

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, DECEMBER 10, 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, and Jody Fagan. Commissioners Susan Stocks and Dale Ann Kasuba were absent.

Staff members present were: Executive Director, Kevin Romejko; Superintendent of Recreation, Kim 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

Ordinance 24-07 Annual Tax Levy

Mr. Eckelberry reminded the Board the Estimate of Taxes to Be Levied was approved at the November Board meeting. Staff is requesting approval of Ordinance 24-07 Annual Tax Levy. Mr. Lewis motioned to approve, seconded by Ms. Palmer. **Motion Carried.**

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

Mr. Eckelberry shared the purchase orders between \$6,000 and \$20,000 from September 2024 to November 2024. Mr. Lewis motioned to approve of purchase orders, seconded by Ms. Fagan. **Motion Carried.**

Planning Committee, Mr. Lewis, Chairperson

Bid for Sunrise Park OSLAD Development

Mr. Lewis stated on December 3rd, five bid proposals were opened for the Sunrise Park OSLAD Development project. Upland Design reviewed the bids, corrected math errors, and put together a bid tabulation sheet for the Board's review. The lowest responsible base bid is from Hacienda Landscaping Inc. at \$1,126,322. Mr. Romejko reviewed the different aspects of the project included in the base bid and the options included as alternate bids. Of the six alternate bids, staff recommends including alternates one through four and excluding alternates five and six. Alternates one through four include additional trees, brush clearing to relocate frisbee golf hole #3, landscaping bed at park sign, and new frisbee golf goals. Excluded alternates include container perennials for the rain garden and an additional limestone outcrop at the pond. With the recommended alternates, the contract total with Hacienda Landscaping Inc. would be \$1,171,223 which is under the original estimated budget. Ms. Palmer asked if there is any issue with the project coming in under the original estimated budget and the matching requirement for the OSLAD grant. Mr. Romejko explained the District is required to match the \$600,000 grant, but with the design and construction management costs not included in the bid, the District will be compliant. Mr. Eckelberry motioned to approve of accepting the bid from Hacienda Landscaping Inc. at \$1,171,223, seconded by Ms. Palmer. **Motion Carried.**

Building and Grounds Committee, Ms. Stocks, Chairperson**LIFECENTER Lighting improvements**

Ms. Gunsteen informed the Board staff collaborated with a lighting contractor to secure ComEd incentives for the installation of new LED light fixtures in the LIFECENTER. The new lights are equipped with a control system allowing for adjustable brightness. The District was able to save about \$22,000 on this project and other lighting updates in the Preschool wing with the ComEd incentives. Mr. Romejko added LIFECENTER looks great and there has been great feedback from members.

Recreation Committee, Ms. Fagan, Chairperson**Bartlett Nature Center WISHmas Tree**

Ms. Fagan introduced the Nature Center WISHmas Tree which will once again collect donations for the animals at the Nature Center. Those wanting to participate can select a tag from the tree containing an animal's wish and donate the item to the Nature Center. Last year the WISHmas tree raised over \$500 in donations for the animals and their care. Ms. Fagan also summarized the activities taking place over winter break.

Special Facilities Committee, Ms. Kasuba, Chairperson**Staff Professional Development**

Ms. Gunsteen asked Ms. Mix to discuss the professional development staff have been participating in recently. Ms. Mix shared several staff recently attended PDRMA Risk Management Institute and PDRMA HELP training. Bartlett Community Center hosted PDRMA's Building Intruder and Lockdown Training which allowed for four staff to attend for free and gain valuable insight specific to our facility. Additionally, StarGuard Elite will hold an Instructor Development Course at Splash Central for both new and renewing lifeguard instructors. Ms. Fagan asked about lifeguard training and how it compares to the lifeguard course offered by Bartlett High School. Ms. Mix stated the high school training is not the same course our lifeguards take but they can work with potential lifeguards to convert their training to be compliant with StarGuard.

Villa Olivia Committee, Ms. Palmer, Chairperson**Tube Hill Early Opening**

Ms. Palmer shared Villa Olivia staff began snowmaking November 29th and were able to open the tubing hill earlier than expected on Saturday, December 7th. Mr. Eckelberry asked how the first weekend of snowtubing went and Mr. Pierobon reported Villa Olivia made just under \$10,000 in revenue. Mr. Romejko thanked the Villa Olivia staff for all of their hard work making so much snow and getting a good base layer for the season. Staff is preparing to open for ski on December 20th.

Personnel Committee, Ms. Palmer, Chairperson**No Report****Community Relations and Legislative Issues Committee, Ms. Gunsteen, Chairperson****No Report****Old Business**

Ms. Gunsteen commented the Merry and Bright event and tree lighting at Bartlett Park went well and thanked all the staff that helped put it together. Mr. Lewis added it was the best tree lighting they have ever had. Mr. Romejko commented it felt like a Hallmark movie.

New Business

Mr. Romejko reminded Commissioners of the upcoming staff holiday party which will be hosted at Villa Olivia this year and invited them all to attend.

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 7:41 PM.**

Minutes Approved by the Board on December 17, 2024.

By: 
Kevin Romejko, Board Secretary