

BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, JUNE 27, 2023

Call to Order

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

Roll Call

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

President Gunsteen led the Pledge of Allegiance.

Approval of Minutes

Ms. Gunsteen moved to approve the minutes for the May 23, 2023 Board Meeting and the June 13, 2023 Committee Workshop Meeting. Ms. Palmer made a motion, and Ms. Stocks seconded.
Motion Passed.

Public Comment

None

Monthly Treasurer's Report, Mr. Eckelberry, Chairperson

Ms. Gunsteen presented the Monthly Treasurer's Report for May 2023. There being no questions, Ms. Stocks motioned to approve the monthly treasurer report, Ms. Kasuba seconded.
Motion Passed.

Finance Committee, Mr. Eckelberry, Chairperson

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

Ms. Gunsteen reminded the board that purchases orders between \$6,000 and \$20,000 were presented at the committee meeting and the finance committee recommends approval. Ms. Palmer made a motion to approve, seconded by Ms. Stocks. **Motion Passed.**

Planning Committee, Mr. Lewis, Chairperson

Villa Olivia Outdoor Garden Development

Ms. Gunsteen summarized the plans to update the outdoor area at Villa Olivia. Upland Design has submitted a proposal to oversee this project including design, bidding, construction, permitting, and site observation. The planning committee recommends hiring Upland Design to oversee the updates to Villa Olivia's outdoor space for a total of \$25,450. Ms. Palmer motioned to approve of hiring Upland Design, seconded by Ms. Kasuba. **Motion Passed.**

Building and Grounds Committee, Ms. Stocks, Chairperson

Aquatic & Electrical Engineering Service Request

Ms. Stocks stated the main pool pump room 'B' filter system at the Bartlett Aquatic Center is due for replacement and has been included in this year's capital improvement plan. The Building and Grounds committee is recommending hiring W-T Engineer Group to oversee this project for a total of \$29,600. W-T Engineer Group would handle design and construction documents, bid process, and permitting. Ms. Stocks motioned to approve, seconded by Ms. Palmer. **Motion Passed.**

Recreation Committee, Ms. Fagan, Chairperson

No Report

Special Facilities Committee, Ms. Kasuba, Chairperson

No Report

Villa Olivia Committee, Ms. Palmer, Chairperson

No Report

Personnel Committee, Ms. Palmer, Chairperson

No Report

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

No Report

Executive Director's Report, Ms. Fletcher

Bill List

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

Foundation Event

Ms. Fletcher shared the Bartlett Parks Foundation Annual Turtle Race will take place on June 29th at the Bartlett Aquatic Center and asked everyone to remind their friends and family to adopt their turtles. Ms. Stocks asked why the turtle race was so early this year. Ms. Fletcher explained that the race date was moved two years ago from the 4th of July to the Thursday before the festival starts. This change has increased the number of attendees at the race compared to when it was held on the 4th of July.

Eastfield Property & Bartlett Park

Ms. Fletcher was excited to share that both the Eastfield property and Bartlett Park have been deeded to the park district. The Eastfield property will be developed into a new park and Ms. Fletcher reminded the commissioners they need to start thinking of a name for the new park.

Superintendent of Recreation Report, Ms. Dasbach

Website Update

Ms. Dasbach shared an update on the park district website. This spring a "News Flash Button" was added to the home page of the park district website where current and upcoming projects can be highlighted and shared with residents. Current highlights include the newly updated Apple Orchard West and Kermit's Korner parks.

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

Splash Central Temporary Dehumidifier

Ms. O'Brien provided an update on the dehumidifier system in Splash Central. Staff has worked with the district's HVAC contractor to install a temporary dehumidifier unit. Pictures of the unit were provided and Ms. O'Brien discussed the decision to use an existing exterior door instead of removing one of the windows to give access to the temporary unit. To satisfy the number of emergency exit doors needed, the maintenance doors to the pump room will remain unlocked with emergency exit signage. Ms. Gunsteen asked about the schedule for the new dehumidifier unit and Ms. O'Brien confirmed it is still on schedule.

Superintendent of Business Services, Mr. Leninger

Annual Audit

Mr. Leninger reported the district's annual audit was completed recently by Seldon Fox Ltd., who has worked with the district for three years and continues to have a great relationship with the district. Mr. Leninger noted he expects to have the final report ready to present to the board by September.

Superintendent of Special Facilities, Ms. Mix
Fall Guide Registration Schedule Adjustment

Ms. Mix informed the board of the new registration schedule that will begin this fall. Previously, seasonal registration opened to residents the same day that the digital copy of the seasonal guide was posted to the website and start of the mail delivery. The new schedule will allow for five days between the guide being posted to the website and the opening of registration for residents. Staff has received feedback from residents wishing to have more time to review the guide before registration opens and are making this change to accommodate this request. The fall guide will be the first trial for this new schedule and staff will evaluate the success and make additional adjustments as needed.

Superintendent of Villa Olivia, Mr. Pierobon
May & June 3 Year Banquet Comparisons

Mr. Pierobon presented a three-year comparison for total number of banquet events held at Villa Olivia and total number of guests attending events at Villa Olivia. Mr. Pierobon noted that although the total number of banquets is similar, the total number of guests has been steadily rising over the past three years from 1534 total guests to 3203 total guests. Ms. Fagan asked what staff feels contributes to the increase of the past three years. Ms. Fletcher responded that staff has made several updates and refreshes to the banquet area at Villa Olivia. Mr. Pierobon added that many events are held by people who have attended other events at Villa Olivia and word of mouth has been helping bring in new guests as well as school events and baby showers have been more popular.

Old Business

None

New Business

None

Adjournment

There being no further business before the Board, Ms. Gunsteen moved to adjourn the meeting. Ms. Stocks made a motion, and Ms. Palmer seconded. **Motion Passed at 7:48 PM.**

Minutes Approved by the Board on July 25, 2023.

By: Rita Fletcher
Rita Fletcher, Board Secretary