th the Memorial Day walk will be starting at Bartlett Park.

Adjournment

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Mr. Eckelberry made a motion, and Ms. Stocks seconded. **Motion Passed at 8:14 PM.**

Minutes Approved by the Board on June 27, 2023.

By: Rita Fletcher
Rita Fletcher, Board Secretary