

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, FEBRUARY 14, 2023

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 Parks & Planning, Kelly O'Brien; Superintendent of Business Services, Eric Leninger; Superintendent of Special Facilities, Katie Mix; Superintendent of Villa Olivia, Bobby Pierobon and Executive Assistant, Maureen Regan.

Pledge of Allegiance

President Palmer led the Pledge of Allegiance.

Public Comments

None

Finance Committee, Mr. Lewis Chairperson

Ordinance 23-05 Surplus Property Ordinance

Mr. Lewis summarized the Surplus Property Ordinance and asked for any questions from the board. There being no questions, Mr. Lewis motioned to approve Ordinance 23-05 Surplus Property Ordinance, seconded by Mr. Eckelberry. **Motion carried.**

Planning Committee, Ms. Gunsteen, Chairperson

Apple Orchard West & Kermit's Korner Park Improvement Project

Ms. Gunsteen announced the first action item for the Planning Committee is the BID results for Apple Orchard West & Kermit's Korner Park Improvement Project. The BID opening was held on Tuesday February 7th, 2023 at 1:00pm and staff received a total of 6 BIDs. Details of each bid were shared. Staff is recommending approval of hiring Innovation Landscape in the amount of \$187,713.18 for Apple Orchard West Park and Kermit's Korner park improvement projects. Staff worked with Innovation Landscape on a similar project last year and were happy with the work. Ms. Gunsteen motioned to approve of hiring Innovation Landscapes for these projects, seconded by Mr. Eckelberry. **Motion carried.**

Playground Equipment Purchase

Ms. Gunsteen continued that due to delivery lead times, staff would like to purchase playground equipment for the Apple Orchard West and Kermit's Korner Parks as soon as possible to complete these projects by the end of May. At the December committee meeting, the Board selected playground equipment for Apple Orchard West and Kermit's Korner from BCI Burke Company for a total cost of \$147,994.74. Ms. Gunsteen motioned to approve the playground equipment purchase, seconded by Mr. Eckelberry. Ms. Palmer asked if there was more than one BID for the playground equipment and Ms. Fletcher responded that these purchases were made from a cooperative purchasing program. **Motion carried.**

Building and Grounds Committee, Ms. Stocks Chairperson**D.A.R.E. Family Fishing Derby Request**

Ms. Stocks shared the request from the Bartlett Police Department for this year's D.A.R.E. Family Fishing Derby at Beaver Pond Park. They are requesting to use Beaver Pond Park on Saturday May 6th, 2023 from 8am to 12pm. Ms. Stocks motioned to approve the request, seconded by Mr. Lewis. **Motion carried.**

Contract Mowing Services Request

Ms. Stocks stated the parks department would like to continue with contract mowing services. Staff sent out requests for proposals for weekly mowing and trimming at 15 parks for a total of 18 cuts. The contract would tentatively begin mid-April and continue through mid-October. The list of included parks was shared with 3 additional parks that were added this year compared to last year. Staff received proposals from 4 companies and is recommending Gilio Landscape Contractors for a total of \$26,656 for mowing at trimming at 15 parks for one season. Staff worked with Gilio Landscape Contractors last year and were happy with their service. Ms. Stocks motioned to approve of hiring Gilio Landscape Contractors, seconded by Mr. Lewis. Ms. Palmer asked if we have worked with Serbet Landscaping before and Ms. Fletcher responded that we have not used them for contract mowing at the parks but have hired them for some work at Villa Olivia. **Motion carried.**

Vehicle Purchase

Ms. Stocks informed the Board that due to ongoing parts shortages and global supply chain issues, Fleet vehicles have been hard to find at a reasonable cost. The State purchasing program cancelled several orders in 2022 as Ford was not able to keep up with the demand and the next bid contract won't be available until 2024. Staff visited and called several surrounding Ford and Chevrolet dealerships to obtain comparable quotes on vehicles that need to be replaced. Willowbrook Ford Dealership recently had a fleet order cancelation and is able to offer the park district options with discounts for purchase. Current vehicles that need to be replaced are a 2000 Ford Van, 2003 F-350 Truck, and a 2008 F-250 Truck. Staff is seeking to purchase a 2023 Ford Maverick Truck for \$30,619, a 2022 Ford Transit Connect for \$33,834, and a 2022 Ford F-250 Truck for \$50,319. Staff is currently working on trade values or selling options for the existing vehicles. Ms. Fletcher pointed out that these purchases did not go out to BID or are being purchase through the state purchasing program but the District has consulted with their attorney and they are comfortable with how staff is making this purchase. Ms. Palmer asked if these vehicles are ready for delivery. Ms. O'Brien responded that yes, they are ready for delivery and staff feels very lucky that these Fleet vehicles became available because the District has placed orders with the state purchasing program that were canceled and fleet vehicles are different than standard models that dealerships would have available on their lot. Ms. Stocks motioned to approve the purchase of these 3 vehicles for a total of \$114,772, seconded by Mr. Lewis. **Motion carried.**

Recreation Committee, Ms. Fagan, Chairperson**2023 National Night Out Request**

Ms. Fagan highlighted the request from the Village of Bartlett for the annual National Night Out Events. The request is similar to previous year and the Recreation, Special Facilities, and Parks departments work closing with the police department on these activities. They are requesting use of Bartlett Aquatic Center, Apple Orchard Community Park, and Jim Jensen Pavilion on Friday July 28th for Family Fun Night and Pool Party. As well as Bartlett Park on Tuesday August 1st for Picnic in the Park. Ms. Fagan motioned to approve the request, seconded by Mr. Eckelberry. **Motion carried.**

Preschool Cookie Fundraiser

Ms. Fagan shared details on the fundraiser that Preschool is currently doing to raise fund to purchase additional equipment and educational toys for the classrooms. Ready to bake cookie dough can be purchased in six different flavors for \$19 each. The deadline to order is February 23rd.

Special Facilities Committee, Ms. Kasuba, Chairperson**Ordinance 23-07 Bartlett Oktoberfest**

Ms. Kasuba informed the Board the Bartlett Oktoberfest committee is requesting use of Leiseberg Park from September 28th to October 1st, 2023 for their Oktoberfest event. The event is a joint effort organized by the Rotary Club, Lions Club, Bartlett Area Chamber and new this year, Ignite the Courage. The event includes live music, beer, food, business vendors and a craft show. The Bartlett Police Department will assist with security and traffic control. Ms. Kasuba motioned to approve the request, seconded by Mr. Eckelberry. **Motion carried.**

LIFECENTER Special

Ms. Kasuba stated Free Fridays in February will once again be available at the LIFECENTER. Free Fridays will include use of the fitness floor, track, Splash Central Lap swim and fitness classes. Additionally, memberships that are purchased in the month of February will receive 13 months for the price of 12.

Bartlett Aquatic Center Flash Sale

Monday, February 20th at the Bartlett Aquatic Center flash sale where patrons can purchase their BAC season pass at a 15% discount. They will also receive 2 free daily admission passes per household with their flash sale purchase.

Villa Olivia Committee, Mr. Eckelberry Chairperson**Removal of Attached Building**

Mr. Eckelberry provided an update on the attached building at Villa Olivia that recently sustained water damage. At the January committee meeting, the Board discussed this old halfway house building, the damage that it sustained, the usability of it, and whether it should be repaired or removed. The Board agreed that it was no longer usable and asked staff to get quotes on removing the structure. Staff met with an electrician and demolition company to provide a quote on removing the structure. The cost for removing the electric and fire alarm device and demolishing the structure is about \$17,000. The price could be higher depending on where some of the electric needs to be moved but that can not be determined until some of the demolition begins. Ms. Fletcher explained that staff is looking for a consensus from the board on this course of action and will provide an update as the project moves forward.

Personnel Committee, Mr. Eckelberry Chairperson**Full-Time Salary Ranges for FY2023-24**

Mr. Eckelberry presented the Full-Time Salary Ranges for FY2023-24 noting there was only one highlighted change to the Information Technology Manager. Ms. Lewis motioned to approve, seconded by Ms. Gunsteen. **Motion carried.**

Part-Time Salary Ranges for FY 2023-24

Ms. Eckelberry summarized the Part-Time Salary Ranges for FY2023-24 and the highlighted changes noting that the minimum wage has increased to \$14 an hour and other changes have been made to specific positions to remain competitive. Ms. Gunsteen asked if there was an estimate of the cost increase to the district because of the increase in minimum wage. Mr. Leninger stated he did not have one at the moment but would put some information together to provide the Board. Ms. Kasuba stated that although the increase will affect the district she did not believe the district has been fully staffed since the COVID pandemic. Ms. Fletcher stated the district is now close to being fully staffed since the pandemic. Ms. Palmer stated that it would be helpful to have a figure of what the increase in minimum wage has cost the district to reference when meeting with state legislators. Ms. Gunsteen commented that the increase in wages for certain positions would then affect the fees collected as well. Ms. Kasuba motioned to approve the Part-Time Salary Ranges for FY2023-24, seconded by Ms. Gunsteen. **Motion carried.**

Community Relations and Legislative Issues Committee, Ms. Palmer, Chairperson **Ordinance 23-06 4th of July Event**

Ms. Palmer reviewed the Ordinance 23-06 4th of July Events which is requesting the use of Apple Orchard Park for the annual 4th of July festival and fireworks. This year the festival will take place Friday June 30th through Tuesday July 4th with setup and tear down dates before and after. Ms. Fletcher noted that an updated Ordinance was shared with the board after the first was sent to fix a date for when alcohol would be limited to the beer garden. Mr. Eckelberry motioned to approve the updated Ordinance 23-06 4th of July Event, seconded by Ms. Gunsteen. **Motion carried.**

Village of Bartlett Joint Meeting

Ms. Palmer noted the Village of Bartlett recently held their strategic planning meeting and during this meeting they discussed several topics including the future of village owned park land. The Village has since reached out to setup a meeting with the Park District Board and Village Board to talk about future planning. Staff is looking for some options on meeting dates that can be presented to the Village Board. The Board agreed that of the suggested dates, March 16th, 22nd, April 5th or 6th would work. Ms. Kasuba asked if the meeting would take place at the Park District or Village Hall. Ms. Fletcher responded that it has not yet been determined, staff first needs to provide available dates and then will bring more information on the meeting.

IAPD Joint Legislative Meetings

Ms. Palmer summarized the upcoming Illinois Association of Park Districts Joint Legislative Committee programs. Ms. Palmer asked the board members to respond to Ms. Fletcher if they would like to attend any of the meetings so that she can RSVP for them.

Old Business

None

New Business

None

Closed Session

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(C)(21) of the Open Meetings Act, for the discussion of employment, compensation, discipline or performance of employees of the District. Mr. Eckelberry made a motion, Ms. Gunsteen seconded, **Motion Passed** Ms. Palmer asked for a roll call vote to adjourn into Closed Session

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: None

Motion Passed at 7:56pm

Reconvening of Board Meeting

Ms. Palmer called the meeting back to order at 8:20pm and 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

Action Resulting from Closed Session

No action resulting from closed session meeting.

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 8:21 PM.**

Minutes Approved by the Board on February 28, 2023.

By: Rita Fletcher

Rita Fletcher, Board Secretary