

**BARTLETT PARK DISTRICT  
COMMITTEE WORKSHOP MEETING MINUTES  
TUESDAY, JUNE 14, 2011**

**Call to Order**

President Eckelberry called the meeting to order at 7:30 p.m.

**Roll Call**

President Eckelberry called for the roll. Commissioners answering present were: Stephen M. Eckelberry, Lori A. Palmer, James A. Mansfield, Marianne Cordell, Kenneth N. Woods, and Susan M. Stocks. Commissioner Theodore J. Lewis arrived later in the meeting at 8:03pm.

Staff members present were Executive Director/Board Secretary Rita Fletcher, Superintendent of Revenue Facilities Steven Karoliussen, Superintendent of Parks and Planning Jon Carlson, Superintendent of Recreation Kimberly Dasbach, and Superintendent of Business Services Susan Leninger.

Also present were Ms. Kelly Jones, resident, and Mr. Ken Price from Upland Design.

Recording Secretary Patricia Russell took the minutes.

**Pledge of Allegiance**

President Eckelberry led the Pledge of Allegiance.

**Presentation**

Mr. Eckelberry presented an engraved plaque with gavel to Mr. Ken Woods in appreciation for the past two years he served as President of the Board of Commissioners. Mr. Woods thanked him for the recognition.

**Finance Committee, Mr. Mansfield Chairperson**

***Purchase Orders Between \$2,500 and \$10,000***

Mr. Mansfield indicated that staff is requesting the Finance Committee accept the report of Purchase Orders between \$2,500 and \$10,000 that were processed between February 1, 2011 and May 31, 2011, and he so moved to recommend acceptance of the report, seconded by Ms. Palmer. **Motion carried.**

***Policy 5.5, Bartlett Park District Staff Purchasing Policy***

Mr. Mansfield noted that the Board had previously discussed allowing the Executive Director to approve purchase orders for food and beverages on a weekly basis that may during certain busy banquet months exceed the \$10,000 threshold. He moved to recommend approval of the policy change, seconded by Ms. Palmer. Discussion ensued.

Mr. Woods asked if there should be some limits placed for the Executive Director. Mr. Eckelberry indicated that the change in the policy applies only to food and beverage purchases. Ms. Fletcher clarified that the bills come to the Board every month. There could be a food and beverage bill one week for \$4,000, the next week \$5,000, and \$5,000 the next week. Mr. Woods asked if the Board should consider capping it and is it okay to have an open-ended item. Mr. Mansfield indicated he was comfortable with the way the policy was written. Ms. Leninger indicated the largest order was right around \$5,000 for the Mother's Day brunch. Mr. Eckelberry said he is okay with it as it very specifically says it is for Villa Olivia food and beverage purchases. There being no further discussion, a vote was taken on the motion. **Motion carried.**

**Planning Committee, Ms. Palmer Chairperson**

No business.

**Building and Grounds Committee, Mr. Lewis Chairperson**

Mr. Eckelberry asked Ms. Palmer to take over the Building and Grounds Committee until Mr. Lewis arrives.

***Mower Purchase***

Ms. Palmer mentioned that staff is requesting approval of the purchase of a zero-turn mower for park maintenance from Martin Implement of South Elgin in the amount of \$15,193.00. The equipment is listed in the 2011-12 capital budget. Staff felt that the Scag Model STT61V-28 was the best of the ones they tried, and she so moved to recommend approval of the purchase, seconded by Mr. Mansfield. **Motion carried.**

***Villa Olivia Ski Hill Chair Lift Bid***

Ms. Palmer indicated that staff had to rebid this item because the first time came in over budget. Mr. Carlson noted that they rebid the Chair Lift and the bid was opened on Monday, June 13<sup>th</sup>. The base bid was to provide a fixed grip four-seat quad chair lift and Alternate A was to delete the closed drive tension terminal and substitute an alternate open drive terminal system. The open drive terminal is designed for smaller lifts in the Midwest such as Villa Olivia. He called ski areas in the Midwest and Northeast who have installed this type of open drive terminal and they all gave a favorable report. It would serve 2400 people per hour and gives the same performance and is more economical than the closed terminal. Alternate B is for the removal and disposal of the existing chair lift, and Alternate C is to provide and install the two attendant enclosures at the top and bottom of the lift. There were three bidders and the funding for the ski lift will come out of the Villa Olivia renovation bond issue. It had been budgeted for \$1 million for the new ski lift, removal of the existing lift, lighting and utilities, and work on the hill. Staff met with a local contractor regarding Alternate B; if that work could be done by a separate contractor they would not accept Alternate B. It would cost between \$12-18,000 less if a local contractor is used, and that would be bid out separately.

Mr. Carlson noted that Dopplemayr's base bid was \$1,028,000; Alternate A open drive terminal would be a deduct of \$283,000; and Alternate C for the two attendant enclosure is an additional \$30,000 for a total of \$775,000. Going this route would keep the project in budget and have enough extra for lighting and other work on the hill. Discussion ensued.

Mr. Mansfield asked what was going to be the charge to remove the old ski lift equipment. Mr. Carlson said around \$54,000 for removing the towers, concrete, concrete counter weight and all the steel. The demolition of this equipment is not a concern because it will be sold for scrap. Mr. Mansfield asked if there is a warranty. Ms. Fletcher said there's a 2-year warranty on the chair lift. The one out at Villa Olivia now is 35 years old. Mr. Mansfield indicated we want to make sure the proper people are disassembling the structure. Mr. Carlson noted that the bidders of the ski lift suggested that the District contract that through a local contractor. Mr. Woods asked where the counter weight is. Mr. Carlson said there is none; it's a tension system where it will keep the proper tension at all times. He noted that the bidder will get the ski lift installed and running, do the load testing and train staff. They will fly two staff out to Utah to learn how to maintain the system. He had asked other ski areas how this company is with follow-up and they had all good things to say about them backing up their equipment. They have manuals in English and they have spare parts in stock for main things.

Mr. Eckelberry moved to recommend acceptance of the Base Bid plus Alternates A and C from Dopplemayr for a total of \$775,000, seconded by Ms. Cordell. **Motion carried.**

***Bartlett Community Center Carpet Replacement***

Ms. Palmer noted that bids were opened on Monday, June 13<sup>th</sup> for the Community Center carpet replacement in the Oak Room, main floor offices, and all six preschool rooms. Four bids were received with the low bid from Flooring Solutions. The bid documents were in order and the District has used this contractor previously with good results. She moved to recommend awarding the bid to Flooring Solutions in the amount of \$42,030.00, seconded by Mr. Eckelberry. **Motion carried.**

***Centennial and Kjar Park Playground Replacement Plans***

Ms. Palmer noted that two playgrounds are scheduled for replacement in the 2011-12 budget. Mr. Carlson indicated that Landscape Architect Ken Price from Upland Design is at the meeting to talk about the basic layout for Centennial Park and have the Board review the basic design options, and then he will discuss Kjar Park.

Mr. Price noted for the Centennial Park renovation process they wanted to bring in new play equipment and make some minor site changes as well. Landscaping will be placed in the playground to separate it from the parking lot and sidewalk. They will create a staircase with hand rails and the ADA access would come in from the parking lot where the ADA stall is located and where there is sloped access. Several playground manufacturers have submitted playground designs for review. Mr. Carlson asked the Board and resident to look at the designs and eliminate the ones they don't care for. They will then vote on the ones they like the most. He noted there will be the same number of swings in the park that are there currently. Discussion ensued. Mr. Eckelberry moved to recommend approval of the playground design Plan #1 from Little Tykes for Centennial Park, seconded by Ms. Cordell. **Motion carried.**

(At this point in the meeting, Mr. Lewis arrived.)

Mr. Price indicated the idea is to renovate the Kjar Park playground equipment and resolve some ADA issues with the plan. The playground equipment currently is timber construction, and they would like to replace the asphalt path with concrete and bring in the playground on the same access point to make it uniform. There will be ADA picnic tables and an access ramp down into the playground. They will try to leave the landscaping and drainage as close to the same as possible with the hope to renovate the walk on the north side. Discussion ensued. Mr. Eckelberry moved to recommend acceptance of Option #2 from Recreation Concepts for Kjar Park, seconded by Ms. Cordell. **Motion carried.**

**Recreation Committee, Ms. Stocks Chairperson*****All Star Sports Programs***

Ms. Stocks indicated that staff is requesting approval of a purchase order of \$13,138 to All Star Sports for payment of 28 spring classes with 255 participants, and she so moved to recommend approval of the expense, seconded by Mr. Eckelberry. **Motion carried.**

***Challenger Sports***

Ms. Stocks noted that staff is requesting approval of a purchase order not to exceed \$20,000 to Challenger Sports for payment and shipping of fall soccer uniforms, and she so moved to recommend approval of the expense, seconded by Ms. Palmer. Some discussion ensued.

Mr. Mansfield asked where Challenger Sports is located. Ms. Dasbach replied they are in the Midwest. The last supplier was in California. Mr. Mansfield asked if this is bid out. Ms. Dasbach mentioned that they have certain specifics they are looking for and they request samples to make sure the uniforms are true to size. Ms. Palmer noted the District used to get uniforms from a local supplier but they couldn't compete in price with the larger companies. Mr. Eckelberry

indicated the District does have relationships with local companies for T-shirts and staff shirts, but with the larger orders they can't compete. Mr. Lewis asked if the District has tried in the last 4-5 years to find a local company and requested in the future if the District could try to do that again. Ms. Fletcher noted that staff can work on that for next year's season. There being no further discussion, a vote was taken on the motion. **Motion carried.**

#### ***Bartlett Raiders Athletic Association Request***

Ms. Stocks indicated that the Bartlett Raiders Athletic Association is requesting approval to bring in a trailer to be used at Koehler Fields for selling concessions and apparel. They will take care of the trailer and it will have a portable generator. Ms. Palmer asked if they will take it away and put it somewhere after the games. Mr. Lewis indicated that had something similar several years ago for games and they were responsible for it. Ms. Stocks moved to recommend approval of the request, seconded by Mr. Mansfield. A vote was taken on the motion wherein Mr. Eckelberry abstained. **Motion carried.**

#### ***Bartlett Women's Club Request***

Ms. Stocks noted that the Bartlett Women's Club is requesting approval to host a Vintage Baseball game at Leiseberg Park on Saturday, September 10th in conjunction with Bartlett Heritage Days. They are also asking for permission to sell canned beer, soda, water and pre-packaged snacks, plus having a local hotdog vendor on site. Discussion ensued.

Mr. Eckelberry indicated he is uncomfortable with beer at a baseball game at Leiseberg. Ms. Fletcher noted that alcohol is prohibited in our parks but the Board can always make an exception if they so choose. Ms. Cordell asked if they would have control over it and if they would sell tickets for beer. Mr. Lewis mentioned they would need someone to card people. They sell tickets at the 4<sup>th</sup> of July event and someone is there to check cards. If it is an adult activity they could consider it. The Women's Club would have to okay it through the Police Department and the police would tell them what they want as far as carding and police presence. Ms. Fletcher mentioned that the Park District will be part of the Bartlett Heritage Days to host some games and work with the Library. It's part of Heritage Days being held by the Downtown District. Arts in Bartlett will be part of it with their art fair. Mr. Eckelberry asked if there will be other activities where alcohol will be served. Ms. Fletcher said not on District property. Ms. Stocks noted that the downtown restaurants will have alcohol but not with any of the community groups. Mr. Lewis stated that they used to have an Oktoberfest with beer and brats in Leiseberg Park; this is the same kind of event. The District also allowed Arts in Bartlett to sell wine in Bartlett Park as part of the art festival. If they work it out with the police and get proper licenses and insurance it would be okay. The whole town will be involved in this event and there will be police out there. Mr. Eckelberry asked if the spray park would be closed by then. Ms. Fletcher said it would. Mr. Woods indicated he wasn't sure about having cans. Ms. Cordell asked if they understand they will need to get a permit from the State to sell food. Ms. Dasbach said they were aware of that.

Mr. Eckelberry moved to recommend approval of the request subject to the Women's Club getting the proper insurance, licenses and permits, seconded by Mr. Mansfield. **Motion carried.**

#### ***National Night Out 2011 Approval***

Ms. Stocks indicated the District gets the National Night Out request for various facilities every year. Events start on July 29<sup>th</sup> at the Jensen Pavilion, Apple Orchard Fields and parking lot, and Bartlett Aquatic Center, and on August 1-4 with a variety of activities at Jensen Pavilion, Bartlett Park, Log Cabin, and Gazebo. Mr. Eckelberry moved to recommend approval of the list as presented, seconded by Mr. Lewis. **Motion carried.**

***Extreme Water Park Summer Fun Trips***

Ms. Stocks indicated that the District is offering some trips this summer for 5<sup>th</sup> – 9<sup>th</sup> graders to visit extreme water parks.

**Revenue Facilities Committee, Mr. Woods Chairperson*****Shelter Request***

Mr. Woods mentioned that World Overcomers Church is asking for approval to rent the James 'Pate' Philip State Park shelter for a cancer walk fundraiser on Saturday, September 10<sup>th</sup> for about 150 participants. Mr. Woods moved to recommend approval of the request, seconded by Mr. Eckelberry. **Motion carried.**

***Special Events***

Mr. Woods indicated that the District has two special events this month at Bartlett Aquatic Center. There is a Father's Day event on Sunday, June 19<sup>th</sup> where all fathers will receive free admission with a child's admission is paid for, and Sunday, June 26<sup>th</sup> at 10:00 am is the Great Treasure Hunt where participants will search for hidden treasures, play games, and do craft projects, and afterwards they can stay for open swim for a special fee.

***Fitness Promotion***

Mr. Woods noted that staff is offering a fitness promotion at the LIFECENTER where members will receive a \$20 credit of their membership renewal for any referrals.

***Other Business***

Mr. Woods indicated the Chamber of Commerce will hold its annual Breakfast with the Village on June 23<sup>rd</sup> at Bartlett Hills Golf Course. If any of the Commissioners wish to attend, they should let Ms. Fletcher know.

**Personnel Committee, Ms. Cordell Chairperson*****Ordinance 11-05, Prevailing Wage Rates***

Ms. Cordell mentioned that each year the District must approve an ordinance for Prevailing Wage Rates. Mr. Eckelberry moved to recommend approval of Ordinance 11-05, Prevailing Wage Rates, seconded by Ms. Stocks. **Motion carried.**

***Full-Time Employee Personnel Policy Manual Changes***

Ms. Cordell mentioned that there are changes to the Full-Time Personnel Policy Manual due to the enacted law regarding Civil Unions. Mr. Eckelberry moved to recommend acceptance of the changes as presented, seconded by Mr. Lewis. Some further discussion ensued to clarify sexual orientation and civil union partnership. Following the discussion, a vote was taken on the motion. **Motion carried.**

**Community Relations and Legislative Issues Committee, Mr. Eckelberry Chairperson*****Ordinance 11-04, 4<sup>th</sup> of July Event***

Mr. Eckelberry indicated that Ordinance 11-04, for the 4<sup>th</sup> of July event, allows the consumption of alcoholic beverages in Community Park, prohibits animals from the festival area, and establishes procedures in case ThorGuard is activated. Ms. Cordell moved to recommend acceptance of the ordinance, seconded by Ms. Stocks. A vote was taken on the motion wherein Mr. Lewis abstained. **Motion carried.**

**Old Business**

None.

**New Business**

Mr. Eckelberry noted that earlier Ms. Dasbach had reported on Lacrosse teams playing in Bartlett parks. The 3<sup>rd</sup>-4<sup>th</sup> grade and 7<sup>th</sup>-8<sup>th</sup> grade teams both took the conference championship this last weekend. They had three teams who have never played Lacrosse before taking the championship and we are offering a Lacrosse camp in the summer. He was talking to another director and they said it is booming in their area as well. Their baseball program is going downhill because everyone is going to Lacrosse.

Mr. Mansfield noted that teenagers in 5<sup>th</sup> through 8<sup>th</sup> grades would love to be involved in a Lacrosse program. He asked if the District will start up a program. By not having that program we are giving it away to other towns. High school level kids who are walking away from baseball or are cut from the baseball team would go for Lacrosse. Mr. Eckelberry noted that the Lacrosse Club offers the program to 3<sup>rd</sup> through high school seniors. South Elgin is trying to start one for their high school as well. Ms. Fletcher noted that the District has offered Lacrosse programs before but nobody signed up. Mr. Eckelberry anticipated that some day it will get so big that the Club can't handle it any longer, and at some point the Lacrosse team will come to the Park District.

**Resident Comments**

Ms. Kelly Jones thanked the Board for their service to the community. Mr. Eckelberry thanked her for attending the meeting and sticking around even after the playground presentation.

**Executive Session**

Ms. Palmer moved to adjourn into Executive Session under Section 2(c)(11) of the Open Meetings Act for the purpose of the discussion of pending, or probable and imminent, litigation against, affecting, or on behalf of the District, seconded by Mr. Woods.

ROLL CALL VOTE:

AYES: Eckelberry, Palmer, Mansfield, Lewis, Cordell, Woods, and Stocks.

NAYS: None.

ABSENT: None.

ABSTAIN: None.

**Motion approved at 8:38 p.m.**

**Reconvening of Regular Board Meeting**

President Eckelberry called the meeting back to order at 9:10 p.m. and called for the roll. Present were Commissioners Eckelberry, Palmer, Mansfield, Lewis, Cordell, Woods, and Stocks. Also present were Executive Director Fletcher and Recording Secretary Russell.

**Adjournment**

There being no further business before the Board, Mr. Lewis moved to adjourn the meeting, seconded by Ms. Cordell. **Motion carried at 9:10 p.m.**

Minutes Approved by the Board on 06/28/2011.

By: \_\_\_\_\_  
Rita Fletcher, Board Secretary