

# **BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, AUGUST 22, 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, Theodore J. Lewis, Stephen Eckelberry, Lori Palmer, Susan Stocks and Jody Fagan. Commissioner Dale Ann Kasuba 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.

## **Pledge of Allegiance**

President Gunsteen led the Pledge of Allegiance.

## **Approval of Minutes**

Ms. Gunsteen moved to approve the minutes for the July 25, 2023 Board Meeting and the August 8, 2023 Committee Workshop Meeting. Mr. Lewis made a motion, and Mr. Eckelberry seconded. **Motion Passed.**

## **Public Comment**

None

## **Monthly Treasurer's Report, Mr. Eckelberry, Chairperson**

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

## **Finance Committee, Mr. Eckelberry, Chairperson**

### **Resolution 23-07 NWSRA Assessment**

Mr. Eckelberry reminded the board that each year the Park District adopts a resolution which accepts the Northwest Special Recreation Association Assessment. This year the assessment amount is \$237,979.44 which is an increase of \$1,025.61 and the first increase in three years.

Ms. Palmer asked staff to let the NWSRA know the controlled costs are appreciated. Mr.

Eckelberry motioned for approval, seconded by Ms. Palmer.

Ms. Gunsteen asked for a roll call vote,

Roll Call Vote:

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

Nays: None

Absent: Kasuba

Abstain: None

**Motion Passed**

**Planning Committee, Mr. Lewis, Chairperson**

**BAC Family Changing Room**

Mr. Lewis stated the district has not yet received confirmation on when the funds from the state would be received for this project. Ms. Fletcher directed the Board members to the new proposal from Williams Architects to change the proposed family changing room into two family changing rooms but neither would have a shower. Ms. Gunsteen thanked Ms. Fletcher for looking into this option and believes having two changing rooms will be most beneficial in the long run. Mr. Lewis stated that Williams Architects have provided a proposal for this project and the board needs to decide if the district should move forward with this project or wait for the funds to be provided from the state. Mr. Lewis motioned to approve of hiring Williams Architects for a total of \$48,000, seconded by Ms. Stocks. Ms. Palmer asked what the over all cost of this project is estimated to be and Ms. Fletcher responded about \$290,000. **Motion Passed.**

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

**BCC – Oak Room Floor Replacement**

Ms. Stocks began the Buildings and Grounds Committee report with the new flooring in the Oak Room. Staff is recommending hiring United Carpet Inc. for \$26,989.07 to remove existing and install new carpet tiles and dance floor in the Oak Room. Ms. Stocks motioned for approval, seconded by Mr. Lewis. **Motion Passed.**

**Paving Projects – Various Locations**

Ms. Stocks continued with the paving projects at Apple Orchard Community Park entrance and Jim Jenson parking lot, Apple Orchard West parking lot, Ancient Oaks Park Trail, and Blue Heron Park parking lot. Staff recommends hiring A & A Paving for the amount of \$93,903.14 to complete all projects. Ms. Stocks motioned to approve, seconded by Mr. Lewis. **Motion Passed.**

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

**No Report**

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

**Cyclocross Request**

Ms. Gunsteen reported that Athletes By Design is requesting to once again hold their annual Cyclocross race at Sunrise Park on October 23<sup>rd</sup>. Mr. Eckelberry motioned to approve, seconded by Ms. Stocks. **Motion Passed.**

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

**Cart Path Replacement**

Ms. Palmer summarized the cart path project being proposed for the Villa Olivia Golf Course. Staff is recommending hiring A & A Paving to replace 8,760 sq. ft. of cart path on the golf course for a total of \$29,949.40. Ms. Fagan noted this is the same company that will be hired to complete the various parking lot projects and asked if the district has used this company for other projects. Ms. Fletcher responded yes and explained that staff reached out to other companies whose pricing was much higher. Mr. Eckelberry motioned to approve, seconded by Ms. Palmer. **Motion Passed.**

**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 August Bill List. Mr. Eckelberry moved to approve the Bill List as presented, and Mr. Lewis seconded. **Motion Passed.**

### **Community Survey**

Ms. Fletcher directed the board to the draft of the community survey questions that will be sent out in September. Ms. Palmer brought up a few questions on clarity and formatting of certain questions. Some suggested changes were noted and will be discussed with aQity Research who created the survey. Ms. Fagan inquired about the steps to complete the survey online and how long it would take to complete. Ms. Gunsteen asked about the timing for the survey and Ms. Fletcher responded that they will begin to send out the survey in September.

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

### **Starburst the Rock Snake**

Ms. Dasbach updated the board on the rock snake that was created outside of the Preschool at Bartlett Community Center and how it has grown over the summer. Ms. Gunsteen stated she loves how these projects bring people together.

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

### **Facility Maintenance Positions Update**

Ms. O'Brien announced that the Facility Maintenance Manager position has been filled by Al Cannestra who brings over 23 years of experience and knowledge with facility maintenance. Additionally, second round interviews for the full-time facility maintenance level II position will take place this week.

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

### **SmartFusion Migration to the Cloud**

Mr. Leninger reported on the migration to the cloud for the district's financial software. The software is currently run on premise through a Microsoft SQL server that the district plans to eliminate in the coming years. The cloud-based software does require an annual fee, but the district will be saving money by not replacing the SQL server in the coming years. The cloud-based version of the software will look nearly identical and staff expects to make the full migration in coming weeks.

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

### **Bartlett Parks Foundation Update**

Ms. Mix informed the board of the upcoming Bartlett Parks Foundation event, Twilight Golf, which will be taking place on Friday, September 8<sup>th</sup>. Additionally, the Bartlett Parks Foundation has begun sending out quarterly newsletter emails. Ms. Mix shared the Fall 2023 newsletter which highlights upcoming event as well as recently held events, provides information on the recreational scholarship program, and includes a fun "Did You Know" section that highlights the Foundation projects over the years.

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

### **Brick Work at Villa Olivia**

Mr. Pierobon shared an update on the door to the old snack shop that has been torn down. Masterpiece Masonry removed the door from the wall and filled in the brick work. Mr. Pierobon shared a before and after photo of the work and added the door that leads nowhere has been removed.

**Old Business**

Ms. Gunsteen asked for an update on the dehumidifier replacement. Ms. O'Brien shared that the old system has been completely removed and the next step will be excavating for new piping that will go in for the new system. Ms. Gunsteen asked if there was concerned about the extreme heating this week affecting the building. Ms. O'Brien explained that both pools have been drained and there is no concern for humidity in Splash Central.

**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 Mr. Lewis seconded. **Motion Passed at 8:01 PM.**

Minutes Approved by the Board on September 26, 2023.

By: Rita Fletcher  
Rita Fletcher, Board Secretary