

# BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, OCTOBER 24, 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, Dale Ann Kasuba and Jody Fagan. Commissioner Susan Stocks 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 Carter.

## Pledge of Allegiance

President Gunsteen led the Pledge of Allegiance.

## Approval of Minutes

Ms. Gunsteen moved to approve the minutes for the September 26, 2023 Board Meeting and the October 10, 2023 Committee Workshop Meeting. Mr. Eckelberry made a motion, and Mr. Lewis seconded. **Motion Passed.**

## Public Comment

None

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

Mr. Eckelberry presented the Monthly Treasurer's Report for September 2023. Mr. Eckelberry motioned to approve the monthly treasurer report as presented, Mr. Lewis seconded. **Motion Passed.**

## Finance Committee, Mr. Eckelberry, Chairperson

No Report

## Planning Committee, Mr. Lewis, Chairperson

### Villa Olivia Wedding Garden Area

Mr. Lewis reminded the board of the bid opening for the Villa Olivia Wedding Garden Area that took place on October 16<sup>th</sup>. Staff recommends hiring Innovation Landscapes, Inc. to complete the project for a total of \$192,926.12. Mr. Lewis asked for a motion to accept hiring Innovation Landscapes, Inc. Ms. Palmer motioned to approve, seconded by Mr. Eckelberry. **Motion Passed.**

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

### Bartlett Aquatic Center – Filter System Replacement

Ms. Gunsteen shared that part of capital improvements, the main pool pump room "B" filter system is due to be replaced at Bartlett Aquatic Center. The project includes replacement of the existing pool filtration system including new circulation pumps, system controller and supporting components. At the bid opening held on October 16<sup>th</sup>, four bids were received. Staff

recommends hiring Sunset Pools & Spas Inc. for a total of \$475,000 to remove and replace the filtration system. Ms. Gunsteen asked what the timeline for this project is and Ms. O'Brien responded that the goal is to have the system replaced before the opening of the pool next season. Mr. Lewis motioned to approve of hiring Sunset Pools & Spas Inc. to complete this project, 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**

**Ordinance 23-09 4<sup>th</sup> of July Event**

Ms. Gunsteen stated the 4<sup>th</sup> of July Committee has agreed to share dates for the proposed festival before signing a three-year contract with the North American Midway carnival company. The Park District Board annually approves an ordinance for the 4<sup>th</sup> of July festival that allows for the consumption of alcoholic beverages in Apple Orchard Community Park, prohibits animals from the festival grounds and sets procedures in the event of activation of the Thorguard system. The community relations and legislative issues committee is recommending approval of Ordinance 23-09 4<sup>th</sup> of July Event, for the specific dates provided by the 4<sup>th</sup> of July committee for the next three years. Mr. Eckelberry motioned to approve, seconded by Ms. Kasuba. Ms. Gunsteen asked for a roll call vote.

Roll Call Vote:

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

Nays: None

Absent: Stocks

Abstain: None

**Motion Passed**

**Executive Director's Report, Ms. Fletcher**

**Bill List**

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

**Community Survey**

Ms. Fletcher notified the board that the community survey is now available on the park district website for any residents to complete that were not selected in the random group and will be available until November 1<sup>st</sup>.

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

**Bartlett Park District Anniversary**

Ms. Dasbach shared that the district is working on the 60<sup>th</sup> Anniversary celebration next year. The anniversary date is January 18<sup>th</sup>, 2024 and staff has created a special logo to use throughout the year. Staff from all departments are working on different activities including a scavenger hunt, party in the park, and a historic timeline to be installed at the Bartlett Community Center. More information will be shared with the board in the coming months.

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

### **Oak Room Floor Replacement Project**

Ms. O'Brien revealed the updates in the Oak Room. Staff worked with contractors to remove and replace the flooring, expanding out the dance floor, as well paint the walls and update all ceiling and wall lights with LED.

### **Pickleball Courts**

Ms. O'Brien also provided an update on the pickleball court project. Holes have been drilled for the nets and landscaping is being worked on, but the weather has prevented color coating of both the basketball and pickleball courts. Staff is working with the contractors to get temporary lines drawn until the color coating can be completed next spring. The basketball hoops are up and look great.

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

### **Cybersecurity Awareness Month**

Mr. Leninger informed the Board that October is Cybersecurity Awareness Month and shared four simple steps that can help keep personal information safe. These steps include using strong passwords, utilizing multi-factor authentication, recognize and report phishing, and update software.

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

### **New Program Cancellation Submission**

Ms. Mix shared that as part of an annual goal, staff has created a fillable form that can be submitted directly through the website for registration cancellation. Once submitted, the form is sent to registration staff. Previously, patrons would complete the cancellation form and submit it by email or dropping it off at the registration desk. This form should streamline the process for patrons and staff and staff is looking for other ways to implement fillable forms.

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

### **Back Nine Closed**

Mr. Pierobon updated the Board on the golf operations at Villa Olivia. The back nine holes will be closed for the season on November 1<sup>st</sup> in preparation for winter sports. The front nine holes will remain open as long as weather permits and golfers who want to play 18 holes will be able to play the front nine twice. Mr. Pierobon also shared that they are staying busy with fall golf because of the nice weather.

## **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 7:46 PM.**

Minutes Approved by the Board on November 28, 2023.

By: *Rita Fletcher*  
Rita Fletcher, Board Secretary