

BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, JANUARY 23, 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, Dale Ann Kasuba and Jody Fagan.

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.

Guests: Stephanie Fairbanks and Michelle Kelly with Upland Design

Pledge of Allegiance

President Gunsteen led the Pledge of Allegiance.

Approval of Minutes

Ms. Gunsteen moved to approve the minutes for the December 19, 2023 Board Meeting, the December 19, 2023 Special Board Meeting and the January 9, 2024 Committee Workshop Meeting. Mr. Eckelberry made a motion, and Mr. Lewis seconded. **Motion Passed.**

Public Comment

None

Presentation

President Gunsteen congratulated Stephanie Fairbanks, marketing manager, on 30 years with the Bartlett Park District and presented her with an engraved award. Ms. Gunsteen highlighted Ms. Fairbanks's dedication to the district and shared many fun memories over the years. Other commissioners added their personal memories of when they met Ms. Fairbanks and how she has contributed to the success of the park district.

Monthly Treasurer's Report, Mr. Eckelberry, Chairperson

Mr. Eckelberry presented the Monthly Treasurer's Report for December 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

Park Planning

Mr. Lewis introduced Michelle Kelly with Upland Design who was there to discuss playground equipment for three parks that have been budgeted to be updated. Ms. Kelly explained that community input meetings had been held recently for each park and they were able to get resident opinions on the playground options that were being presented at this meeting. Ms. Kelly began with Firefighters Park and described updates that will be made to the park including expanding the path to be ADA accessible, replacing the bike rack and picnic benches. Ms. Kelly presented four designs from different playground equipment manufacturers. After detailing the specific of each design, the commissioners were given an opportunity to review the plans more closely. The commissioners narrowed the options down to their top two and Mr. Eckelberry asked about the feedback from the community input meeting. Ms. Kelly shared that the most liked design by residents was one of the commissioner's top two and the commissioners agreed with the residents on the Burke design.

The next park that was discussed was Schoppe Park. Ms. Kelly reviewed the updates to the park that are similar to Firefighters park including the expanded path to ADA accessibility, new bike rack and new picnic benches. Ms. Kelly detailed all of the options and commissioners commented on the ParKreation presentation. Ms. Kelly explained that ParKreations has not been able to provide designs for recent projects because of long lead times on their equipment but has recently reduced their lead times. The commissioners were impressed with the ParKreations presentation and the Landscapes Structures presentation. Ms. Fagan commented that the park is very close to Bartlett Park and it might be beneficial to look at options that aren't offered at Bartlett Park. Commissioners voted and the winning option was the ParKreations design.

The final park that was discussed was the new Rotary Park. Ms. Kelly presented the layout for the new park, landscaping, and unique items including a special bike rack in the shape of the Rotary gear. Ms. Kelly also shared that the community input meeting for this park had the most attendees. Ms. Kelly detailed each design option for the playground equipment and the commissioners discussed each option. The commissioners decided on the Burke option which was also the favorite option of the residents. Ms. Kelly added that during the community input meeting residents asked about having rubber surfacing instead of woodchips and Ms. Kelly explained the high cost of the rubber surface would come to about \$100K for this park. This surprised many of the commissioners as well as the residents but provided understanding as to why woodchips were a better option. The residents also asked for another bench to be added to the park which staff will be looking into. Commissioners thanked Ms. Kelly for the presentation and the next step will be to order the playground equipment and prepare documents for the bid process.

Building and Grounds Committee, Ms. Stocks, Chairperson

D.A.R.E. Family Fishing Derby Request

Ms. Stocks presented the request from the Bartlett Police Department for the annual D.A.R.E. Family Fishing Derby at Beaver Pond Park on June 1st from 8am to 12pm. Ms. Stocks motioned to approve, seconded by Mr. Eckelberry. **Motion Passed.**

Recreation Committee, Ms. Fagan, Chairperson

National Night Out 2024

Ms. Fagan summarized the request from the Village of Bartlett for the annual National Night Out event for 2024. Events will take place on Friday, August 2nd at the Bartlett Aquatic Center and Apple Orchard Community Park and Tuesday, August 6th at Bartlett Park. Ms. Fagan motioned to approve of the request, seconded by Mr. Eckelberry. **Motion Passed.**

Special Facilities Committee, Ms. Kasuba, Chairperson

Ordinance 24-01 2024 North Avenue Car Show

Ms. Kasuba reminded the board of the request from Ignite the Courage to use Bartlett Park for the North Avenue Car show on Saturday, June 15th that was discussed at the committee workshop meeting. The organization is requesting to sell alcohol at the event which will include over 200 cars, live music, food trucks, craft show, silent auction, and raffle. Ms. Kasuba motioned to approve of Ordinance 24-01, seconded by Mr. Eckelberry.

Ms. Gunsteen asked for a roll call vote.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

Motion Passed

Ordinance 24-02 Smoke & Iron Music Festival Request

Ms. Kasuba moved on to the second request from Ignite the Courage to use Apple Orchard Community Park for the Smoke & Iron Music Festival on August 9th and 10th. Ordinance 24-02 will allow for the consumption of alcohol during the event which will include live music, food trucks, craft show, beer tasting and bags tournament. Ms. Kasuba motioned to approve of Ordinance 24-02, seconded by Mr. Eckelberry.

Ms. Gunsteen asked for a roll call vote.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

Motion Passed

Arts in Bartlett Global Arts Festival

Ms. Kasuba summarized the request from Arts in Bartlett to use Apple Orchard Community Park and Jim Jensen pavilion for the annual Global Arts Festival from June 7th to June 9th. Ms. Kasuba motioned to approve, seconded by Mr. Eckelberry. **Motion Passed.**

Arts in Bartlett Pet Event

Ms. Kasuba presented the final request from Arts in Bartlett to use Bartlett Park for the annual Pet Event on Saturday, September 7th. Ms. Kasuba motioned to approve of the request, seconded by Ms. Stocks. **Motion Passed.**

Villa Olivia Committee, Ms. Palmer, Chairperson

Front Entrance Vestibule

Ms. Palmer motioned to approve of the request to hire Cooper Construction & Glass Inc. to replace the front entrance doors at Villa Olivia for the amount of \$29,995, seconded by Mr. Eckelberry. Ms. Palmer asked when this project will be completed and Mr. Pierobon responded that the project is estimated to start in about two months. **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 January Bill List. Ms. Stocks moved to approve the Bill List as presented, and Mr. Lewis seconded. **Motion Passed.**

IAPD Joint Legislative Meetings

Ms. Fletcher provided dates and locations for upcoming legislative meetings that will discuss issues that will be debated throughout the next legislative session. Ms. Fletcher asked if any commissioners are interested in attending any of the meetings to let her know.

Superintendent of Recreation Report, Ms. Dasbach

23-24 Youth Basketball Season

Ms. Dasbach discussed the current basketball season and some of the challenges staff has been facing with gym scheduling and changes needed when schools close for snow days. Ms. Dasbach also detailed the many leagues the district is offering and how registration compares to previous seasons.

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

2023 Parks Department Report

Ms. O'Brien presented the 2023 Parks Department Report and highlighted some of the accomplishments of the department over the last year. Ms. O'Brien discussed weather challenges in the early spring with lots of rain, then snow, followed by the driest May in over 100 years. Ms. O'Brien highlighted some of the major projects that were completed in parks this year including renovation of Koehler Field C, new playgrounds at Apple Orchard West and Kermit's Korner Parks, Splash Pad Concrete Repairs at Leiseberg Park, removal and planting of new trees at various parks, sealing coating at various parks, and many more. Ms. O'Brien also provided a breakdown of labor hours specific to parks maintenance with a comparison to previous years. A notable increase this year was in playground inspections and maintenance, which Ms. O'Brien attributed to the heavy usage of Bartlett Park and the additional hours needed for cleanup and repairs.

Ms. O'Brien then discussed facility maintenance and highlighted some of the major projects that were completed this year including temporary chillers that were installed to keep the indoor pool open before the new dehumidifier was installed, Oak Room floor replacement and painting, Log cabin exterior painting, and many more. Ms. O'Brien also provided a breakdown of facility maintenance hours and facility custodial hours. The most notable increase in labor hours were due to Splash Central and Bartlett Aquatic Center maintenance.

Ms. O'Brien highlighted some of the projects completed at Apple Orchard Golf Course this year including safety netting systems on fairway #8 and between #5 and #6, renovation of the clubhouse, new tee box markers, new pond aerator with lights, and more. Ms. O'Brien explained that the new grounds manager has brought some great ideas to reduce labor hours and also successfully mitigated many irrigation and flooding issues throughout the year. A breakdown of labor hours compared to previous years was provided and the increase of landscape maintenance hours was due to the irrigation and flooding issues.

Ms. O'Brien concluded the report with what the Parks Department is looking forward to next year including completing the pickleball and basketball courts projects, new filter system and family changing rooms at Bartlett Aquatic Center, three new playgrounds, and hoping to be fully staffed. Ms. Gunsteen asked if the family changing rooms are expected to be completed before the opening of the Bartlett Aquatic Center and Ms. O'Brien responded that the project is out for bid and the goal is to have it completed before the pool opens for the season. The commissioners thanked Ms. O'Brien for the great report.

Superintendent of Business Services, Mr. Leninger
PMA Financial Performance Report

Mr. Leninger updated the board on the district's investment performance over the past year. The district's earning from CD investments has been substantial and totals nearly \$60K in the past year. Staff will continue to monitor interest rates and will adjust majority lengths of the CDs in order to continue to maximize interest income for the district. Staff is looking forward to more beneficial investing in the coming year.

Superintendent of Special Facilities, Ms. Mix
Strategic Goal Report

Ms. Mix and Mr. Leninger shared the technology strategic goal report. The goal is to establish a district-wide WiFi plan to enhance our customers experience, which includes planning for future parks and facilities. Included in this strategic goal committee were Katie Mix, Superintendent of Special Facilities, Eric Leninger, Superintendent of Business Services, Dan Touzios, Parks Athletic Fields Manager, and Kevin Aulisio, Villa Olivia Golf & Winter Sports Operations Manager. Mr. Leninger first explained the difference between wireless cellular connection and Wireless Fidelity, or WiFi, and noted this report focuses on WiFi enhancement. The committee took five different action steps to complete this report including meeting with staff to find out where it would be beneficial to increase WiFi performance, investigating applicability to playground equipment, investigating technology for golf carts, golf course and ski equipment, investigating potential upgrades to existing camera systems, and reviewing findings to prioritize and plan for the future.

When talking with staff from various departments, the main area identified was the Bartlett Community Center. The community center would benefit from increased WiFi performance because of limited WiFi access in the building and poor cell service in some areas because of the structure of the building. As programming and facility operations continue to utilize technology, the need for reliable access will grow. The committee investigated applicability to playground equipment but found limited options and connectivity to park items such as spray pad controls, parking lot lighting, and water fountain systems that were found utilized wireless cellular data but were not applicable to WiFi. The committee looked into golf course technology including golf cart GPS and course irrigation systems. While there is available technology to provide information on the golf cart via an iPad, including course GPS, weather updates and antitheft tracking, the course is too large to cast WiFi access over the entire area. Because of that, the golf cart technology would need to connect through cellular data. The committee was able to find irrigation technology that utilizes WiFi connectivity and staff will consider this when the time come to replace existing irrigation systems. The committee was not able to find any applicable technology for Ski Equipment, but the idea for live streaming ski hill conditions is still being investigated.

The committee investigated potential upgrades to existing camera systems which are currently located at the Bartlett Community Center and Villa Olivia. Investigating geared towards better resolution of camera footage and additional cameras outside of buildings. Mr. Leninger explained two different camera options, Coaxial cameras, which is what the current cameras are, and newer Internet Protocol cameras. The Coaxial cameras are not able to communicate over WiFi, where the Internet Protocol cameras can use WiFi or be wired. The two camera types work with different recording systems and wiring which leads to three different options for upgrading. Current Coaxial cameras could be upgraded to new Coaxial cameras with higher definition, the entire system would be upgraded to Internet Protocol Camera for inside and outside, or the current system could be kept in place and a new separate system could be installed and utilized for outdoor cameras. Something that was considered was the cost of running cables throughout the building which could be significant if the current system is to be completely replaced.

The final step of this goal was to review research to prioritize and plan for the future. The committee determined that expanding WiFi at the community center and upgrading camera systems are important areas for technology funds to be allocated. With this comes unique challenges for running new cable to expand the existing network and staff is working to obtain options and pricing for running additional cables to support an upgraded camera system and

expanded WiFi network. Ms. Mix and Mr. Leninger concluded their report with the goal to remain proactive in implementing network updates to best enhance our patrons WiFi experience and to keep technology infrastructure needs in mind when the district constructs or updates facilities.

Commissioners thanked the committee for their report and had several questions. Ms. Palmer asked about the possibility of adding WiFi internet to the Log Cabin. Mr. Leninger responded that cable internet access would first need to be available at the Log Cabin and then a router could be installed to provide WiFi access. Ms. Fletcher talked about the work that was done previously to gain cable internet access at other facilities including Villa Olivia and the Nature Center and believes it is possible to add to the Log Cabin. Ms. Gunsteen asked if staff felt the community center had a sufficient amount of cameras on the inside of the building. Ms. Fletcher responded that she would like to see additional cameras in the gym and the parking lot and that the community center will be the starting point for adding additional cameras.

Superintendent of Villa Olivia, Mr. Pierobon

Winter Sports Update

Mr. Pierobon offered an update on winter sports activities at Villa Olivia and was excited to announce the facility is fully open including the terrain park which was not able to open at all during last season. Staff is anticipating a fantastic turn out.

Old Business

None

New Business

None

Closed Session

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(c)(1) of the Open Meetings Act, for the discussion of employment, compensation, discipline or performance of employees of the District. Mr. Eckelberry made a motion, Ms. Kasuba seconded Ms. Gunsteen asked for a roll call vote to adjourn into Closed Session

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

Motion Passed at 9:17pm

Reconvening of Board Meeting

Ms. Gunsteen called the meeting back to order at 9:52pm and called for roll. Commissioners answering present were: Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Lori A. Palmer, Susan Stocks, and Jody Fagan. Staff members present were: Executive Director, Rita Fletcher

Action Resulting from Closed Session

No action resulting from closed session meeting.

Adjournment

There being no further business before the Board, Ms. Gunsteen moved to adjourn the meeting. Mr. Eckelberry made a motion, and Ms. Stocks seconded. **Motion Passed at 9:53 PM.**

Minutes Approved by the Board on February 27, 2024.

By: Rita Fletcher
Rita Fletcher, Board Secretary