

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, AUGUST 13, 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, Lori Palmer, Susan Stocks, Dale Ann Kasuba and Jody Fagan.

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

Resolution 24-05 NWSRA Assessment

Mr. Eckelberry reminded the Board a resolution is adopted annually to accept the Northwest Special Recreation Association assessment as determined by the NWSRA Board of Trustees. The assessment amount for 2025 is \$263,137.90. This is an increase of \$25,158.46 over last calendar year. Mr. Lewis motioned to approve Resolution 24-05 NWSRA Assessment, seconded by Ms. Kasuba. **Motion Carried.**

Bartlett Community Center Camera System Upgrade

Mr. Eckelberry shared plans to upgrade the camera system at Bartlett Community Center. The camera system was evaluated as part of a technology strategic goal and funds were budgeted for upgrades in fiscal year 2024-25. Staff worked with a highly recommended company, Applied Communications Group (ACG), to obtain a quote to run cabling for up to 23 new internet protocol (IP) cameras. The quote provided by ACG comes to \$28,905.97 and is the best price compared to two other companies that were contacted for quotes. Staff is requesting approval to hire ACG to run cable for the new cameras. Ms. Palmer motioned to approve, seconded by Ms. Stocks. **Motion Carried.**

Planning Committee, Mr. Lewis, Chairperson

Park District Logos

Mr. Lewis informed the Board staff has been researching and discussing the various logos utilized throughout the Park District. Staff hopes to simplify and clarify which, when, and where logos are to be utilized. Communications and marketing staff are working on putting together a style guide for the Park District. Ms. Palmer asked if this was going to be a whole rebranding. Mr. Romejko responded this step is just to evaluate our current brand and logos in use. Mr. Romejko described the two main logos that are used to represent the District and how one is used on signage while the other is used on apparel and they are quite different. Several other areas and facilities of the District have their own logo, but not all are commonly used. Mr. Romejko stated staff will also evaluate which facilities and areas of the District need their own logo and which should be using the Park District logo.

Building and Grounds Committee, Ms. Stocks, Chairperson**Golf Course Greens Mower Replacement**

Ms. Stocks presented the request from staff to purchase a 2024 Toro Greensmaster 3150 mower for Apple Orchard Golf Course. Reinders, Inc. is offering the lowest price at \$43,333.15 through the Sourcewell Cooperative Purchasing Program. As part of the District's capital replacement and improvement plan, this new mower will replace an existing 1982 mower the District has fully depreciated. Ms. Palmer motioned to approve the purchase, seconded by Mr. Eckelberry. **Motion Carried.**

Asphalt Maintenance Projects

Ms. Stocks explained the upcoming asphalt maintenance projects taking place at three locations. Part of the main parking lot at Bartlett Community Center will be removed and replaced with about 15,550 sq. ft. of asphalt. The Park Maintenance facility will have a 3,550 sq. ft. section of asphalt remove and replaced. At Peregrine Park, a new trail connection will be added connecting the park to the Bartlett Ridge neighborhood and consisting of about 1,900 sq. ft. of asphalt. Staff recommends hiring A&A Paving, who has completed several projects for the district which staff has been happy with. The total cost for all three locations comes to \$86,966.57 through the Interlocal Purchasing System Program (TIPS). Mr. Lewis motioned to approve of hiring A&A Paving to complete these projects, seconded by Mr. Eckelberry. **Motion Carried.**

Recreation Committee, Ms. Fagan, Chairperson**Harvest Craft & Vendor Fair**

Ms. Fagan briefly touched on the upcoming Harvest Craft & Vendor Fair taking place on August 23rd from 5pm to 9pm and August 24th from 9am to 3pm. There will be a variety of items available to purchase and donations for the Bartlett Parks Foundation will be collected at the door.

Dance Program

Ms. Fagan shared the dance program will be expanding at the Park District. Due to Lisa's School of Dance closing their studio this year. The District will be increasing their dance class offerings from 7 to 20 with plans to host a competitive company.

Special Facilities Committee, Ms. Kasuba, Chairperson**LIFECENTER Programing and Facility Hours**

Ms. Kasuba stated as of July 31st, Jazzercise will no longer be offered at Bartlett Park District. The franchise has removed their programing from other Park Districts in the area as well. Jazzercise has been offered at the Community Center since it was opened in 2000. LIFECENTER staff is working on alternate classes that can be offered. Ms. Kasuba also shared after Labor Day, LIFECENTER will be extending their hours on Saturday and Sunday in response to member feedback. Ms. Gunsteen asked how many Jazzercise classes were offered. Ms. Mix responded classes were held several times a week in the morning and evenings.

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

Ms. Palmer shared Villa Olivia's landscape update to the front entrance area with before and after pictures. Overgrown bushes were removed and replaced with perennials and Carl Foster grasses enhancing the front entrance.

Personnel Committee, Ms. Palmer, Chairperson**National vs. Illinois Unemployment Rate**

Ms. Palmer summarized a comparison of the National Unemployment Rate and Illinois Unemployment Rate which has risen slightly over the past year. Staff monitors these figures throughout the year and will continue to provide periodic updates to the Board.

Community Relations and Legislative Issues Committee, Ms. Gunsteen, Chairperson
April 2025 Consolidated Election

Ms. Gunsteen stated the 2025 Consolidated Election will be held on Tuesday, April 1, 2025. The Park Board of Commissioners will have two, six-year term positions up for election and this year the circulation and filing period will be earlier than previous years. Petitions may be circulated beginning Tuesday, August 20, 2024 and the filing period is November 12, 2024 to November 18, 2024. Interested candidates may pick up candidate information binders from the Administration Building.

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 Mr. Lewis seconded. **Motion Passed at 7:47 PM.**

Minutes Approved by the Board on August 27, 2024.

By: 
Kevin Romejko, Board Secretary