

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, MARCH 8, 2022

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, and Jody Fagan. Commissioners Lori Palmer, Susan Stocks, and Dale Ann Kasuba were absent.

Staff members present were: 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.

Pledge of Allegiance

Vice President Gunsteen led the Pledge of Allegiance.

Finance Committee, Mr. Lewis Chairperson

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

Mr. Lewis informed the Board of the purchase orders between \$5,000 and \$15,000 for the time period of December 1st, 2021 and February 28th, 2022. Mr. Eckelberry made a motion to approve the purchase orders, seconded by Ms. Fagan. **Motion carried.**

Planning Committee, Ms. Gunsteen, Chairperson

Camelot on Mayfair & Newport Park – Park Improvement Project

Ms. Gunsteen stated the District held the bid opening for the park improvement project on Monday March 7, 2022 at 1pm. Staff received a total of 4 bids and shared the bid tabulations. After reviewing all bids and checking references, staff recommends the approval of hiring Innovation Landscape in the amount of \$277,390.77 for Camelot on Mayfair and Newport Park improvement projects. The amount does not include the playground equipment, which will be purchased separately. Mr. Lewis asked if the bid was within budget for this project. Ms. O'Brien responded that yes it was within the proposed budget. Ms. Fagan asked if this budget was typical for a park renovation and Ms. O'Brien responded that this renovation was a little bit higher due to the current climate which is why the district decided to only renovate two parks instead of three this year. Ms. Eckelberry motioned to approve hiring Innovation Landscape, seconded by Mr. Lewis. **Motion carried.**

Playground Equipment Purchase

Ms. Gunsteen added that the playground equipment that was selected by the Board at the February Committee meeting will be ordered separately and will be delivered directly to the selected contractor for the projects. The equipment will need to be ordered as soon as possible because of concern of lead times and the desire to complete these projects by the end of June. The equipment total cost for Camelot on Mayfair is \$58,540.56 and the total cost for Newport Park equipment is \$54,970.11. Planning Committee is requesting approval to order equipment for both playgrounds for a total of \$113,510.67. Mr. Lewis made a motion to approve, seconded by Mr. Eckelberry. **Motion carried.**

Building and Grounds Committee, Ms. Stocks Chairperson**Contract Mowing Services Request**

Ms. Gunsteen shared the results of the bid for weekly mowing and trimming of 12 parks. Staff recommends hiring Gilio Landscape Contractors for the amount of \$15,736 for a one season contract to provide weekly mowing and trimming services of 12 parks. Staff worked with Gilio Landscape Contractors last season and received great references from other park districts. Mr. Eckelberry asked why this was sent out for bid and Ms. O'Brien responded that initial estimates were coming in over \$25,000 and that is why it was sent out for bid. Mr. Lewis made a motion to approve hiring Gilio Landscape Contractors, seconded by Mr. Eckelberry. **Motion carried.**

Recreation Committee, Ms. Fagan, Chairperson**Spring Break Activities**

Ms. Fagan reviewed the upcoming Spring Break Activities at the Bartlett Community Center and Nature Center. There will be two camps the week of March 28 to April 1, one at the community center and one at the nature center. There will also be School Day Off Basketball Open Gym Monday through Friday.

Special Facilities Committee, Ms. Kasuba, Chairperson**Global Arts Festival Request**

Ms. Gunsteen presented the request from Arts in Bartlett to hold their annual Global Arts Festival at Apple Orchard Community Park Fields 3 & 4. The dates for the event would be June 11th & 12th with setup one day before and after. Ms. Fagan asked if this event was previously held at Bartlett Park. Ms. O'Brien responded that the event was held at Bartlett Park previously but the event is looking for more space and additional parking and wanted to try this new space this year. Mr. Eckelberry made a motion to approve the request, seconded by Mr. Lewis. **Motion carried.**

Fall Festival & Pet Adoption Event

Arts in Bartlett is also requesting the use of Bartlett Park, the Log Cabin and Gazebo for their annual Pet Adoption event on Saturday September 10th. This will be a one day event. Ms. Gunsteen explained that activities taking place include dog agility demos, food vendors and trucks, and possibly a horse drawn hayride on the street. Mr. Eckelberry motioned to approve the request, seconded by Ms. Fagan. **Motion carried.**

Villa Olivia Committee, Mr. Eckelberry Chairperson**Drendel Property Management Agreement**

Mr. Eckelberry reported that Villa Olivia committee is requesting approval to renew the 12 month contract with Drendel Property Management that is to end of March 31, 2022. The new 12 month contract would run from April 1, 2022 to March 31, 2023 and would cost a total of \$37,500. Drendel Property Management provides consultation, oversight and hands on involvement for our golf and ski maintenance operations. Dave Drendel is incredibly helpful in teaching new grounds staff and management on all of the equipment both on the Golf and Ski side. Ms. Fagan asked if there is a foreseeable future where Villa Olivia staff has gained enough knowledge on operations and equipment that this property management is not needed. Ms. Dasbach explained that before this agreement with Drendel Property Management, Villa Olivia employed a full time manager to cover these areas but there were some issues with getting someone in the position and staying in the position. Mr. Eckelberry added that the 12 month agreement was less than the salary of a full time manager in this position and came with the added benefit of having the same person year after year with growing knowledge of the operations. Mr. Eckelberry then asked how the agreement compared to the previous year and Mr. Toohey responded that it was the same total cost. Ms. Gunsteen motioned to approve the agreement with Drendel Property Management for another 12 months, seconded by Mr. Lewis. **Motion carried.**

Fish Fry

Villa Olivia will be hosting ‘All you can eat’ Friday Fish Fry each Friday starting on Friday, March 4th through Friday April 15th. It will be offered for lunch and dinner and priced at \$16.99 for adults and \$9.99 for children.

Personnel Committee, Mr. Eckelberry Chairperson

Full-Time Personnel Policy Manual

Mr. Eckelberry stated the Full-Time Personnel Policy Manual was last updated in 2018 and staff has been working on reviewing and updating as needed. Mr. Eckelberry discussed the section in the manual regarding concealed carry laws and changes needed. Ms. Gunsteen suggested adding language to match current concealed carry laws. Ms. Gunsteen motioned to approve the Full-Time Personnel Policy Manual with suggested changes, seconded by Ms. Fagan. **Motion carried.**

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

No Report

Old Business

None

New Business

Mr. Lewis thanked the Villa Olivia staff on behalf of the Parks Foundation for all of their hard work at the Annual Beer & Wine event. Many guests stayed past the event to enjoy the bar and all staff did a great job.

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 Mr. Lewis seconded. **Motion Passed at 7:53 PM.**

Minutes Approved by the Board on March 22, 2022.

By: Rita K. Fletcher

Rita Fletcher, Board Secretary