

# **BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, MARCH 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. Commissioners Susan Stocks and Dale Ann Kasuba were 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; Superintendent of Villa Olivia, Bobby Pierobon and Executive Assistant, Maureen Regan.

Guest: Maria Blood with Upland Design

## **Pledge of Allegiance**

President Palmer led the Pledge of Allegiance.

## **Public Comments**

None

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

### **Purchase Orders Between \$6,000 and \$20,000**

Mr. Lewis shared the request from staff to approve purchase orders from December 1<sup>st</sup>, 2022 to February 8<sup>th</sup>, 2023. Mr. Lewis asked for a motion to approve the purchase orders between \$6,000 and \$20,000. Mr. Eckelberry made a motion seconded by Ms. Gunsteen. **Motion carried.**

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

### **Apple Orchard Community Park**

Ms. Gunsteen introduced Maria Blood with Upland Design who shared an update on the Apple Orchard Community Park project. Construction documents are currently being worked and the schedule for bidding and project completion were reviewed. The aspects of the project at Apple Orchard Community parks were reviewed including ADA path to softball field #2, updates to the Skate park, refresh to the bike path around the park, and learning pods and ADA path around O'Brien woods. Ms. Palmer asked if the ADA updates to the softball field are for both spectators and players. Ms. Blood confirmed that concrete will be added to the spectator area as well as the dug outs to make the field ADA accessible for both players and spectators.

The final part of the project at Apple Orchard Community park is updates to the playground. Ms. Blood explained the changes that will be made to the playground area including reducing the sand play area and removing trees and trip hazards that the roots of the trees are causing. Vendors have been sourced for playground equipment that can ensure that the options presented had lead times that would make them available by this fall. Five options for playground equipment were presented to the Board. All options included swings, a main play structure and individual play components. The board considered all options and chose a design from Landscape Structure and NewToys. The playground equipment will be purchased through cooperative purchasing agreement and will be delivered this summer. The Board thanked Ms. Blood for taking the time to meet with the board.

### **Capital Projects List**

Ms. Gunsteen presented the Capital Projects List for FY 2023-24. It was noted that this year's capital project budget is higher with less projects planned. This is due to more costly facility update projects that include the Dehumidifier replacement at Splash Central, and HVAC replacement at the administration building. Ms. Gunsteen asked about the work at Villa Olivia that is budgeted on the capital projects list and if staff feels that it is more important than other updates that were suggested on the facility assessment presented last year. Ms. Fletcher explained that suggested updates from the facility assessment will be spread out over several years. Money was initially budgeted for the project at Sunrise Park but the district did not receive the OSLAD grant this year and the money was reallocated. Because the small building at Villa Olivia needs to be taken down due to water damage, staff feels it is a good opportunity to update the patio per plans that were presented to the Board in January of 2022. This added project will be a fun contrast to the facility updates and allow for more outdoor events at Villa Olivia which is something the community can enjoy. Ms. Fagan shared concerns that the outdoor space would not be beneficial to residents. Ms. Palmer added that this update would allow for not just wedding or private events but live music and dining. Ms. Fletcher noted that the small building needs to be taken down and once it is removed the patio will show even more need for update.

Ms. Gunsteen asked about future plans for Sunrise Park without receiving the grant that was applied for last year. Ms. Fletcher explained that the submitted project for Sunrise Park is a great project, but the OSLAD grant application was very competitive. Ms. Fletcher noted some other reasons why this project was selected for the grant that were not based on the specifics of the project. After speaking with IDNR about the submitted project, they suggested the District reapply with this same project this year. Ms. Gunsteen emphasized the community input that went into this plan and the importance of updating this park. Ms. Fletcher assured the board that Sunrise park update is a priority, but the opportunity to receive grant money for this project is worth applying a second time before other plans are made to update Sunrise Park.

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

#### **Trash and Recycle Service Request for Approval**

Ms. Palmer asked Ms. O'Brien to speak about the trash and recycle service request. Ms. O'Brien explained that staff has not been happy with the current waste management company because of many added fees that have been charged. When preparing for a new contract for the coming fiscal year, staff reached out for proposals and received two, one from our current waste management company and one from Groot Waste Management. Ms. O'Brien explained that the proposal from Groot is higher than the one from our current company but there are no added fees. Staff feels the best value is to contract with Groot at the higher rate with no added fees and is requesting approval to hire Groot for \$23,654 for one year of a three year contract for trash and recycling service. Mr. Eckelberry motioned to approve, seconded by Ms. Gunsteen. **Motion carried.**

#### **Apple Orchard West Pickleball & Basketball Court Project**

Ms. Palmer summarized the results of the bid opening for the Apple Orchard West Pickleball & Basketball Court project. Staff is recommending to hire Evans & Son's Blacktop in the amount of \$245,201 for this project. Mr. Eckelberry motioned to approve, seconded by Ms. Gunsteen. **Motion carried.**

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

#### **Online Scheduling for Schrade Gym**

Ms. Fagan stated the recreation department has implemented an electronic reservation system to book Schrade rentals. CatchCorner by Sports Illustrated is the system that has been implemented and allows patrons to view available time slots and submit requests to rent the space as well as stream line contract signing. CatchCorner was offering the system for free for the first year so staff felt it was a great opportunity to try it out.

**Special Facilities Committee, Ms. Kasuba, Chairperson****New Party Place Packages**

Ms. Palmer briefly described the new birthday packages being offered at Party Place. Staff has partnered with local businesses to provide entertainment and the packages are starting to gain popularity.

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

Mr. Eckelberry reminded the Board of the contract with Drendel Property Management that has continued to be positive. Staff is interested in entering a new agreement from April 1, 2023 to March 31, 2024 with a 3% increase from this year's contract for a total of \$38,625. Ms. Gunsteen motioned to approve the agreement with Drendel Property Management, seconded by Mr. Lewis.

**Motion carried.**

**Fish Fry**

Mr. Eckelberry informed the Board of the weekly Fish Fry at Villa Olivia every Friday night which will run through April 7<sup>th</sup>.

**Personnel Committee, Mr. Eckelberry Chairperson****Minimum Wage Impact**

Mr. Eckelberry requested that Mr. Leninger present the minimum wage impact report that he prepared. Mr. Leninger first described the issues with determining the total impact of the raise in minimum wage and the different variables. Staff looked at three separate months throughout the year and calculated the number of hours worked that were paid at minimum wage. Using those total hours, the total increase in wage for each of the months was calculated and then used to estimate the total cost for the year. Staff estimates that the increase in minimum wage by \$1 will have a \$45,000 impact on the labor cost for the district. Mr. Leninger made a point that this estimate does not include wage compression, which is the increase of other wages in relation to the increase of minimum wage. Ms. Gunsteen asked when the minimum wage increase are supposed to end. Mr. Leninger explained that wages will increase by \$1 each year until it reaches \$15 in 2025, unless new legislation is approved before then.

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

No Report

**Old Business**

None

**New Business**

None

**Adjournment**

There being no further business before the Board, Ms. Palmer moved to adjourn the meeting. Ms. Gunsteen made a motion, and Mr. Eckelberry seconded. **Motion Passed at 8:22 PM.**

Minutes Approved by the Board on March 28, 2023.

By: Rita Fletcher

Rita Fletcher, Board Secretary