

# **BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, FEBRUARY 8, 2022**

## **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, 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 Business Services, Eric Leninger; Superintendent of Villa Olivia, Mike Toohey; Superintendent of Parks and Planning, Kelly O'Brien and Executive Assistant, Maureen Regan.

Guests present were: Maria Blood and Daniel Wilson with Upland Design LTD.

## **Pledge of Allegiance**

President Palmer led the Pledge of Allegiance.

## **Finance Committee, Mr. Lewis Chairperson**

### **End of Calendar Year Activities**

Mr. Lewis informed the Board of the end of calendar year activities that the District has been doing recently. 1099 forms were sent out to vendors and 1095-C forms were sent to employees. Mr. Lewis also noted the new Illinois minimum wage went into effect January 1<sup>st</sup>, 2022. Minimum wage is \$12.00 per hour for non-tipped positions and \$7.20 per hour for tipped positions.

## **Planning Committee, Ms. Gunsteen, Chairperson**

### **Camelot on Mayfair & Newport Park – Park Improvement Project**

Ms. Gunsteen stated the Board will be reviewing plans for Camelot on Mayfair and Newport Park and turned the meeting over to Ms. O'Brien who introduced the guests from Upland Design. Maria Blood and Daniel Wilson from Upland Design explained that they will be presenting options for each park as well as reviewing the timeline for completion. As far as schedule, the goal is to go to bid by February 21<sup>st</sup> and opening bids on March 7<sup>th</sup>. Construction would ideally start in April and be completed by June. Board members asked whether current issues with shipping would affect the completion of these parks. Upland Design has taken that into account and is working with vendors that have the ability to meet these deadlines.

The first option reviewed was for Camelot on Mayfair. The plans for the park include a reduction of the overall footprint of the park, a new accessible path and picnic area. The Board members had a chance to review the five design options presented by Upland Design and the many options of playground equipment. Ms. Gunsteen asked if it was possible to combine parts of one design with parts of another and Upland Design reported that it was possible but they would need to go back to the equipment companies and review if the specific changes requested fit in the budget. The commissioners agreed on option B from Burke Playground Design that included a zip line component and castle structure.

The next options presented were for Newport Park. The overall foot print of the park will remain the same. The existing T-ball field would remain with the possibility of freshening up the back stop. Ms. Gunsteen asked if the T-ball field is still in use and Ms. Dasbach responded that yes it is. The park also includes a half-court basketball court that needs updating and Upland Design presented

alternative options for that space. The Board members discussed the possibility of changing the space from a half basketball court to a games area or sitting area. Ms. Kasuba responded that basketball is popular with older kids in the area and that the district could use more outdoor courts. Mr. Eckelberry agreed, but didn't know how often this particular court was used. The Board discussed the other available basketball courts in the district and agreed that the half court should remain a basketball court at this park. The Board members reviewed the different options for the playground equipment, including some of the new accessible features. The Board members discussed having a structure with unique features for this park that would attract people to the park and liked the design that included a multiple rope climbing features. Some concerns noted were that there weren't any small or individual play pods, the numbers of swings were limited, and the climbing structures may not accommodate smaller children. The Board members further discussed the benefits of each design option and which would be the best fit and most beneficial for the area. Although many Board members liked the multiple rope climbing features, they did not feel that it was a good fit for this particular park. The Board ultimately decided on option B presented by Burke Playground Design, a play structure with multiple play elements, large and small, and discussed the possibility of adding additional swings.

Ms. Gunsteen asked if both of the parks were on the same schedule and Ms. O'Brien responded that they would both be completed on the same time line. Ms. Gunsteen also asked if any of the existing playground equipment would be donated like the district has done previously. Ms. O'Brien reported that they would reach out to Kids Around the World, who we have donated to before.

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

#### **D.A.R.E. Family Fishing Derby Request**

Ms. Stocks stated the Bartlett Police Department is bringing back their annual 'Family Fishing Derby' event this year. They are requesting to use Beaver Pond on Saturday, May 14<sup>th</sup>, 2022 from 8am to 12pm. Staff is asking for approval for use of Beaver Pond by the Bartlett Police Department for this event. Mr. Lewis moved to approve the request, seconded by Ms. Gunsteen. **Motion carried.**

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

#### **Snowshoeing**

Ms. Fagan shared the Nature Center is currently offering Snowshoeing Monday –Friday from 9am to 4pm and Saturdays from 9am to 2pm. The rental is for 2 hours and is very reasonably priced at \$5 per person. For the second year, the Nature Center is also offering the Snowshoe, Fire and S'more package. This 2 hour package is for groups up to 10 and include snowshoes, a bundle of wood to make a fire and all the items needed to make s'mores. Ms. Fagan also noted that the preschool cookie dough fundraiser is also going on and they will be selling until February 18<sup>th</sup>.

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

#### **BAC Flash Sale**

Ms. Kasuba informed the Board on Monday, February 21<sup>st</sup> we are bringing back our one day flash sale where people can purchase a season pass to Bartlett Aquatic Center and receive a 15% discount. New this year, everyone purchasing a pass this day will receive two free daily admission guest passes. Ms. Gunsteen asked if the guest passes were per household or per pass and Ms. Fletcher responded that each pass purchased would receive 2 guest passes. We are hopeful this will entice more people to purchase passes for the upcoming season.

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

#### **Ski Café Sales**

Mr. Eckelberry reported that Villa Olivia Ski Café sales have increased 39% from January 1-31, 2021 through January 1-31, 2022. Liquor sales have also increased 65% during this same time period. This year, people are allowed to eat inside, which staff feels has contributed to the increase in sales and staff hopes it continues.

**Personnel Committee, Mr. Eckelberry Chairperson**  
**Full-Time Salary Ranges for FY2022-23**

Mr. Eckelberry presented the proposed Full-Time Salary Ranges for FY2022-23. Full-Time Salary Ranges have remained largely unchanged since FY2020-21. After reviewing the Park and Recreation Compensation Survey, staff feels it is again time to adjust these ranges so the District can recruit and retain top talent for full-time positions. The Board was instructed that the suggested changes were highlighted in pink. Ms. Gunsteen motioned to approve the proposed changes, seconded by Mr. Lewis. **Motion carried.**

**Part-Time Salary Ranges for FY2022-23**

Mr. Eckelberry informed the Board that as of January 1<sup>st</sup>, 2022 the minimum wage for Illinois non-tipped positions is \$13.00 and \$7.80 for tipped positions. There were proposed changes due to the new minimum wage as well as proposed changes to remain competitive. Ms. Gunsteen motioned to approve the proposed changes, Mr. Lewis seconded. **Motion carried.**

**Community Relations and Legislative Issues Committee, Ms. Palmer, Chairperson**  
**Policy 6.10 – Diversity, Equity and Inclusion**

Ms. Palmer reviewed the new Policy 6.10- Diversity, Equity and Inclusion that was prepared with the help with NRPA. Over the past two years a lot of discussion has been occurring throughout the country about doing more to promote diversity, equity and inclusion for all members of the community and for all staff. Ms. Palmer proposed a change to the policy, under organizational support, under agency it states “Developing an advisory group and/or community network of group that support inclusive behaviors in the community.” Ms. Palmer proposed to change this statement to “when needed” because in the current state it suggests that the District would create this advisory group. Board members agreed that this would be an as needed support. Mr. Eckelberry motion to approve the policy with the proposed change, seconded by Ms. Gunsteen. Mr. Eckelberry asked if the District will have a Diversity, Equity and Inclusion (DEI) committee in the future. Ms. Fletcher responded that the District would first like to have an approved policy and then move to staff training and go from there. **Motion carried.**

**Old Business**

None

**New Business**

Ms. Palmer asked about the upcoming Bartlett Parks Foundation event. Ms. Fletcher responded that 71 tickets have been sold so far and Mr. Lewis asked everyone to share with their family and friends and if anyone has anything they would like to donate to the silent auction to please let Ms. Fletcher know.

**Resident Comments**

None

**Adjournment**

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Mr. Lewis made a motion, and Mr. Eckelberry seconded. **Motion Passed at 8:46 PM.**

Minutes Approved by the Board on February 22, 2022.

By: Rita K. Fletcher

Rita Fletcher, Board Secretary