

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, MARCH 12, 2019**

Call to Order

President Stocks called the meeting to order at 7:30pm.

Roll Call

President Stocks called for roll. Commissioners answering present were: Susan M. Stocks, Lori Palmer, Theodore J. Lewis, Diana Gunsteen, Dale Ann Kasuba; Stephen M. Eckelberry and James A. Mansfield were absent.

Staff members present were: Executive Director, Rita Fletcher; Superintendent of Recreation, Kimberly Dasbach; Superintendent of Villa Olivia, Peter Pope; Superintendent of Parks and Planning, Kelly O'Brien; Superintendent of Business Services, Kevin Romejko; and Superintendent of Special Facilities, Lynsey Heathcote.

Recording Secretary Tina Johnson.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Finance Committee, Ms. Palmer Chairperson

Purchase Orders \$5,000-\$15,000

Ms. Palmer stated the first order of business is for purchase orders from December 2018 through February 2019, asking if anyone had any questions. There were none. Ms. Palmer made the motion to approve, seconded by Ms. Gunsteen. **Motion carried.**

Planning Committee, Mr. Eckelberry Chairperson

Capital Projects

Ms. Stocks stated the planning committee has a capital projects list and a report is included with items over \$5,000. She explained that some of these projects will be paid out of Build America funds bond rebate, some will come out of the departmental budget. During the current year, a couple of projects did not get completed and will be moved to the upcoming year. Since they are still working on the budget, she said if there is something that is not on the list that you would like to see, to please let her know. Ms. Gunsteen asked if it the project list is an extensive list and which projects would be coming out of the Build America rebate. Ms. Fletcher said she did not have the broken list down at the moment but stated she would get it to them.

Building and Grounds Committee, Ms. Palmer Chairperson

Preventative Maintenance HVAC Service Agreement

Ms. Palmer stated she did not have any action items, just a highlighted item of our HVAC service agreement for the coming year and if anyone had questions to please speak with Ms. O'Brien.

Recreation Committee, Ms. Gunsteen Chairperson

2019 National Night Out Request

Ms. Gunsteen stated she has an action item. The Village of Bartlett is requesting approval to use several parks, areas and facilities as part of the Bartlett Police Department's annual National Night

Out events. The Recreation, Special Facilities and Park Departments work together with the Police Department on many of these activities. This line up is tentative and she reviewed the list:

- Friday, August 2, 2019 is the Family Fun Night @ Jim Jensen Pavilion, also on Friday, August 2 is the Pool Party at the Bartlett Aquatic Center
- Monday, August 5, 2019 is the Set-up for Picnic in the Park at Bartlett Park
- Tuesday, August 6, 2019 is Picnic in the Park at Bartlett Park, with events all day from 8:00am to 10:00pm
- Wednesday, August 7, 2019 is for clean-up/take down of Picnic at the Park.

Appropriate liability insurance & permits will be required for certain activities. Staff is requesting the Recreation Committee's approval of these activities and locations contingent on all requirements being met. Ms. Gunsteen made the motion to approve, seconded by Ms. Palmer.

Motion carried.

Spring Break Activities

Ms. Gunsteen stated spring break for U-46 students is March 25-29, 2019, and reviewed the list of activities planned:

- At the Bartlett Nature Center:
 - STEAM into Spring Camp Nature Camp is open to participants between 6-13 years old. The camp runs Monday-Friday from 9am-3pm. Campers will participate in activities inside & outside throughout the day learning about science, technology, engineering, the arts and mathematics. Before Camp is also available from 7:30-9am and After Camp is available from 3-6pm
 - Maple Syruping is scheduled for Saturday, March 23, 2019, 10am -12pm or 12:30-2:30pm. This popular event will be held by the Jim Jenson Pavilion. Participants will learn about the history of tree tapping and ideal weather conditions needed to get the sap as well as learn how to tap maple trees and turn the sap into syrup.
- At the Bartlett Community Center:
 - Spring Break Camp is open to participants in K-6th grades. The camp runs Monday – Friday from 8am-3pm. Participants can sign up for the entire week or individual days. They will participate in swimming, sports, games and crafts. Extended Camp is also available from 3-6pm.
 - Youth Open Gym (3rd-12th grades) will be available Monday-Friday from 12-6pm.
 - Chess Scholars Camp is scheduled Monday - Friday, 9am-12pm. This is open to participants ages 5-12. This camp is for beginners and experienced players. The camp will focus on both interactive teaching and guided practice time. Each camper will take home a chess set and an award. Plus there will be a chess competition with prizes.
 - Finally, a new Family Paint: Easter Egg Hunt is scheduled for Wednesday, March 27, 2019, from 11am -1pm. It is for participants ages 6 to adult. All materials are included to paint a “themed 16x20 canvas picture together or each do your own. A nut free snack is also included.

Special Facilities Committee. Mr. Mansfield Chairperson
Bartlett Aquatic Center Updates

Ms. Stocks asked Ms. Heathcote to talk about the highlighted item. Ms. Heathcote stated our aquatics managers are quite busy this time of year with recruitment, hiring new staff. She explained work began in January and February, but it really kicks in during March. Ms. Heathcote explained we hire approximately 100 lifeguards (both new and returning), deck attendants, admission cashiers, and for the concession stand. They are currently working on a pre-season training plan to make sure everyone is ready. She mentioned that if anyone on the Board knows

of anyone interested in a job this summer, they certainly have some available. Ms. Gunsteen asked what age is the youngest we hire. Ms. Heathcote answered, 16 years old.

Villa Olivia Committee, Mr. Lewis Chairperson

Maintenance Building, Washroom Build-out

Mr. Lewis stated he had two highlighted items. He said they are getting close to completion of water and sewers in the bathroom. Mr. Lewis said that bids will be open by the next meeting on March 19, 2019 and we'll find out what the bid results are.

French Dinner Event

Mr. Lewis stated that a French Dinner event will be held at Villa Olivia on March 21, 2019. He encouraged everyone to sign up.

Personnel Committee, Mr. Lewis Chairperson

Part-Time and Full-Time Salary Ranges for FY2019-20

Mr. Lewis said he wants to discuss the full time and part time salary ranges. He stated we have to take into consideration this year the issue of the State of Illinois increase in minimum wage goes into effect January 1, 2020. He asked if anyone has any questions for Mr. Romejko to answer. Ms. Palmer stated she asked Mr. Romejko to prepare numbers showing the impact these changes will have on the district. Mr. Romejko said he put together some rough estimates and explained there are many variables, as far as not every staff member is currently at the exact same wage, etc. The first increase is January 1, 2020, where minimum wage is increasing from \$8.25 to \$9.25. He said it's a 12% increase, and while it only impacts 4 months of the fiscal year, he estimates that districts wage expenses will go up because of this. (Estimated \$9,400 to \$18,800.) Mr. Romejko said the next increase is July 1, 2020, which is when it goes from \$9.25 to \$10.00, an 8% increase. He estimates the district wages will go up from \$42,100 to \$63,100. The next increase will be January 1, 2021. The FY2020-21 we will have to incorporate two increases during that one budget year. Mr. Romejko explained that on January 1, 2021 the minimum wage is going from \$10.00 to \$11.00 (a 10% increase), and estimates the district's increased expenses will go from \$56,800 to \$85,200. He summarized by stating with the increase going from \$8.25 to \$11.00, it is a 33% increase overall, with \$108,300 to \$167,100 for all 3 years added together; and this will increase every January by \$1.00 until it reaches \$15.00 on January 1, 2025.

Ms. Palmer thanked Mr. Romejko for putting the analysis together because it significantly impacts the budget. Mr. Romejko agreed it will impact the budget district-wide. He said he looked at every facility, to all staff members and job codes. Ms. Gunsteen asked how this will affect merit increases, as some employees will automatically get a significant raise right away. Ms. Fletcher gave an example of the challenge faced, district-wide, is that looking at someone who is making \$10.00/hr currently and they have been with us 3 years, do you adjust them now? She said because the numbers are large, we're not yet thinking that way and have to figure out where we go; it's a work in progress. Ms. Palmer stated we may have to raise some of our fees, because we can't absorb \$100,000 in our budget.

Ms. Gunsteen cited the preschool staff as a concern because they are right on the cusp of moving up. She believes it is an issue overall, but asked if this will become a retention issue, especially for preschool staff. She asked how it will affect specific programs like this. Ms. Fletcher agreed that this is something to carefully consider because you don't want to lose good staff and said at this time there isn't a solid answer. Mr. Lewis agreed this is a substantial change in salaries and we have to consider if we will penalize our long-term employees by keeping them at their salary while raising everybody up. He believes it will be a problem moving forward. Ms. Palmer said that passing this sounded good until everyone in Illinois has to

execute it. Ms. Fletcher stated that salaries for 17 and under (state suggested) is less than we currently pay, and we risk losing them. Ms. Gunsteen agreed and questioned how you tell a life guard at 17 that they are less important than someone who just turned 18. Ms. Fletcher said there are many variables to work out and it's a work in progress.

Mr. Lewis asked Mr. Romejko if there are financial advisors or accountants that he can advise with; since this is something that affects all businesses. Mr. Romejko agreed that park districts communicate well with each other and are dealing with the same challenges; he is sure they will share ideas. Mr. Romejko also stated they also participate in a group called HR Source. He and Alison Reicher (HR Manager) will be working together with these other groups. Ms. Gunsteen said that with an increase this big, this needs to be figured out sooner than later. Ms. Fletcher said they are in agreement and the district has to stay competitive, both in finding people and compensation; all things have to be considered.

Part-Time Salary Ranges for FY2019-20

Ms. Palmer made the motion to approve, seconded by Ms. Gunsteen. **Motion carried.**

Full-Time Salary Ranges for FY2019-20

Ms. Palmer made the motion to approve, seconded by Ms. Gunsteen. **Motion carried.**

Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson

Ms. Palmer stated that she, Ms. Fletcher, and Mr. Eckelberry attended one of the legislature's breakfasts last week and met with new State Representative, Diane Pappas.

Old Business

None.

New Business

None.

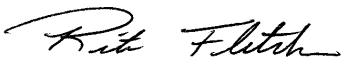
Resident Comments

None.

Adjournment

There being no further business before the Board, Mr. Lewis moved to adjourn the meeting, seconded by Ms. Gunsteen. **Motion carried at 7:57 pm.**

Minutes Approved by the Board on March 19, 2019.

By:  _____

Rita Fletcher, Board Secretary