

# BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, NOVEMBER 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, and Jody Fagan. Commissioner Dale Ann Kasuba was absent.

Staff members present were: Executive Director, Rita Fletcher; Superintendent of Recreation, Kimberly Dasbach; Superintendent of Parks & Planning, Kelly O'Brien; Superintendent of Business Services, Eric Leninger; Superintendent of Special Facilities, Katie Mix and Executive Assistant, Maureen Regan.

## Pledge of Allegiance

President Palmer led the Pledge of Allegiance.

## Public Comments

None

## Finance Committee, Mr. Lewis Chairperson

### Resolution 22-06 Estimate of Taxes to Be Levied

Mr. Lewis directed the Board members to the information on the estimated taxes to be levied for 2023 and the public hearing that will be held on December 13<sup>th</sup>. Mr. Lewis asked Mr. Leninger to explain how much of the estimated taxes to be levied the district can expect to collect. Mr. Leninger explained that the district typically collects 97-99% of the estimated taxes to be levied and in the previous two years the district collected 98%. Ms. Fagan asked about the 7.6% proposed increase. Mr. Leninger explained that the district is levying 7.67% over what was captured last year and it is required to hold a public meeting when the levy is more than 5% over the previous year. Ms. Fletcher added that this year there is a new subdivision and the district wants to capture the new growth. Mr. Eckelberry made a motion to accept, seconded by Ms. Stocks. **Motion carried.**

## Planning Committee, Ms. Gunsteen, Chairperson

Ms. Gunsteen reported that the planning committee is requesting approval to continue working with Upland Design for the Apple Orchard Community Park project. The IDNR has completed all the paperwork for the OSLAD project four months earlier than anticipated which is great news so we can move forward getting the project done. Upland Design's scope of work will include Design Development, Topographic Survey, Construction Plans and bid proposal along with permitting, soil boring and construction observation. The tentative plan is to go out to bid in April 2023. Staff is requesting approval to hire Upland Design for \$68,500. Mr. Lewis made a motion to approve, seconded by Mr. Eckelberry. **Motion carried.**

## Building and Grounds Committee, Ms. Stocks Chairperson

### Annual Hearing Testing

Ms. Stocks stated as part of the park district safety training, Parks Department and Villa Olivia grounds staff complete a hearing test annually. All staff required to wear hearing protection must have a baseline audiogram and a follow up audiogram every year thereafter. If an employee shows a shift in hearing, an investigation will start to find out why. Staff works with a company to come on site with a mobile unit to conduct the hearing testing.

**Recreation Committee, Ms. Fagan, Chairperson****Open Gym Season**

Ms. Fagan summarized the open gym schedule that began on November 1<sup>st</sup> and will run through March. Staff is pleased there is no longer a face covering requirement for open gym and was excited to see such a great turn out on the first day, even though the weather was still warm.

**Special Facilities Committee, Ms. Kasuba, Chairperson****LIFECENTER Membership Special**

Ms. Palmer shared the results of the membership special in October. The special offered 10% discount on new and renewed pro or elite annual memberships. It was successful and exceeded last year's results. Total new memberships and renewals sold were 121, compared to 88 last year.

**Villa Olivia Committee, Mr. Eckelberry Chairperson****Food & Beverage Operations**

Mr. Eckelberry reported that Villa Olivia has been struggling with finding part time staff in several areas of operations with servers and bussers being the biggest challenge. This is causing staff to look at how many events can be handled at one time and will impact how many reservations can be taken for Thanksgiving Brunch. Staff has worked with temp agencies before, but now agencies aren't able to provide staff because they are also short staffed and often the staff they do provide doesn't show up. Staff is exploring other ideas for staffing as the number of weddings next year continues to increase.

**Personnel Committee, Mr. Eckelberry Chairperson****Illinois Wage and Hour Law Updates**

Mr. Eckelberry announced the new law in Illinois that will go into effect in the new year. This law is the One Day Rest in Seven Act (ODRISA), which effects providing of the 24-hour "day of rest." Currently, employers must provide one day of rest to employees in a calendar week which is Sunday through Saturday and the new law requires employers to provide one day of rest in seven consecutive days. Ms. Fletcher added that this new law will be a challenge for snow making and managers will need to monitor their schedules closely.

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

Ms. Palmer was excited to share that the Bartlett Park District is going to acquire Bartlett Park. The district and the village of Bartlett had a 50-year lease agreement for the use and maintenance of Bartlett Park that expires this year. The Village has agreed to transfer ownership of the park to the Bartlett Park District.

**Old Business**

None

**New Business**

Mr. Lewis informed the Board that the annual turkey raffle is coming up on November 19<sup>th</sup> at the Bartlett Fire Barn.

**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 7:42 PM.**

Minutes Approved by the Board on November 22, 2022.

By: Rita Fletcher

Rita Fletcher, Board Secretary