

# **BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, DECEMBER 14, 2021**

## **Call to Order**

President Palmer called the meeting to order at 7:30 PM.

## **Roll Call**

President Palmer called for roll. Commissioners answering present were: Lori Palmer, Theodore J. Lewis, Stephen Eckelberry, Susan Stocks, and Dale Ann Kasuba. Commissioners Diana Gunsteen and Jody Fagan were absent.

Staff members present were: Executive Director, Rita Fletcher; Superintendent of Recreation, Kimberly Dasbach; Superintendent of Business Services, Eric Leninger; Superintendent of Villa Olivia, Mike Toohey; Superintendent of Special Facilities, Lynsey Heathcote; Superintendent of Parks and Planning, Kelly O'Brien and Executive Assistant, Maureen Regan.

## **Pledge of Allegiance**

President Palmer led the Pledge of Allegiance.

## **Finance Committee, Mr. Lewis Chairperson** **Purchase Orders Between \$5,000 and \$15,000**

Mr. Lewis stated the list of purchase orders between \$5,000 and \$15,000 was shared with all board members and requested a motion to approve. Mr. Eckelberry made a motion to approve the purchase orders seconded by Ms. Kasuba. **Motion Carried.**

## **Ordinance 21-08 Annual Tax Levy Ordinance**

Mr. Lewis presented the Annual Tax Levy Ordinance and requested a motion to approve. Ms. Palmer made a motion to approve the Annual Tax Levy, seconded by Mr. Eckelberry. **Motion carried.**

## **Ordinance 21-09 Surplus Property Ordinance**

Mr. Lewis reviewed the surplus property list, noting the majority of the items being LIFECENTER exercise equipment. The finance committee is requesting approval. Ms. Stocks motioned to approve the Surplus Property Ordinance, seconded by Ms. Kasuba. **Motion carried.**

## **Board Policy Review**

Mr. Lewis reviewed the three polices; 5.51- Supplemental/Emergency Appropriations Policy, 5.52 Bidding Policy, and 5.55 Fund Balance Policy. Mr. Lewis also noted the small changes that were made to the policies and asked if there was any further discussion. There was no further discussion.

## **Planning Committee, Ms. Gunsteen, Chairperson** **ADA Transition Plan and Accessibility Audit**

Ms. Palmer informed the Board that staff is requesting approval to have an ADA Transition Plan and Accessibility Audit completed. The plan and audit would look at all areas of the District facilities and parks for ADA compliance and improvement opportunities. The last audit that was completed for the District was in 2008. Since the last audit 14 years ago, the District has acquired Villa Olivia as well as completed several facility renovations. Staff would like to hire WT Engineering to complete the ADA Transition Plan and Accessibility Audit. Mr. Eckelberry asked if this company performed the last audit that the District did. Ms. Fletcher responded that the company that completed the last audit was Recreation Accessibility Consultants and that company is now part of WT Engineering, therefore it is the same company under a new name. Ms. Palmer asked how long the audit would take. Ms. Fletcher responded that it would be a 6 month process and at the end

WT engineering would make a presentation to the Board. Mr. Eckelberry asked if the District had any outstanding items from the last audit completed. Ms. Fletcher stated that there are some items that have not been updated yet, while there have also been many improvements made. Ms. Fletcher added that the biggest thing is that Villa Olivia was never a part of the previous ADA Audit and this will be important to complete for any further projects or renovations. Mr. Lewis made a motion to approve hiring WT Engineering to complete an ADA Transition Plan and Accessibility Audit for the amount of \$45,821.00, Mr. Eckelberry seconded the motion. **Motion carried.**

### **Landscape Architect**

Ms. Palmer stated the Planning Committee is requesting approval to hire Upland Design to work on two capital projects. Two playground renovations that are scheduled for this year are Camelot on Mayfair, which was last renovated in 1997, and Newport Park, last renovated in 1998. Additionally, the bike path around Camelot on Mayfair needs to be updated and that is a large additional cost of about \$90,000. Upland Design would oversee the survey work being done for both parks along with all the design work, and attending and leading meetings for the public and the Board. Ms. Palmer asked about the additional bike path work at Camelot on Mayfair Park. Ms. Fletcher responded that the amount of bike path and work needed is more than initially anticipated, but feel that it is important to make this update with the rest of the park updates. There was some discussion of reducing the amount of bike path, but the cost associated with removing the bike path did not make it a cost saving option. Ms. Stocks made a motion to approve of hiring Upland Design for the Camelot on Mayfair Park and Newport Park projects for a total of \$31,200, Ms. Eckelberry seconded the motion. **Motion carried.**

### **Bboard Policy Review**

Ms. Palmer presented the three policies to be reviewed, 6.32 Use of Consultants, 6.40 cooperation Between Organizations, 6.42 Joint Development of School and Park Property. There were no changes recommended by staff.

### **Building and Grounds Committee, Ms. Stocks Chairperson**

#### **Vehicle Replacement**

Ms. Stocks informed the Board Buildings and Grounds Committee is requesting approval to replace a 2003 Ford Explorer as part of the capital replacement plan. The Parks department is seeking to purchase a 2022 Ford Escape Hybrid that will be used by staff in the Recreation department for programs and shared with the Parks department. This will be the first hybrid vehicle purchased for the district. Currie Motors is able to offer the lowest price available through the Suburban Purchasing Cooperative Program, at \$26,769.00. Ms. Stocks made a motion to approve this purchase, seconded by Ms. Kasuba. **Motion carried.**

### **Recreation Committee, Ms. Fagan, Chairperson**

#### **Winter Break Activities**

Mr. Eckelberry described the activities that will be available during winter break. At the community center there will be School Day Off Camp, Youth School Day off Basketball Open Gym, and EVP Volleyball Camp. At the Nature Center there will be Day of Fun Camp, and at Schrade Gym there will be a New 5 Star Soccer Winter Camp.

### **Special Facilities Committee, Ms. Kasuba, Chairperson**

#### **LIFECENTER Health & Fitness Club Equipment Lease**

Ms. Kasuba shared the Special Facilities Committee's request for a lease contract for new cardio equipment in LIFECENTER Health & Fitness Club. The lease contract would be for 10 new treadmills and 6 new ellipticals. Staff feels that the current equipment is past their life cycle and the cost of repairing them is too high, therefore the better option would be to invest in new equipment. The committee is requesting approval to sign a lease for \$22,948.53 annual for 5 years. Ms. Palmer stated that the report says 14 treadmills will be replaced by 10 treadmills and asked if there will be 4 less treadmills or if there will be 4 old treadmills and 10 new ones. Ms. Heathcote explained that there would only be 10 treadmills but staffs feels that will be an adequate number because from what

they have seen, all treadmills are not in use at the same time. Ms. Heathcote added that the number of treadmills can be reevaluated in the future if more need to be added. Mr. Eckelberry made a motion to approve of the lease of the new cardio equipment, seconded by Ms. Stocks. **Motion carried.**

### **Villa Olivia Committee, Mr. Eckelberry Chairperson**

#### **Snow Making Has Begun**

Mr. Eckelberry reported that Villa Olivia began making snow last week but unfortunately has stopped making snow due to rain and warmer temperatures. Opening for the winter sport season has been delayed until further notice. Once the temperatures drop again and snow can be made, we will announce a new opening date.

### **Personnel Committee, Mr. Eckelberry Chairperson**

#### **Board Policy Review**

Mr. Eckelberry summarized the policies that were reviewed, 5.15 PCI Data Security and 5.40 Determining Rates of Pay for all Employees. Policy 5.15 was previously reviewed and based on comments at the previous board meeting, staff dug deeper into the PCI standards to ensure our policy was compliant. Ms. Fletcher thanked Mr. Eckelberry for his questions last board meeting that allowed for further investigation to ensure we are compliant. There were no changes recommended for policy 5.40 Determining Rates of Pay for all Employees.

### **Community Relations and Legislative Issues Committee, Ms. Palmer, Chairperson**

#### **Board Policy Review**

Ms. Palmer reviewed the policies presented to the Board, 5.65 Acceptance of Donations, Gifts and Bequest, 6.25 Goals and Objectives, 6.41 Illinois Freedom of Information Act and Open Meeting Act. There was one small change recommended for policy 6.41 Illinois Freedom of Information Act and Open Meeting Act, no changes recommended for the other policies. No further discussion.

#### **Old Business**

Ms. Palmer attended brunch at Villa Olivia a month ago with the women's club and wanted to share how wonderful the brunch experience was. Ms. Kasuba also noted that the recent Bartlett Chamber event was also a great experience and the food was good. Mr. Lewis attended Breakfast with Santa this past weekend and had a great time.

#### **New Business**

Ms. Kasuba wanted to note that the new pavement going past the Bartlett Aquatic Center towards the community center is a great improvement.

#### **Resident Comments**

None

#### **Closed Session**

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(C)(21) of the Open Meetings Act, for the discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review or release of such minutes. Mr. Eckelberry made a motion, Mr. Lewis seconded, **Motion Carried**

Ms. Palmer asked for a roll call vote to adjourn into Closed Session

Roll Call Vote:

Ayes: Palmer, Lewis, Eckelberry, Stocks, Kasuba

Nays: None

Absent: Gunsteen, Fagan

Abstain: None

**Motion Carried at 7:57pm**

**Reconvening of Board Meeting**

Ms. Palmer called the meeting back to order at 8:00pm and called for roll. Commissioners answering present were: Lori A. Palmer, Theodore J. Lewis, Stephen Eckelberry, Susan Stocks, and Dale Ann Kasuba. Staff members present were: Executive Director, Rita Fletcher and Executive Assistant, Maureen Regan

**Action Resulting from Closed Session**

Mr. Eckelberry motioned to approve the partial release of Closed Session Meeting minutes from June 8<sup>th</sup>, 2021, the section that discussed the review of previous closed session minutes. All other closed session minutes are to remain closed at this time. Ms. Palmer seconded the motion. **Motion carried.**

**Adjournment**

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Mr. Eckelberry made a motion, and Mr. Lewis seconded. **Motion Passed at 8:01 PM.**

Minutes Approved by the Board on December 21, 2021.

By: *Rita K. Fletcher*

Rita Fletcher, Board Secretary