

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, JANUARY 11, 2021

Call to Order

Vice-President Gunsteen called the meeting to order at 7:30 PM.

Roll Call

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

Vice-President Gunsteen led the Pledge of Allegiance.

Finance Committee, Mr. Lewis Chairperson

Wage Comparison

Mr. Lewis presented the wage comparison for the last 3 years, noting the changes due to the COVID pandemic. Wages in 2020 were significantly less than wages in 2019 due to the pandemic, but 2021 saw an increase in staff and wages and staff is looking forward to more improvement in 2022.

Planning Committee, Ms. Gunsteen, Chairperson

Crown Property Development

Ms. Gunsteen introduced Ms. Fletcher to update the Board on the Crown Property Development. Ms. Fletcher shared that the Crown Property Development, after losing their initial builder last year, has secured a new builder and is resubmitting their plans to the Village of Bartlett for approval. They hope to move forward with this project in 2022. Ms. Fletcher added that the new builder will be using the existing plans that the Board has already approved for the development.

Building and Grounds Committee, Ms. Stocks Chairperson

Vehicle Replacement

Ms. Stocks informed the Board Buildings and Grounds Committee is requesting approval to replace an existing 2000 Ford 15-Passenger Van with a 2022 Ford Transit vehicle. This vehicle will be used by facility maintenance staff to help pick up material and supplies. Currie Motors is able to offer the park district the lowest price available through the Suburban Purchasing Cooperative Program at \$27,834. Ms. Stocks asked what color the new van was going to be and Ms. Fletcher responded that it will be green because the district likes to have their fleet matching. Ms. Stocks moved to approve the vehicle purchase, seconded by Mr. Eckelberry. **Motion carried.**

Recreation Committee, Ms. Fagan, Chairperson

Brochure Guide Printing

Ms. Fagan shared the District is looking at a new printing option for the seasonal brochure and asked Ms. Dasbach to share additional information. Ms. Dasbach explained that the district went to bid in 2019 for a 3 year contract to print our seasonal brochure and the bid was awarded to Paulson Press. Paulson Press reached out to the district about a national paper shortage and price increases and asked if the district would be willing to change the size and type of paper to stay at our bid price. The suggested changes would still put the price \$4,500 over our contracted bid price. Staff consulted the

district lawyers as well as looked into other printers and was able to find reasonable alternatives. Staff went back to Paulson Press to ask if they could accommodate another option at the District's original bid price or we would need to cancel the contract. They decided not to honor the bid and we have moved on to secure American Litho as the printer for the spring program guide at a \$200 price increase. Ms. Dasbach explained the district will use this printer for the spring program and if we are happy with the new brochure, use them for the summer brochure or explore other options. Mr. Eckelberry asked if we need to go to bid again for a new printer and Ms. Dasbach explained that next year would have been the new bid year for the next contract. Ms. Fletcher explained that because the price of printing the spring brochure is less than \$25,000, we do not need to go to bid for this print, but if we decided to sign a multi-year contract again then a bid would be needed.

Board Policy Review

Ms. Fagan presented the Refund Policy that is up for review, noting there were no changes suggested as this policy was updated in 2019.

Special Facilities Committee, Ms. Kasuba, Chairperson **LIFECENTER Health & Fitness Club Update**

Ms. Kasuba gave an update on LIFECENTER business levels and current promotions. 147 One-month Elite memberships were sold during the winter promotion and 113 new members in the month of December. There has been an uptick in memberships in January with New Year's resolutions and staff is encouraged for what the New Year will bring. Ms. Gunsteen asked how staff is handling the need to present proof of vaccination. Ms. Heathcote responded that because we are in DuPage County, our gym does not require proof of vaccination to enter, adding that many calls have come in about this and staff believes it has resulted in additional memberships and daily fees.

Villa Olivia Committee, Mr. Eckelberry Chairperson **Winter Sports Update**

Mr. Eckelberry reported that Villa Olivia ski and tubing is now open to the public. Although opening was delayed due to unusually warm weather and melting snow, the tubing hill was first opened on January 3rd. We did miss most of the holiday school break, but were able to open tubing on the last day and now all ski hills are open as well. The only exception is the terrain park and we hope to have that open this weekend.

Personnel Committee, Mr. Eckelberry Chairperson **Vaccination Mandate**

Mr. Eckelberry stated the OSHA Federal emergency temporary standard pause was lifted in late December and now all companies with over 100 employees are required to require all of their employees to be vaccinated against COVID-19. A notice was sent out to staff on January 2nd and any unvaccinated staff has until February 9th to provide proof of vaccination. This has already gone into place for all Preschool teachers and Villa Olivia staff due to county and DCFS mandates.

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

No Report

Old Business

None

New Business

Ms. Stocks shared that the Bartlett Parks Foundation will be hosting their annual Wine, Beer and Spirit Tasting Fundraiser on February 25th.

Resident Comments

None

Adjournment

There being no further business before the Board, Ms. Gunsteen moved to adjourn the meeting. Mr. Eckelberry made a motion, and Ms. Kasuba seconded. **Motion Passed at 7:50 PM.**

Minutes Approved by the Board on January 25, 2022.

By: Rita K. Fletcher

Rita Fletcher, Board Secretary