

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, JUNE 13, 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 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 & 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

President Gunsteen led the Pledge of Allegiance.

Presentation

Ms. Gunsteen asked Ms. Palmer to join her in front of the board. Ms. Gunsteen recognized Ms. Palmer's service as President of the Board of Commissioners for the Bartlett Park District from 2021 to 2023 and presented her with a commemorative plaque.

Public Comments

None

Finance Committee, Mr. Eckelberry, Chairperson

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

Mr. Eckelberry advised the board that staff is requesting approval for purchases between \$6,000 and \$20,000 and a list was provided. There being no questions, Mr. Eckelberry asked for a motion to approve. Mr. Lewis motioned to approve the purchases, seconded by Ms. Kasuba. **Motion Carried.**

Planning Committee, Mr. Lewis, Chairperson

Villa Olivia Garden Development

Mr. Lewis summarized the strategic plan, that was discussed in March of 2022, regarding improvements to the outside area at Villa Olivia for weddings and entertainment options during the summer. Upland Design created two concepts for improvements to the area that were presented with the strategic plan and capital project funds have been allocated to make improvements to this area this year. Staff recommends hiring Upland Design to oversee this project for \$25,450. Mr. Lewis asked for a motion to approve of hiring Upland Design. Ms. Stocks made a motion, Ms. Palmer seconded. **Motion Carried.**

Ms. Fletcher asked for feedback from the commissioners on the two concepts that were previously presented by Upland Design and reviewed the different aspects of each. The two concepts are similar in cost with the main difference being the size of the patio. Commissioners agreed that concept B, with the larger patio area, would be the better option and make the space more versatile for different types of events. Ms. Fletcher thanked the commissioners for their feedback and shared the plan is to get the design approved at the end of the month and go out to bid in September of this year. The majority of the project would take place this fall and then landscape would be finished next spring.

Building and Grounds Committee, Ms. Stocks, Chairperson**Aquatic & Electrical Engineering Service Request**

Ms. Stocks explained, as part of the capital improvement plan, the main pool pump room B filter system is due to get replaced at the Bartlett Aquatic Center. Staff is requesting approval to hire W-T Engineering Group for \$29,600 to complete all design and construction documents and handle bid and permitting for this project. Ms. Palmer motioned to approve, seconded by Mr. Lewis.

Motion Carried.

Apple Orchard Community Park and Kermit's Korner Update

Ms. Stocks informed the board that both Kermit's Korner and Apple Orchard West playground replacement projects were completed before the end of May. At Apple Orchard West, staff was able to add an additional asphalt path to move the port-o-lets to meet ADA requirements and will be adding fencing around them. Staff is still waiting on benches to arrive and be installed.

Recreation Committee, Ms. Fagan, Chairperson**Spring/Summer Athletic League Updates**

Ms. Gunsteen presented enrollment numbers for youth and adult spring and summer athletic leagues. Registrations numbers are strong and all leagues are up in registration or comparable to last year. This includes two new leagues, Adult Doubles Pickleball and Jr. Hoops Basketball.

Special Facilities Committee, Ms. Kasuba, Chairperson**Junior Golf League**

Ms. Kasuba detailed the 9-week junior golf league offered at Apple Orchard Golf Course. This season has 89 golfers registered, in 27 groups that rotate tee times throughout the program. Ms. Gunsteen asked how the registration numbers compared to pre covid numbers. Ms. Mix responded that registration is still down compared to pre covid, but has been steadily increasing.

Villa Olivia Committee, Ms. Palmer, Chairperson**May Golf Rounds Comparison**

Ms. Palmer advised the board Villa Olivia saw an increase in number of golf rounds played in May of this year and provided a comparison to the last 5 years. This May has seen about 500 more rounds of golf than any of the previous 5 years and staff attributes that to great weather and the increase in available golf carts. Because of the additional golf carts, available tee times have increased because time between tee times has been reduced to 10 minutes.

Personnel Committee, Ms. Palmer, Chairperson**Full-Time Staff Longevity**

Ms. Palmer reviewed the longevity report of full-time staff and noted that 23 percent of full-time staff have over 15 years of service. Ms. Palmer added that it is good to take a minute to appreciate and reflect on the longevity of our staff and see the percentages of staff who have many years of service to the park district.

Community Relations and Legislative Issues Committee, Ms. Gunsteen, Chairperson**Independence Day Parade**

Ms. Gunsteen shared that on Sunday July 2nd the Park District will be taking part in Bartlett's Independence Day Parade and anyone that would like to walk in the parade should meet at the Administration building by 11:30am. Ms. Gunsteen asked what the district's float theme will be this year and Ms. Fletcher replied Lumber Jack and Jill Fest will be this year's theme.

Old Business

Ms. Kasuba asked about the basketball and pickleball courts project start date. Ms. Fletcher responded that there is hold up with the permit from the Village of Bartlett. There have been some changes requested from the Village and the architects are currently working on it. Ms. Gunsteen asked if it was due to the size and location of the new courts or if it was a drainage issue. Ms. Fletcher explained that because a large hard surface is being added, there needs to be a natural area for drainage.

New Business

Ms. Palmer wanted to share that she attended an event at Villa Olivia recently and every banquet room had an event taking place. It was great to see so much going on and she wanted to commend the staff for working so hard.

Adjournment

There being no further business before the Board, Ms. Gunsteen moved to adjourn the meeting. Mr. Lewis made a motion, and Mr. Eckelberry seconded. **Motion Passed at 7:50 PM.**

Minutes Approved by the Board on June 27, 2023.

By: Rita Fletcher

Rita Fletcher, Board Secretary