

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, MARCH 12, 2024

Call to Order

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

Roll Call

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

Staff members present were: Executive Director, Rita Fletcher; Superintendent of Parks & 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. Superintendent of Recreation, Kimberly Dasbach, was absent.

Guests: Mike Musson & Sam Wrobel with Bartlett Rotary Club

Pledge of Allegiance

President Gunsteen led the Pledge of Allegiance.

Presentation

Ms. Gunsteen introduced Mike Musson & Sam Wrobel with the Bartlett Rotary Club. The Bartlett Rotary Club presented a check for a \$25,000 donation to the new Rotary Park. Mr. Wrobel stated the Rotary club was very happy to be working with the Park District and to have this new Rotary Park to help inform citizens in the community about what the Bartlett Rotary Club does.

Public Comments

None

Finance Committee, Mr. Eckelberry, Chairperson

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

Mr. Eckelberry presented the purchase orders between \$6,000 and \$20,000 for the time period of December 2023 through February 2024. Ms. Palmer motioned to approve of the purchase orders, seconded by Mr. Lewis. **Motion Carried.**

Planning Committee, Mr. Lewis, Chairperson

Upland Design – OSLAD Project

Mr. Lewis reminded the Board the district has been awarded an OSLAD grant for Sunrise Park and staff is requesting approval to hire Upland Design to oversee this project. Upland Design would assist with design development, construction documents, permitting, bidding, and construction administration. Staff is requesting approval to hire Upland Design for \$123,400. Mr. Lewis motioned to approve, seconded by Mr. Eckelberry. **Motion Carried.**

Capital Projects List

Mr. Lewis shared the preliminary 2024-25 capital projects list which includes two new playgrounds, new trucks, mowers, HVAC unit replacements, and the OSLAD Grant project. The budget is still being worked on and there may be some changes. If there is anything that the Board would like to see included, please let staff know.

Building and Grounds Committee, Ms. Stocks, Chairperson
Firefighters, Schoppe, and Rotary Parks – Park Improvement Project

Ms. Stocks presented the bid results for the park improvement project at Firefighters, Schoppe, and Rotary Parks. Two bids were received and staff recommends hiring Innovation Landscape, Inc. for \$369,438.41 for all three park projects. The district has worked with Innovation Landscape on similar projects and staff has been happy with their work. Mr. Eckelberry motioned to approve of hiring Innovation Landscape, seconded by Ms. Kasuba. **Motion Carried.**

Recreation Committee, Ms. Fagan, Chairperson
Spring Break & Holiday Activities

Ms. Fagan summarized the upcoming spring break and holiday activities. The district will be offering camps for spring break at the Nature Center and community center as well as basketball open gym hours and a special archery day at the Nature Center.

Special Facilities Committee, Ms. Kasuba, Chairperson
LIFECENTER February Special

Ms. Kasuba updated the board on the February membership special. Annual Elite or Pro memberships were offered at 13 months for the price of 12 months. The special attracted 70 new members which was an increase from when this special was offered in 2023. Along with the membership special, Free Fridays in February was also offered.

Villa Olivia Committee, Ms. Palmer, Chairperson
Drendel Property Management Agreement

Ms. Palmer stated the current 12 month agreement with Drendel Property Management will end March 31st, 2024 and staff is recommending entering into another 12 month agreement. The agreement with Drendel Property Management continues to be a positive one and staff is recommending entering a new agreement that would be from April 1, 2024 to March 31, 2024 for a total of \$39,591. This is a 2.5% increase from last year's agreement. Mr. Eckelberry motioned to approve of entering into a new agreement with Drendel Property Management, seconded by Ms. Kasuba. **Motion Carried.**

Villa Olivia Golf Update

Ms. Palmer provided an update on golf operations at Villa Olivia since the front 9 holes were opened on February 25th. Since opening for the season, over 300 rounds of golf have been played. Staff is focusing on getting the back nine holes open in the next couple of weeks since the ground dries and a crane can be brought in to remove winter sports equipment.

Personnel Committee, Ms. Palmer, Chairperson
No Report

Community Relations and Legislative Issues Committee, Ms. Gunsteen, Chairperson
No Report

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 and Section 2(c)(5) of the Open Meetings Act, for the discussion of the purchase or lease of real property for the use of the District. Mr. Eckelberry made a motion, Mr. Lewis 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 7:43pm

Reconvening of Board Meeting

Ms. Gunsteen called the meeting back to order at 8:28pm and called for roll. Commissioners answering present were: Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Lori Palmer, Susan Stocks, Dale Ann Kasuba, and Jody Fagan.

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 8:30 PM.**

Minutes Approved by the Board on March 19, 2024.

By: *Rita Fletcher*

Rita Fletcher, Board Secretary