

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, DECEMBER 21, 2021**

Call to Order

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

Roll Call

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

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

Pledge of Allegiance

President Palmer led the Pledge of Allegiance.

Approval of Minutes

Ms. Palmer moved to approve the minutes for the November 23, 2021 Board Meeting, and the December 14, 2021 Committee Workshop Meeting. Mr. Eckelberry made a motion, and Ms. Gunsteen seconded. **Motion Passed.**

Residents Comment

None

Monthly Treasurer's Report, Mr. Lewis, Chairperson

Mr. Lewis moved to approve the Monthly Treasurer's Report for November 2021. Ms. Stocks made a motion, and Mr. Eckelberry seconded. **Motion Passed.**

Finance Committee, Mr. Lewis, Chairperson

Purchase Orders Between \$5,000 and \$15,000

Mr. Lewis reviewed the purchase orders between September 2021 and November 2021 that were between \$5,000 and \$15,000. Mr. Lewis made a motion to approve the purchase orders, seconded by Ms. Stocks. **Motion Passed.**

Ordinance 21-08 Annual Tax Levy

Mr. Lewis reminded the Board it is time to approve the Ordinance for the annual Tax Levy for the tax year 2021 and they were provide with a copy of the Ordinance. There was no further discussion, Mr. Lewis motion to approve of Ordinance 21-08 Annual Tax Levy, seconded by Ms. Gunsteen. Ms. Palmer called for a roll call vote.

Roll Call Vote:

Ayes: Palmer, Gunsteen, Lewis, Eckelberry, Stocks, Kasuba, Fagan

Nays: None

Absent: None

Abstain: None

Motion Passed and Approved

Ordinance 21-09 Surplus Property

Mr. Lewis presented the Surplus Property Ordinance and reviewed the contents. The majority of items listed are **LIFECENTER** equipment that is scheduled for replacement in the next couple weeks. There was not further discussion, Mr. Lewis motioned to approve Ordinance 21-09 Surplus Property, seconded by Mr. Eckelberry. Ms. Palmer called for a roll call vote.

Roll Call Vote:

Ayes: Palmer, Gunsteen, Lewis, Eckelberry, Stocks, Kasuba, Fagan

Nays: None

Absent: None

Abstain: None

Motion Passed and Approved

Planning Committee, Ms. Gunsteen, Chairperson

ADA Transition Plan and Accessibility Audit

Ms. Gunsteen summarized the ADA Transition Plan and Accessibility Audit that is being recommended. The last time the District was audited was 14 years ago and at that time, Villa Olivia was not part of the District's properties. There are also other changes that have occurred over the last 14 years. Staff recommends hiring W-T Engineering for \$45,821 to complete the ADA Transition Plan and Accessibility Audit. Ms. Gunsteen asked how often this audit should be completed to stay compliant and Ms. Fletcher responded that every 10 years is recommended. Ms. Gunsteen motion to approve hiring W-T Engineering, Mr. Eckelberry seconded the motion.

Motion Passed.

Landscape Architect

Ms. Gunsteen stated the plans for Camelot on Mayfair and Newport Park are moving forward and staff would like to hire Upland Design for the amount of \$31,200. 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. Gunsteen made a motion to approve the hiring of Upland Design, seconded by Mr. Eckelberry. **Motion Passed.**

Building and Grounds Committee, Ms. Stocks, Chairperson

Vehicle Replacement

Ms. Stocks shared the Building and Grounds Committee is requesting approval to replace an existing 2003 Ford Explorer with a 2022 Ford Escape Hybrid. Currie Motors is able to offer the District the lowest price available through the Suburban Purchasing Cooperative Program at \$26,769. Ms. Stocks motioned to approve the purchase request, Mr. Lewis seconded. **Motion Passed.**

Board Policy Review

Ms. Stocks described the policy being reviewed, 6.37 Rules and Regulations for granting of Easements and Licenses, 6.38 Environmental Policy, 6.50 Recycling Policy, and there were no changes recommended. There was no further discussion.

Recreation Committee, Ms. Fagan, Chairperson

Board Policy Review

Ms. Fagan presented policy 6.39, Facility Conduct, for review. There were two small changes suggested and no further discussion.

Special Facilities Committee, Ms. Kasuba, Chairperson

LIFECENTER Health and Fitness Club Equipment Lease

Ms. Kasuba indicated LIFECENTER is requesting approval for 16 new pieces of workout equipment to replace 20 existing pieces of equipment. The equipment will be leased through Direct Fitness Solutions/Precor for 5 years. The annual cost for the lease is \$22,948.56 and part of the capital improvement plan. Ms. Fagan asked if the district has worked with this company before and if this is the usual way equipment is replaced. Ms. Heathcote responded that the district has worked with this company before and this is the usually way equipment is replaced. Ms. Kasuba motioned to approval the 5 year lease, seconded by Mr. Eckelberry. **Motion Passed.**

Villa Olivia Committee, Mr. Eckelberry, Chairperson

No Report

Personnel Committee, Mr. Eckelberry, Chairperson

Board Policy Review

Mr. Eckelberry reported Policy 3.33, New Hire Reporting Policy, was up for review. No changes were recommended, there was no further discussion.

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

No Report

Executive Director's Report, Ms. Fletcher

Bill List

Ms. Fletcher recommended approval of the December Bill List. Ms. Gunsteen moved to approve the Bill List as presented, and Mr. Eckelberry seconded. **Motion Passed.**

Goals & Objectives & Strategic Planning

Ms. Fletcher presented an update on the Departmental Goals & Objectives for FY 2021-2022 and discussed Strategic Goals. In the coming months, staff will start bringing reports to the Board on the current Strategic Goals projects. As staff has started on projects some have become bigger projects and staffing changes have slow down some of the progress.

Superintendent of Recreation Report, Ms. Dasbach

USA Archery Certifications

Ms. Dasbach shared her excitement with the Board on Environmental Education Manager, Mark Grassi's, new certification. Mark received his USA Archery Level 2 Instructor and Instructor Trainer Certifications last month. The benefit of these certifications is that Mark can now certify our in-house staff as well as teach instructor practical course at Level 1 and Level 2.

Superintendent of Parks and Planning Report, Ms. O'Brien

LED Lighting- Update

Ms. O'Brien updated the Board on the status of LED lighting replacement in various areas throughout the District. Most projects are done in-house by staff as existing lights need to be replaced while the larger projects are done by a contractor and the Com-Ed incentive program. Ms. Kasuba commented that the indoor track, which is on the completed list, looks much brighter.

Superintendent of Special Facilities, Ms. Heathcote

Lifeguarding Certification

Ms. Heathcote highlighted the new Lifeguarding Certification partners, Starguard Elite (SGE), who the district will begin using in 2022. The District currently partners with Ellis & Associates (E&A) but feels the transition to Starguard Elite will be beneficial in many ways. Other Districts in the area including Streamwood, Roselle, and Elmhurst use SGE and there is a local representative in the area for better communication and support. Staff has not been as happy with E&A in recent years due to poor communication and other issues and feels that a change is needed. Ms. Gunsteen asked about certification of current staff and the cost for certification. Ms. Heathcote explained that all current and new staff will need to be certified with SGE and that the cost is \$50 compared to \$135 with E&A. Ms. Heathcote also highlighted other cost saving benefits of SGE. The contract with E&A will end December 31st, 2021 and staff hopes to sign with SGE by January 2022.

Splash Central Morning Lap Swim

Ms. Heathcote shared that at Splash Central staff is implementing a change in morning lap swim. Lap swim will be offered at the same time but will now be “unguarded.” There will be a supervisor on duty who will check-in guests, check water chemical levels, and walk the deck periodically. The supervisor will be a certified lifeguard and Mr. Eckelberry asked if having a lifeguard walking the deck puts the District at liability if anything should happen. Ms. Fletcher responded that the supervisor will not be acting as a lifeguard and staff has been working closely with PDRMA for guidance on new procedure. Ms. Gunsteen asked if there is a report on how many saves or incidents there have been during lap swim in recent years. Ms. Fletcher responded that there have been no saves in recent years and the only incident was a patron in the whirl pool who felt light headed. Ms. Palmer asked if there were water aerobics classes during this time and Ms. Fletcher responded that those classes would also be unguarded. Staff hopes to implement this change on Monday, January 10th after sharing information with guests.

Superintendent of Business Services, Mr. Leninger

Natural Gas Contracts

Mr. Leninger informed the Board the District is working with Rock River Energy Services to broker acquisition of natural gas and the current contract expires 04/30/2022. Staff is currently monitoring rates to see how they change before a new contract is established.

Superintendent of Villa Olivia, Mr. Toohey

Winter Sports Update

Mr. Toohey explained that Villa Olivia has hired 119 staff members for the winter sports season with 75% of them being returning staff which is a huge help. Snow making guns have been on for the past two nights and will continue through the week. Staff does not believe hills will be open before Christmas, but hope to be open the following week. Ms. Fagan asked what the new hired staff is doing currently if the hills are not yet open. Ms. Toohey responded that the only staff working right now is rental staff that is cleaning up equipment and other things to get ready for opening.

Old Business

None.

New Business

None

Adjournment

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Mr. Eckelberry made a motion, and Ms. Kasuba seconded. **Motion Passed at 8:04 PM.**

Minutes Approved by the Board on January 25, 2022.

By: Rita K. Fletcher
Rita Fletcher, Board Secretary