

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, JULY 9, 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, Lori Palmer, and Susan Stocks. Commissioners Stephen Eckelberry, Dale Ann Kasuba and Jody Fagan were absent.

Staff members present were: Executive Director, Kevin Romejko; Superintendent of Recreation, Kimberly Dasbach; 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.

Pledge of Allegiance

President Gunsteen led the Pledge of Allegiance.

Public Comments

None

Finance Committee, Mr. Eckelberry, Chairperson

FY2023-24 Annual Audit

Ms. Gunsteen explained the annual audit began at the end of June with representatives from Seldon Fox conducting on-site document review at the Administration Building. Representatives were on-site for eight days and although it was a busy time for staff, the process went smoothly. Staff is looking forward to presenting the finished product, the FY2023-24 Annual Comprehensive Financial Report, later this year. Ms. Gunsteen thanked staff for their work getting information together for the auditors.

Planning Committee, Mr. Lewis, Chairperson

Master Planning

Mr. Lewis shared the District will be creating a Comprehensive Master Plan in 2025 and staff will be meeting with Hitchcock Design Group to learn about master planning services they provide. Hitchcock Design Group completed the District's current Comprehensive Master Plan in 2015 and will be considered, along with other companies, to assist with the new Master Plan. Ms. Gunsteen noted this will be the first Master Plan process for herself and two other commissioners and asked about the timeline for this process. Mr. Romejko responded the process is typically 6 to 8 months and the District has already completed the Communitywide Survey part at the end of 2023. Mr. Romejko added Hitchcock Design Group is familiar with the District and staff will be meeting with them first, but will consider other options and bring findings to the Board.

Building and Grounds Committee, Ms. Stocks, Chairperson

Bartlett Community Center Preschool Hallway Floor Replacement

Ms. Stocks informed the Board as part of Capital Improvements, the Preschool hallway flooring at the Bartlett Community Center is scheduled to be replaced. the project will consist of removing the existing carpeting and installing new vinyl flooring. Staff obtained quotes and recommends hiring United Carpet Inc. to complete this project in the amount of \$26,231. Staff have worked with this company on previous projects and was happy with the work. Ms. Palmer asked if this was the first time this hallway flooring has been replaced. Ms. Dasbach responded this would be the second replacement. Ms. Stocks made a motion to approve, seconded by Ms. Palmer. **Motion Carried.**

Bartlett Community Center LIFECENTER Ceiling Refinishing Project

Ms. Stocks continued with another Capital Improvements project at Bartlett Community Center. The ceiling in the LIFECENTER is scheduled to be repainted and staff has contacted companies for quotes to complete this project. Staff recommends hiring Industrial Painter to complete this project at a cost of \$26,212. Ms. Stocks motioned to approve, seconded by Ms. Palmer. **Motion Carried.**

Administration Building HVAC Unit Replacement Project

Ms. Stocks reported the HVAC unit at the Administration Building is scheduled to be replaced. Staff hired 20/10 Engineering Group to create construction documents for this project and it is currently out to bid. The bid opening will be held on Friday, July 19 at 2pm and staff will review bid results, check references and bring a recommendation to the July 23 Board Meeting.

Recreation Committee, Ms. Fagan, Chairperson**Electronic Message Center Replacement**

Ms. Gunsteen provided details on the Capital Improvement plan to replace the electronic message center located at Stearns and Bartlett Road. The project will consist of two new 10MM LED screens with 900 pixels per square foot offering a 352% improvement in resolution. The illumination lamps and sign panels featuring "Bartlett Park District" and other text will also be replaced and the project will include a 5-year warranty. Ms. Palmer asked if the sign will look the same. Ms. Dasbach responded the sign will have the same design and structure with the screens and covering looking new. Ms. Gunsteen asked about the life cycle of the new screens, and Ms. Dasbach responded the current sign lasted 15 years and the same is expected for the new sign. Staff recommends hiring Chicago Sign in the amount of \$26,971 for the installation, setup, and wireless data plan for the new sign. Ms. Gunsteen motioned to approve, seconded by Ms. Stocks. **Motion Carried.**

New Adult Theater

Ms. Gunsteen introduced the new Adult Theatre program coming this fall. Auditions for the Fall production of "Clue on Stage" will take place on Sunday, August 11 from 7 to 9pm in the Oak Room. The performance dates are October 24-26 and staff has already had several interested adults sign up for auditions.

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

Ms. Gunsteen announced an update in the Registration area. Office Manager, Amy McKinley, will be moving in early September and staff is recruiting for her replacement. The area is also undergoing a name change and will now be known as Guest Services. The new Office Manager will become Guest Services Manager, the Assistant Office Manager will become Assistant Guest Services Manager, and Registration Clerk will become Guest Services Associate. Staff will be looking at all areas that need updating including signage, website listings, business cards, and forms.

Villa Olivia Committee, Ms. Palmer, Chairperson**Concert on the Patio**

Ms. Palmer shared Villa Olivia will be hosting their second concert on the patio Thursday, July 18th. 3 Acres, a high energy rock & roll band, will be performing from 6pm to 8pm. Ms. Stocks asked how this event is being advertised and Mr. Pierobon responded the marketing team has been advertising on social media and on the District's website. Ms. Stocks noted it would be a good idea to provide more information on the concerts and what guests can expect. Ms. Gunsteen added it may be a good idea to create a social media event to push visibility to residents who are looking for local events. Ms. Palmer thought it would take time to build traction for these events and other Commissioners agreed they are excited for these events on the new patio.

Parking Lot Sealcoat Project

Ms. Palmer reported the parking lot sealcoat project was completed last month and staff was pleased the parking lot only had to be closed for one day to complete the project.

Personnel Committee, Ms. Palmer, Chairperson**June Payroll Comparison**

Ms. Palmer summarized the comparison of June payroll totals compared to the last five years. June is historically one of the busiest months for the District as far as payroll, but this June saw a slight decrease in wages compared to 2023. Ms. Gunsteen asked if staff had an opinion on why this June's wages are lower than last. Mr. Leninger responded the lower wages for this June were due in part to current open full-time positions and less aquatic staff hours due to the pool closure and delayed opening.

Community Relations and Legislative Issues Committee, Ms. Gunsteen, Chairperson**Meeting and Tour with State Representative Hirschauer**

Ms. Gunsteen stated Mr. Romejko will be meeting with State Representative Maura Hirschauer on Monday, July 29. Ms. Hirschauer has been extremely supportive of the District and requested to meet with staff at Villa Olivia to learn more about the facility and recreational opportunities it offers.

Old Business

None

New Business

Ms. Palmer took a moment to thank the Park District staff for their work on the 4th of July festival and float for the parade. Mr. Lewis joined in appreciation, noting it was a very memorable weekend.

Adjournment

There being no further business before the Board, Ms. Gunsteen asked to adjourn the meeting. Ms. Palmer made a motion, and Mr. Lewis seconded. **Motion Passed at 7:55 PM.**

Minutes Approved by the Board on July 23, 2024.

By: 
Kevin Romejko, Board Secretary