

BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, MARCH 19, 2024

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, Lori Palmer, Susan Stocks, and Dale Ann Kasuba, Jody Fagan.

Commissioner Stephen Eckelberry arrived at 7:52pm.

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 February 27, 2024 Board Meeting, and the March 12, 2024 Committee Workshop Meeting. Mr. Lewis made a motion, and Ms. Stocks seconded. **Motion Passed.**

Public Comment

None

Monthly Treasurer's Report, Mr. Eckelberry, Chairperson

Ms. Gunsteen presented the Monthly Treasurer's Report for February 2024. Mr. Lewis motioned to approve the monthly treasurer report as presented, Ms. Palmer seconded. **Motion Passed.**

Finance Committee, Mr. Eckelberry, Chairperson

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

Ms. Gunsteen shared a list of approved purchase orders between \$6,000 and \$20,000 for the time period of December 2023 through February 2024. Mr. Lewis motioned to approved, seconded by Ms. Palmer. **Motion Passed.**

Planning Committee, Mr. Lewis, Chairperson

Upland Design

Mr. Lewis reported the planning committee recommends hiring Upland Design to assist with the OSLAD Grant – Sunrise Park project. Upland Design would work with the civil engineers and surveyors, and assist with design development, construction documents, permitting, bidding and construction administration. Mr. Lewis motioned to approve of hiring Upland Design for a total of \$123,400, seconded by Ms. Kasuba. **Motion Passed.**

BAC Family Changing Room Bids

Mr. Lewis informed the board there was a bid opening for the rebid of the family changing rooms project at the Bartlett Aquatic Center on March 12th. Mr. Lewis shared the results of the bid opening and staff's recommendations. Staff recommends rejecting the lowest bid that was received based on recommendations from the architect. The company is not currently a IDPH Certified Illinois Swimming Facility contractor and submitted an incorrect bid form with information from the previous bid packet. Staff recommends hiring Stuckey Construction for a total of \$349,000. Ms. Fagan asked about the original budget for this project when it was first discussed. Ms. Fletcher responded that while the district waited to receive the funds from the state, the price has increased from the original budget of \$125,000. Ms. Stocks motioned to approve of hiring Stuckey Construction, seconded by Ms. Kasuba. **Motion Passed.**

Building and Grounds Committee, Ms. Stocks, Chairperson

Firefighters, Schoppe and Rotary Park – Park Improvement Project

Ms. Stocks stated the building and grounds committee recommends hiring Innovation Landscape, Inc. to complete the park improvement projects at Firefighters, Schoppe, and Rotary parks. The total cost for all three parks comes to \$369,438.41. Mr. Lewis motioned to approve, 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

Drendel Property Management Agreement

Ms. Palmer summarized the annual contract with Drendel Property Management at Villa Olivia. Staff continues to be happy with the partnership and recommends renewing the annual contract at a rate of \$39,783. Ms. Stocks motioned to approve of renewing the agreement, seconded by Mr. Lewis. **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 March Bill List. Mr. Lewis moved to approve the Bill List as presented, and Ms. Kasuba seconded. **Motion Passed.**

Parks Foundation Update

Ms. Fletcher provided an update on the Bartlett Parks Foundation. There are two trustees that will be stepping down and two new trustees will be appointed at the Annual Meeting in May. The foundation is excited to have these two new members, Peggy Deyne and Kirsten Ericksen, who have been involved in the Bartlett community in many ways for several years.

Superintendent of Recreation Report, Ms. Dasbach

Bartlett Park District – Historical Timeline

Ms. Dasbach shared pictures of the new historical timeline at the Bartlett Community Center. Staff has been working for the past 9 months gathering historical data and images that show how the park district has grown over the past 60 years. The panels were installed on March 7th & 8th and are located in the hallway that runs along the gymnasium. The timeline also has space to add additional panels in the future. Ms. Gunsteen stated she has seen the timeline and it looks great and thanked everyone who was involved in creating it.

Bartlett Community Center Wayfinding Signage

Ms. Dasbach also shared photos of new signage that was added to the community center to help guests find their way. The signage is visual in the main lobby and will help promote the different areas of the community center.

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

Parks Department Update

Ms. O'Brien gave an update on the Parks Department and how they are preparing for spring. Staff is taking down snow fencing, clearing debris, and repairing turf damage caused by snow plows. Staff has already put up tennis and pickleball court nets and are preparing athletic fields for spring sports. Staff has also been working on Apple Orchard Golf Course and preparing to open for the season. Staff is hoping for more warm weather and no more snow.

Superintendent of Business Services, Mr. Leninger

Utility Rates

Mr. Leninger reminded the board that the district is monitoring natural gas and electric rates to ensure the district is getting the most cost-effective supply. Prices have gone up in recent years, but the district has been able to save money by signing shorter contracts and contracting at a variable rate. Prices have gone down recently and staff is working with brokering services to secure the best rate for the district and will report back with their findings.

Superintendent of Special Facilities, Ms. Mix

Apple Orchard Golf Course

Ms. Mix reported Apple Orchard Golf Course opened for the season on March 13th with new table and chairs in the clubhouse and more new tables to be purchased for the outdoor area. Also new this year, Apple Orchard Golf Course is participating in Spark Golf which is a 9-hole golf league that is offered at many area courses. Participants can choose to play our course through the league and the course is reimbursed for all of the tee times that are booked. This league will be a great way to bring new golfers and promote the course.

Superintendent of Villa Olivia, Mr. Pierobon

Villa Olivia Strategic Goal Report

Mr. Pierobon presented the report for the strategic goal to investigate the concept of making Villa Olivia an entertainment destination that attracts the community, a broader geography and outside groups. The committee for this strategic goal included the Executive Director, Superintendent of Villa Olivia, Golf & Winter Sports Manager, Food & Beverage Manager, Scheduling Manager, and Office Manager. To complete this goal, the committee researched other venues and events hosted to determine our competition, looked into what Villa Olivia is currently not offering, investigated partnering with local companies for sponsorship, and branding for events. Mr. Pierobon summarized the report and shared some ideas that staff has already starting looking into for this summer including live entertainment and beverage partnerships on the new patio. Ms. Palmer commented that the progress on the patio is looking great. Ms. Kasuba added that Villa Olivia may have opportunities to add more adult programs and events, which were requested through the community survey. Mr. Lewis asked about neighbors of Villa Olivia and suggested offering a special for residents of the new subdivision to

invite them to check out Villa Olivia. Ms. Palmer asked if staff is making plans for events on the new patio this summer and Mr. Pierobon reported that staff is already booking live entertainment.

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. Palmer 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 8:02pm

Reconvening of Board Meeting

Ms. Gunsteen called the meeting back to order at 10:28pm and called for roll. Commissioners answering present were: Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Lori A. 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 Mr. Lewis seconded. **Motion Passed at 10:30 PM.**

Minutes Approved by the Board on April 23, 2024.

By: Rita Fletcher
Rita Fletcher, Board Secretary