

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, FEBRUARY 13, 2024**

Call to Order

President Gunsteen called the meeting to order at 7:30 PM.

Roll Call

President Gunsteen called for roll. Commissioners answering present were: Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Susan Stocks, Dale Ann Kasuba and Jody Fagan. Commissioner Lori Palmer 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; Superintendent of Villa Olivia, Bobby Pierobon and Executive Assistant, Maureen Carter.

Pledge of Allegiance

President Gunsteen led the Pledge of Allegiance.

Public Comments

None

Finance Committee, Mr. Eckelberry, Chairperson

Annual Audit

Mr. Eckelberry reminded the board that the district will be pursuing a new contract with Seldon Fox Ltd. to complete the annual audit. Staff has obtained updated pricing from Seldon Fox for the next three fiscal years for a total cost of \$62,500. Staff feels that the pricing is competitive and is requesting approval to hire Seldon Fox Ltd. to complete the annual audit for the next three fiscal years. Ms. Kasuba made a motion to approve, seconded by Mr. Lewis. **Motion Carried.**

Planning Committee, Mr. Lewis, Chairperson

Sunrise Park OSLAD Grant

Mr. Lewis informed the Board that the district has been awarded an OSLAD Grant for \$600,000 for the Sunrise Park project that was submitted. It will take 1 to 2 months to process all of the paperwork for the grant and then the district can move forward with the project. Because of additional permits needed for this project, staff is estimating work to begin on this project in 2025. Commissioners thanked staff for their great work on the grant application.

BAC Family Changing Rooms

Mr. Lewis shared that at the February 7th bid opening there were no bid received for the BAC family changing room project. Staff shared a couple of reason why they think bids were not received. Staff shared a few reasons why they think bids were not received and will be working with Williams Architects to come up with new plans to have the work done in the fall and re-bid the project soon.

Building and Grounds Committee, Ms. Stocks, Chairperson

Playground Equipment Purchase

Ms. Stocks presented the approval request for the purchase of playground equipment for Schoppe, Firefighters, and Rotary parks that was selected at the January Board meeting. Two park's equipment will be ordered from BCI Burke for a total of \$138,900.50 and one park's equipment will be ordered from Little Tikes totaling \$70,000. Staff is requesting approval to places these orders as soon as possible to help complete these projects on time. Mr. Lewis made a motion to approve, seconded by Mr. Eckelberry. **Motion Carried.**

Contract Mowing Services Request

Ms. Stocks reviewed the requests for proposals for weekly mowing and trimming at 15 district parks. Staff received four 3-year proposals for weekly cuts between mid-April and mid-October, for a total of 28 weeks. Staff is recommending hiring Gilio Landscape Contractors for \$27,496 for 1 year. Staff has worked with Gilio Landscape Contractors for the past 3 years and has been very happy with their services. Staff is recommending contracting for 1 year and revisiting options each year. Ms. Stocks made a motion to approve, seconded by Mr. Lewis. **Motion Carried.**

Recreation Committee, Ms. Fagan, Chairperson**Winterfest 2024 Special Event**

Ms. Fagan informed the board the 2024 Winterfest will be taking place at the Bartlett Nature Center on Saturday, February 17th from 12pm to 4pm. Dog sled teams will be mushing throughout the day and attendees will be able to interact with the dogs and learn about mushing. Ms. Fagan summarized the other activities and on-site guests included in this year's event.

Special Facilities Committee, Ms. Kasuba, Chairperson**Ordinance 24-03 Bartlett Oktoberfest**

Ms. Kasuba presented the ordinance for the 2024 Bartlett Oktoberfest. The Bartlett Oktoberfest Foundation has requested use of Leiseberg Park from Thursday, September 26th to Sunday, September 29th with the event days being Friday and Saturday. Staff is recommending approval of Ordinance 24-03 to allow for alcohol to be consumed in the park on the event days. Mr. Eckelberry motioned to approve, seconded by Ms. Stocks. **Motion Carried.**

LIFECENTER Keyless Locks

Ms. Kasuba was excited to discuss the new keyless locks that have been installed in the men's locker room at the LIFECENTER. The transition in the men's locker room went well and staff is planning to replace all 114 locks in the women's locker room next fiscal year.

Villa Olivia Committee, Ms. Palmer, Chairperson**Lenten Fish Fry**

Ms. Gunsteen updated the board on the Villa Olivia Lenten Fish Fry. The weekly All-You-Can-Eat Fish Fry will be offered every Friday from February 23rd through March 29th. There will be many great options included in the special and staff is advertising in several places.

Personnel Committee, Ms. Palmer, Chairperson**Full-Time Salary Ranges for FY2024-25**

Ms. Gunsteen presented the Full-Time Salary Ranges for fiscal year 2024 to 2025. Staff is not recommending any changes at this time and feels ranges are competitive. Ms. Lewis motioned to approve of the full-time salary ranges for fiscal year 2024-2025, seconded by Mr. Eckelberry. **Motion Carried.**

Part-Time Salary Ranges for FY2024-25

Ms. Gunsteen presented the Part-Time Salary Ranges for fiscal year 2024 to 2025 and noted many changes that were made due to the increase in minimum wage. As of January 1st, 2025, minimum wage increases to \$15 per hour and part-time salaries were adjusted to meet that requirement. Other part-time salaries were also adjusted to remain competitive and to minimize wage compression. Mr. Lewis motioned to approve of the part-time salary ranges for fiscal year 2024-2025, seconded by Ms. Kasuba. **Motion Carried.**

Community Relations and Legislative Issues Committee, Ms. Gunsteen, Chairperson**Community Survey**

Ms. Gunsteen highlighted some of the improvements staff has made in response to the community survey results. Staff met to review the findings from the community survey and is seeking ways to enhance efficiency based on input from the community. One comment from the survey was about the need for shared at Riley's Run dog park and staff has responded by making plans to plant four new trees at the park this spring.

Old Business

None

New Business

Ms. Gunsteen reminded the board that tickets for the youth theater musical, Descendants, go on sale this week. Ms. Fletcher shared that tickets opened up for cast and family the previous week and there were already over 400 tickets sold.

Closed Session

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(c)(1) of the Open Meetings Act, for the discussion of employment, compensation, discipline or performance of employees of the District and Section 2(c)(5) of the Open Meetings Act, for the discussion of the purchase or lease of real property for the use of the District. Mr. Eckelberry made a motion, Ms. Kasuba seconded

Ms. Gunsteen asked for a roll call vote to adjourn into Closed Session

Roll Call Vote:

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

Nays: None

Absent: Palmer

Abstain: None

Motion Passed at 7:46pm

Reconvening of Board Meeting

Ms. Gunsteen called the meeting back to order at 9:58pm and called for roll. Commissioners answering present were: Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Susan Stocks, and Jody Fagan.

Action Resulting from Closed Session

No action resulting from closed session meeting.

Adjournment

There being no further business before the Board, Ms. Gunsteen moved to adjourn the meeting.

Mr. Eckelberry made a motion, and Ms. Stocks seconded. **Motion Passed at 9:59 PM.**

Minutes Approved by the Board on February 27, 2024.

By: Rita Fletcher

Rita Fletcher, Board Secretary