

# BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, FEBRUARY 27, 2024

## Call to Order

President Gunsteen called the meeting to order at 7:48pm after a delay due to tornado warning.

## Roll Call

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

Staff members present were: Executive Director, Rita Fletcher; Superintendent of Recreation, Kimberly Dasbach; Superintendent of Special Facilities, Katie Mix; and Executive Assistant, Maureen Carter. Superintendent of Parks and Planning, Kelly O'Brien; Superintendent of Business Services, Eric Leninger; Superintendent of Villa Olivia, Bobby Pierobon were absent.

Guests: 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 January 23, 2024 Board Meeting, and the February 13, 2024 Committee Workshop Meeting. Mr. Eckelberry made a motion, and Ms. Stocks seconded. **Motion Passed.**

## Public Comment

None

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

Mr. Eckelberry presented the Monthly Treasurer's Report for January 2024. Mr. Eckelberry motioned to approve the monthly treasurer report as presented, Ms. Kasuba seconded. **Motion Passed.**

## Finance Committee, Mr. Eckelberry, Chairperson

### Annual Audit

Ms. Eckelberry shared the request to contract with Seldon Fox for the annual audit for the next three years for a total cost of \$62,500. Mr. Eckelberry motioned to approved, seconded by Ms. Palmer. **Motion Passed.**

## Planning Committee, Mr. Lewis, Chairperson

### Park Planning

Ms. Gunsteen introduced Michelle Kelly with Upland Design who was there to share concept plans for Leiseberg and Schoppe Parks. As park of strategic planning, staff is investigating different ways to utilize some parks. Ms. Kelly first presented two concepts for Schoppe park. Schoppe park currently has a playground which will be updated this year, and a large hilly unused space behind the playground area. The first concept for the space was nature themed with groves of different types of trees and a spiral walking path that leads up the hilled

area. The walking path would be ADA accessible and have a unique climbing area on the side of the hill. The second concept that was presented was action and activity themed. Included was five fitness circuits that would be staggered along the west side of the hilled area, a path lined as a race track, and a unique shelter placed at the top of the hill. On the east side of the hilled area would be a quiet area with benches. This concept also included off street parking spaces. Mr. Eckelberry was interested in the fitness and activity concept but didn't feel it was the right fit for this specific park. Ms. Gunsteen and Ms. Palmer agreed that the first concept was unique and created a quiet natural area that could make it a hidden gem.

Ms. Kelly then presented concepts for Leiseberg Park. The first concept included expanding the existing parking lot, replacing the existing playground with a unique playground including an animal themed climbing structure, and nature lookout spots. Also included in the concept was plans for a green and natural amphitheater. There would be a large grass area and a concrete area in the shape of a leaf that would act as a stage. The second concept presented included plans for a larger amphitheater which would face the parking lot and Devon road and include a shelter off the parking lot that would allow for ADA accessibility viewing. The concept also included updating the playground and splash pad and adding boardwalks in the native creek area. Ms. Kasuba asked about the cost difference between the two concepts and Ms. Kelly explained that the second concept with the larger amphitheater would be more expensive. Ms. Kelly continued that there are many different concepts for amphitheaters that range from hundreds of thousands of dollars to millions of dollars. Ms. Fletcher added that either of the concepts presented would be an ideal project to submit for an OSLAD grant. Ms. Gunsteen shared that she felt if the district makes plans to create an amphitheater then it should be the larger option, but felt the neighbors of Leiseberg park may not support the concept. Ms. Fletcher explained that the idea of facing the amphitheater towards the parking lot and Devon road would help reduce the noise and the district would be able to limit the hours for events with amplified sound. Several commissioners agreed with the larger amphitheater in concept B and the unique animal climbing structure from concept A. Ms. Gunsteen and Ms. Palmer brought up the need for bathrooms at this park and Ms. Kelly responded that it would be possible to add bathrooms at this park but they were not included in these concepts because the cost is significant. Ms. Palmer also added that other community groups may be interested in having an amphitheater at this park and may want to contribute to this project. Ms. Gunsteen thanked Ms. Kelly for the presentation and the ideas that were provided.

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

#### **Playground Equipment Purchase**

Ms. Stocks summarized the playground equipment purchase for Schoppe, Firefighters, and the new Rotary parks. Staff also looked into purchasing a large custom Adirondack chair and discovered that Burke offered a discount for purchasing the chair which reduced the overall cost of the playground equipment by \$200, including the chair. Commissioners asked where the large custom chair would go and Ms. Fletcher responded that a spot for the chair had not yet been determined but staff was very excited to get the fun chair while also saving money. Ms. Stocks motioned to approve, seconded by Mr. Eckelberry. **Motion Passed.**

#### **Contract Mowing Services Request**

Ms. Stocks stated the Building and Grounds Committee recommends approval of hiring Gillio Landscape Contractors for the amount of \$27,496 for a one year contract to provide weekly mowing and trimming services for 15 parks. Ms. Stocks motioned to approve, seconded by Mr. Eckelberry. **Motion Passed.**

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

#### **No Report**

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

**Ordinance 24-03 Bartlett Oktoberfest**

Ms. Kasuba reviewed the request from the Bartlett Oktoberfest Foundation to host their annual event at Leiseberg Park from Thursday, September 26<sup>th</sup> through Sunday, September 29<sup>th</sup>. Ms. Kasuba motioned to approve, seconded by Mr. Eckelberry. Ms. Gunsteen asked for a roll call vote.

Roll Call Vote:

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

Nays: None

Absent: Lewis, Fagan

Abstain: None

**Motion Passed**

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

**No Report**

**Personnel Committee, Ms. Palmer, Chairperson**

**Full-Time Salary Ranges for FY2024-25**

Ms. Palmer shared the full-time salary ranges for fiscal year 2024-2025 which has minimal change from the previous year. Mr. Eckelberry motioned to approve, seconded by Ms. Stocks.

**Motion Passed.**

**Part-Time Salary Ranges for FY2024-25**

Ms. Palmer briefly reviewed the part-time salary ranges for fiscal year 2024-2025 and the changes that will occur due to the increase in minimum wage. Mr. Eckelberry motioned to approve, seconded by Ms. Kasuba. **Motion Passed.**

**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 February Bill List. Mr. Eckelberry moved to approve the Bill List as presented, and Ms. Stocks seconded. **Motion Passed.**

**2024-25 Goals & Objectives**

Ms. Fletcher provided the goals & objectives for fiscal year 2024-2025 and asked commissioners to let staff know if there is anything they would like to see added.

**PDRMA Rebate**

Ms. Fletcher informed the board that due to a good year financially, PDRMA will be returning \$1,028,384 to the agencies that participate in the health programs. The district will be receiving \$22,209.09, distributed in equal payments over 12 months.

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

**Youth Theater Performance – Disney's Descendants – The Musical**

Ms. Dasbach discussed the upcoming youth theater performance which will have 62 performers and 5 performances in the coming weeks. The number of performers is comparable to pre-covid performances and ticket sales have already been very strong.

### **Oak Room Microphone System Update**

Ms. Dasbach informed the board that as part of capital projects this year, the Oak Room sound system was updated with new wireless microphones. The new system will eliminate connection issues that the current system has been facing and staff is looking forward to using it for the upcoming performance.

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

#### **Project Updates**

Ms. Fletcher gave an update on some of the current projects. Completion has been on hold for a few projects due to weather, but work has resumed at the skate park with rebar being placed with the hopes of pouring concrete later this week. Additionally, bollards have been placed at the refinished basketball courts at Apple Orchard West which has the district logo on them. The final step of that project will be to color coat once the weather stays consistently warmer.

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

#### **2023 Business Services Department Report**

Ms. Fletcher stepped in to present the Business Services report for Mr. Leninger. Ms. Fletcher touched on the new staff members and the achievements of the department this year as well as improvements staff is working on for the future.

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

#### **Bartlett Aquatic Center Flash Sale & Spring Guide Registration**

Ms. Mix shared that the turn out for the season passes Flash Sale was great this year. 691 season passes were sold compared to 569 in 2023 and 489 in 2022. Registration for spring programs stated on the same day and also had a great turnout with all swim lesson sessions already filled.

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

#### **Winter Sports Update**

Ms. Fletcher updated the board on winter sports at Villa Olivia. Unfortunately, due to the unseasonably warm weather, winter sports has closed for the season. Staff is looking at alternative ways to make and store snow to potentially extend the winter sports season in future years. The bright side of the unseasonably warm weather is that staff has been able to open the front 9 holes for golf.

### **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. Stocks seconded. **Motion Passed at 8:58 PM.**

Minutes Approved by the Board on March 19, 2024.

By: Rita Fletcher  
Rita Fletcher, Board Secretary