

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, JUNE 28, 2011**

Call to Order

Vice-President Palmer called the meeting to order at 7:30 p.m.

Roll Call

Vice-President Palmer called for the roll. Commissioners answering present were: Lori A. Palmer, James A. Mansfield, Theodore J. Lewis, Marianne Cordell, Kenneth N. Woods, and Susan M. Stocks. Commissioner Stephen M. Eckelberry was absent.

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 Accounting Manager Paula Spaniol with her husband John Spaniol and daughter Lauren, representatives from FGM Architects and Featherstone Construction, and resident John Kelly.

Recording Secretary Patricia Russell took the minutes.

Pledge of Allegiance

Vice-President Palmer led the Pledge of Allegiance.

Presentation

10-Year Award

Ms. Palmer indicated the first order of business is a presentation to Paula Spaniol. The Board presented her with an engraved watch in appreciation for her 10 years of service. Paula is currently an Accounting Manager at the Bartlett Park District and doing an awesome job in all of her positions, especially with the addition of the Villa Olivia component. Ms. Spaniol thanked the Board for the recognition.

Approval of Minutes

Mr. Lewis moved to approve the minutes of the 05/24/11 Regular Board Meeting, and the 06/14/11 Committee Workshop Meeting, seconded by Ms. Stocks. **Motion carried.**

Resident Comments

Mr. John Kelly of 437 Deanna Drive, Bartlett, indicated he is an 11 year resident of Bartlett and has three daughters on the Bartlett Barracuda Swim Team. He is also on the Master Swim Team in Bartlett and a member of the fitness club since it opened. He is disappointed in the pool plan for people who swim competitively. He wanted to voice his concerns that the project is being cut back. It was touted as being one thing and the plans that are displayed show certain amenities, but he understands it won't be much different than it is now. Of the \$18 million in the total funding, this is the one thing that is being cut. He asked if the Board would consider other options to cut and putting the pool part of the referendum back to the voters to have it cut back or to do the whole thing. He also suggested reducing funding for other things instead of cutting the pool project. There is \$1 million allocated for the ski lift. He said the voters approved one thing and now it will be something else.

Mr. Lewis noted that the voters passed the referendum for \$18 million; \$6 million of that was for the pool renovation, \$6 million to acquire the Villa Olivia property and \$6 million to renovate that facility. After the referendum passed the Board sat down with the architects and came up with a wish list of items for the pool that were added to what was included in the referendum materials. The Board went through the wish list to see how far they could go and the architect and engineer came back with the cost of \$8 million. Since there is only \$6 million in the budget several of the wish list items will be bid out as alternates. If the bids come in low enough some of those items could be added back into the project. They will be getting bids for more than just the pool elements. They need to have excavating work done as well. The zip line slide will remain; currently there are no other ones like that in the state of Illinois.

Mr. Kelly said he appreciated the explanation. He mentioned the Board should do a better job of communicating that. What they have heard about and read in the paper is that the project will be something smaller than what they had voted for in the referendum. The plans displayed in the health center looks like it will have all the bells and whistles. Mr. Lewis noted that the drawing was completed after the referendum was approved and after the Board's wish list items were added. Ms. Palmer noted that the project is not final yet. The Board is working very hard on all of the components to keep as much in there as possible by having alternate bids.

Mr. Lewis noted that the renovation project would not be touching the existing pool, so the lanes will still be there for competitions. Mr. Kelly noted that one proposal was to replace the deck and have different connectors and different lane lines. To put the lane lines in now you have to reach into the pool to do it. He didn't like the fact that now they will be stuck with the current way the lane lines are being connected. There's nothing in the plans that will help competitive swimming. If the Board could look at alternates to help competitive swimming it would help them. There are 180 kids in the summer swim league and not enough lanes for them to practice. Two lanes are reserved in the outdoor pool for afternoon lap swimming and there are too many kids who want to use that time for practices. Mr. Lewis indicated the Board never said the current pool size would increase. Mr. Kelly noted that all the starting blocks in the pool deck have fittings that are set in concrete and when the concrete expands they don't fit very well. The volunteer parents who support the swim team work hard for it. By putting a new deck on, it would give them a better option for lane lines. There are a lot of families in competitive swimming, but improvements were not considered for adding lane lines. It would be something for people who use the pool every day.

Mr. Mansfield noted this is the first time he has heard about swim teams being concerned with the project. In considering the changes to the pool they took input from various people around them. The Board is very open-minded. Ms. Fletcher indicated that staff would be happy to look into the lane changes. Mr. Kelly noted that anything to help the swimming community would be appreciated. The swimming program has increased significantly and there are a lot of families involved. Ms. Palmer thanked him for his comments.

Correspondence

None.

Monthly Treasurer's Report, Mr. Mansfield Treasurer

Ms. Cordell moved to approve the Monthly Treasurer's Report for May 2011, seconded by Mr. Woods. **Motion carried.**

Finance Committee Report, Mr. Mansfield Chairperson

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

Mr. Mansfield indicated that the Finance Committee had recommended acceptance of the list of purchase orders between \$2,500 and \$10,000 that were processed between February 1 and May 31, 2011. He moved to approve the list as presented, seconded by Mr. Woods. **Motion carried.**

Policy 5.5, Bartlett Park District Staff Purchasing Policy

Mr. Mansfield noted that the Finance Committee had recommended approval of changes to the staff purchasing policy to allow the Executive Director to do purchase orders over the \$10,000 threshold for food purchases at Villa Olivia, and he so moved to approve Policy 5.5, seconded by Ms. Cordell. Some discussion ensued.

Mr. Woods mentioned that he had expressed at the committee meeting that he had some concerns with the way the policy was written as he felt it was too open-ended. He indicated there should be some number, or some way to not have it so totally open. Ms. Fletcher noted that the policy specifically states that it is only for Villa Olivia food and beverage. Mr. Lewis asked what the highest monthly amount for food and beverage was. Ms. Leninger noted that the bill list showed food purchases for Villa Olivia banquets was above \$25,000. Mr. Lewis suggested setting the limit at \$50,000. Mr. Mansfield amended his motion to approve the changes to Policy 5.5, with the stipulation that the \$10,000 limit would be raised to \$50,000 for food and beverage purchases at Villa Olivia, seconded by Mr. Lewis. **Motion carried.**

Planning Committee Report, Ms. Palmer Chairperson
Villa Olivia Renovation

Ms. Palmer indicated that the latest version of the Villa Olivia renovation will be presented. Mr. John Dzarnowski of FGM Architects handed out a copy of the design concept and introduced the people present; Tom Featherstone and Brandon Orna from Featherstone Construction, and Josh Czerniak from FGM Architects. The last meeting they discussed the master plan for the project and they looked at how they can fit the project into the \$5.1 million budget. At this meeting they will review the progress on the schematic design including the site plan, floor plan, budget, options and master plan, and then get the Board's comments and consensus to proceed.

Mr. Dzarnowski indicated they have been busy since the last meeting. He noted that the current building was constructed over time and there are no documents for the building and they had the structure scanned by laser to have existing drawings made of the entire building. The information they did have was piecemeal because the facility was modified from the original documents. Mr. Czerniak indicated there were some drawings by the original architect that were not complete, and there was nothing on any of the additions.

Mr. Dzarnowski indicated they are currently working on the topography of the site to include the clubhouse and the intersection of Lake Street and Naperville Road. They had a kitchen consultant come out and review the property with the Chef and looking at prior developed kitchen layout plans. They figured out how much space they need and a budget for that equipment. They are working with their ski consultant on the basic plan for the ski portion and to discuss how much space is needed for the rental equipment. They talked to a MEP consultant reviewed the building. They need to look at all of the HVAC equipment that will remain there and see what needs to be replaced.

They are beginning the parking study. They met with the Village to talk about the site plan, storm water requirements, and to find out what their requirements are for parking. Currently there are 247 spaces in the existing lot, which does not include the overflow parking on the turf. They talked about the parking requirements and requesting a variance to reduce the amount of parking from 378 spaces to 317 spaces, which would potentially save between \$200-213,000. Additional parking could be added in the future or they could have it as an alternate. 200 parking spaces are required for an 18-hole golf facility, and under the banquet facility the Village is asking them to calculate additional parking spaces; one parking space for every two seats in the banquet facility. Some discussion ensued regarding what other golf/banquet facilities have in the way of parking spaces, including Bartlett Hills. Mr. Czerniak noted that the parking engineer would include comparisons of those other facilities in his parking study that will be presented to the Village. It will also show national data. If the Park District applies for a variance the parking study will be necessary to support it.

Mr. Dzarnowski indicated that the parking would be moved 30' closer to the facility, and handicap parking will be close to the building with accessible walkways. The estimate of the parking lot costs also includes the demolition of the old pool and sand volleyball courts. The main entrance into the facility from the street would remain in the same location.

Mr. Featherstone mentioned they had quite a bit of quantifiable information to compare current market conditions. They engaged several paving companies to discuss the cost for this work, being respectful of the \$5.1million budget. The hard cost for the parking lot if all 378 spaces are required is about \$1.3million. Mr. Woods asked if they talked to the Village about new lighting. Mr. Featherstone noted that the site electric breakdown is \$159,000 for improvements. They estimate 35 parking light poles. Mr. Mansfield asked about striping the parking lot. Mr. Featherstone noted that is included in the asphalt paving work. They understand the importance of spending as much as possible on the building improvements and are being mindful of the budget for the parking lot improvements. The way the variance process works; the Village would like to have as close to completed construction documents to review simultaneously with the parking variance discussion. They will complete the design development of the project and site improvements for the Plan Commission review and variance review. It would allow them to move forward and so they wouldn't need to have two parking lot plans.

Mr. Dzarnowski discussed the floor plan for the base bid, the kitchen and support area, and the proposed space for ski rental and storage. The kitchen is being gutted and completely redone from scratch. It will have all new electrical, all new mechanicals and new decor. They budgeted \$400,000 for new kitchen equipment. The ski operations space would have a new ski pro shop and storage area, and changing room and lockers in the back. Additional storage would be in between the kitchen and ski facility which will house kitchen items and maintenance area. It will cost \$2.2million for the building costs, \$1.3million for the site work, \$482,000 for general conditions and contingencies, \$786,000 for soft costs, leaving about \$300,000 for building improvements which includes upgrading the finishes and painting. They also have a list of items they would like to prioritize.

Mr. Mansfield asked if the ski facility also includes a ski corral where people pay to keep their skis. Ms. Fletcher noted that is included in the building and they plan to keep it there. Mr. Dzarnowski indicated there would be a check counter where people would bring their skis to hold. Mr. Woods asked if there was an entrance to get from the kitchen area. Mr. Dzarnowski indicated staff would be able to get through there; the public would not. Mr. Woods asked if there was any accommodation for people to observe the people skiing. Mr. Dzarnowski said not in the building. That is part of the master plan, but not part of this budget. Mr. Woods asked if the ski space would allow having a second floor built on. Mr. Dzarnowski indicated it is a simple building with wood trusses that might be exposed or open on the inside in order to keep the costs down. It would give an alpine feel to the space. To add an extra floor they would have to take the roof trusses off, so they are not looking at a second floor observatory which would also require an elevator.

Mr. Featherstone indicated they looked at the site components for the parking lot and at the ski operations addition and at the density. It would cost \$1.2million for the ski operations addition. The architect upgrades to the kitchen area and new equipment would cost \$900,000. They also need a sprinkler system in the attic space and they need a dry sprinkler that would still comply with the codes. That would be around \$75,000. They will allow for the District to carry the general conditions and contingency costs and they are programming into that the soft costs, architectural fees, engineering, and construction manager. They looked at all the costs from the soft costs on up and what there is left. If they are unsuccessful with the variance it only leaves \$200,000 for the architectural upgrades to the building.

Mr. Dzarnowski indicated for that dollar amount they talked about architectural finishes, especially in the banquet facility and main corridor. Their structural engineer saw that some of the roof structure was undersized and needs fixing. The roof leaks need to be addressed or it needs reroofing. That cost has not yet been determined. There are some mechanical units and HVAC units that are in the existing building over the banquet rooms and pro shop and they will be looking at those to see which need to be replaced and which can be deferred for future replacement. He didn't have that information yet. Some options are to have the administration area consolidated into the Filipino Room, costing around \$150,000. Upgrades to the bar/pre-function area would cost around \$300,700.

Ms. Stocks asked what is included in the general conditions. Mr. Featherstone mentioned surveying, material testing, consultants, reproduction costs, permit fees, and anything not directly contributed to any one trade. That's a fund set aside for those costs. Contingency is a fund separate from the general conditions for any unforeseen conditions that couldn't be identified at the time. That is money set aside from the scope of the project. Mr. Mansfield noted that the money would come back to the District if it is not used. Mr. Featherstone indicated they would set up a series of alternate designs and will compare prices and by the time they are getting the bids in they should know if the parking variance is successful. As they move through the project and as they excavate the parking lot and put the stone base down and if they don't uncover any unforeseen conditions, the money that is set aside for contingencies could be put back into the budget for other items on the alternate list. Mr. Mansfield asked how that number is created; is it based on the overall value of the project or a percentage. Mr. Featherstone said it's 10%. They know what the market is and they want to reflect what the market is bearing right now. They are trying to be prudent to give as much as possible with the \$5.1million budget.

Alternate floor plans were discussed. If the site variance is successful, they could have a new entry into the administration area that is being consolidated into the Filipino room and would house offices for the general manager, food and beverage manager, reception and sales, and a conference room. The bar area would be revamped for the pre-function area that would be open to the bar and overflow into the grill area, or the grill area could be closed off to use for a small party. There would be a new serving area for beverages both for banquets and the grill, an office for the chef and toilet area.

Master Plan Phase 1 was discussed. Additional changes would be modified to the golf area that becomes more defined and there would be an office for the golf pro, a staff break room, a new bride area and upgrades to the entry. Banquet Room 2 would still be used as the skier's dining room during ski season and would share bathrooms with the banquet area. There would be a walkup window where the golf operations are for tube rentals, and then they would go to the banquet area to wait for their turn.

Master Plan Phase 2, or long range master plan, was discussed. The large banquet room and part of the pre-function space would be remodeled, and the other banquet room would be converted into a full-time grill and rental room. The bar would be open to the pre-function space and banquet room. There would be an addition of a ski café off the ski space. The master plan can be accomplished in steps but it is not within the \$5.1million budget. Mr. Woods asked if the master plan is implemented years from now, would the improvements made now support the future plans. Mr. Dzarnowski the electrical service would be sufficient for the expansion. Mr. Featherstone said they want to be very prudent in what they are looking at and the evolution of the master plan by getting rid of the odd-shaped area.

A lengthy discussion ensued. Mr. Lewis noted the final plan shows three phases; they are not serving any more people in the banquet room than what they do now. Mr. Dzarnowski said the biggest thing it accomplishes is separating the banquet room from the rest of the building and improves the function of the building and provides separate toilets for the different users. The

kitchen has an ala-carte line for the bar and grill and a banquet cook line for banquets only. Ms. Palmer said her strongest objective is to keep the skiers out of the banquet area. Mr. Dzarnowski said in looking at the priorities, the kitchen is #1, the ski area is #2, and those two functions with the site improvements eat up the budget. They need additional kitchen storage space and storage to have a better functioning ski area.

Mr. Woods asked if there was any way to split that up and make the men's and women's restrooms available for tubing patrons for outside access. Mr. Dzarnowski said they looked at adding a men's and women's restroom adjacent to the turn station which would be used by golfers in the summer and tubers in the winter. He did think there was plumbing out there so it could be doable. It makes sense to accommodate patrons year-round, if it is winterized. They could look at that option. Mr. Woods suggested adding an observation area in the master plan. Mr. Lewis said he liked that better at the turnaround. Mr. Woods suggested adding a station for hot chocolate for the tubing area to support that. Mr. Lewis asked if they would play around with the area about the outdoor bathrooms, which would aid the Board's feeling that they are trying to separate the banquet facility from the other users. Ms. Palmer indicated that's what bothers her most about the plans. Mr. Lewis noted a lot of people who have wedding in the summer know they are doing it at a golf course, but when they come in the winter they have to deal with skiers walking around in coats and boots.

Mr. Featherstone discussed the proposed schedule. They need approval from the Board to move forward with this direction so John Dzarnowski and his team can start working on the construction drawings. At the end of the design development they need to have the thoroughly designed site plans, which will take 3-5 months. Bidding could take place in January so it would not impact the ski operations for this year. Contracts could be awarded in February and construction could start in March/April. They should be able to start the site improvement right away. They haven't worked out with staff if they will implement phasing in order to keep the banquet operations open. They will work with Rita Fletcher and staff on that. They are looking at a 9-month construction duration.

Mr. Woods asked if they had looked at moving the entrance into the parking lot. Mr. Dzarnowski said they did look at it but deemed it was lower on the priority list. It would cost about \$100,000 to move that and he didn't think it was worth it. Ms. Stocks asked if it could be improved by having a bigger sign. Mr. Dzarnowski indicated a sign would be a plus. Mr. Dzarnowski said they did consider turning the tennis courts into storm water detention and a potential ice skating area. Mr. Woods asked about the roofline on the new ski operations area. Mr. Dzarnowski indicated they will bring in a couple of options for exterior work.

The consensus of the Board was to move forward with the project and they were okay with the timeline being pushed back. Ms. Palmer thanked them for their presentation and all their hard work. The discussion ended at 9:18pm.

Building and Grounds Committee Report, Mr. Lewis Chairperson

Mower Purchase

Mr. Lewis indicated that the Building and Grounds Committee had recommended approval to purchase a Scag zero turn mower from Martin Implement for \$15,193.00, and he so moved to approve the expense, seconded by Mr. Woods. **Motion carried.**

Villa Olivia Ski Hill Chairlift Bid

Mr. Lewis indicated that the Building and Grounds Committee had reviewed bids for the ski lift at Villa Olivia and recommended awarding the bid to Doppelmyer USA for their base bid plus Alternates A and C totaling \$775,000, and he so moved, seconded by Ms. Cordell. **Motion carried.**

BCC Carpet Replacement

Mr. Lewis indicated that the Building and Grounds Committee had recommended acceptance of a bid from Flooring Solutions for the Oak Room, main floor offices and six preschool room carpet, at a cost of \$42,030.00, and he so moved, seconded by Mr. Mansfield. **Motion carried.**

Recreation Committee Report, Ms. Stocks Chairperson

All Star Sports Programs

Ms. Stocks indicated that the Recreation Committee had recommended approval of a purchase order to All Star Sports for payment of spring classes in an amount of \$13,138.00, and she so moved, seconded by Mr. Woods. **Motion carried.**

Challenger Sports

Ms. Stocks indicated that the Recreation Committee had recommended approval of a purchase order not to exceed \$20,000 to Challenger Sports for payment of fall soccer uniforms, and she so moved, seconded by Ms. Cordell. **Motion carried.**

Bartlett Raiders Athletic Association Request

Ms. Stocks indicated that the Recreation Committee had recommended approval of a request from the Bartlett Raiders Athletic Association to bring a trailer for selling concessions and apparel at Koehler Field, and she so moved to allow the request, seconded by Mr. Lewis. **Motion carried.**

Bartlett Woman's Club Request

Ms. Stocks indicated that the Recreation Committee had recommended approval of a request from the Bartlett Woman's Club to hold a vintage baseball game at Leiseberg Park, and to sell canned beer and prepackaged snacks, and she so moved to allow the request, seconded by Ms. Cordell. **Motion carried.**

National Night Out 2011

Ms. Stocks indicated that the Recreation Committee had recommended approval of a request by the Bartlett Police Department to hold their National Night Out activities at several areas and facilities from July 29-August 4, 2011, and she so moved to approve the requests, seconded by Mr. Woods. **Motion carried.**

Revenue Facilities Committee Report, Mr. Woods Chairperson

Shelter Request Approval

Mr. Woods noted that the Revenue Facilities Committee had recommended approval of a request for the World Overcomers Church to use the James 'Pate' Philip State Park shelter for a cancer fundraiser, and he so moved, seconded by Ms. Stocks. Some discussion ensued. Mr. Lewis asked if the District staff controls the picnic shelter. Mr. Karoliussen said they do, but fundraisers have to come to the Board for approval. **Motion carried.**

Personnel Committee Report, Ms. Cordell Chairperson

Ordinance 11-05, Prevailing Wage Rates

Ms. Cordell indicated that the prevailing wage rates are ratified by the Board on an annual basis, and she so moved to adopt Ordinance 11-05, Prevailing Wage Rates, seconded by Ms. Stocks.

ROLL CALL VOTE:

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

NAYS: None.

ABSENT: Eckelberry.

ABSTAIN: None.

Motion Passed and Approved.

Full-Time Personnel Policy Manual Changes

Ms. Cordell indicated the Board reviewed and recommended approval of the proposed changes to the full-time personnel policy manual to include civil unions, and she so moved, seconded by Mr. Lewis. **Motion carried.**

Community Relations and Legislative Issues Committee Report, Mr. Eckelberry Chairperson
Ordinance 11-04, 4th of July Events

Ms. Palmer indicated the ordinance is approved annually to allow the consumption of alcoholic beverages in Community Park during the 4th of July events, prohibiting animals from the festival grounds, and setting procedures in the event the ThorGuard lightning prediction system is activated, and she so moved to approve the ordinance, seconded by Ms. Cordell.

ROLL CALL VOTE:

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

NAYS: None.

ABSENT: Eckelberry.

ABSTAIN: None.

Motion Passed and Approved.

Executive Director's Report, Ms. Fletcher**Bill List**

Ms. Fletcher asked for approval of the June 2011 Bill List. Mr. Lewis moved to approve the Bill List as presented, seconded by Ms. Cordell. **Motion carried.**

4th of July Activities

Ms. Fletcher reported that the 4th of July festival is coming up and the Bartlett Park District will be taking part in the parade on Sunday. If the Board is participating in that, they will be leaving from the Administration Building to the parade route at 11:45 on Sunday morning. The Bartlett Parks Foundation is having their annual Turbo Turtle Race on the 4th of July at 4:00pm.

Superintendent of Revenue Facilities Report, Mr. Karoliussen**Bartlett Aquatic Center**

Mr. Karoliussen noted that they have adjusted the hours for BAC for the end of the season to add 25 more hours to the schedule.

Superintendent of Parks and Planning Report, Mr. Carlson**Centennial Playground Donation**

Mr. Carlson indicated that he had contacted Kids Around the World, a non-profit organization that takes used playground equipment and re-installs them in needy areas of foreign countries. They will remove the Centennial playground at no cost and ship it overseas.

Superintendent of Recreation Report, Ms. Dasbach**Free Concert in the Park**

Ms. Dasbach noted that "The Piano Men" will have a concert tomorrow in Bartlett Park, which is a tribute band with music of Billy Joel and Elton John.

Superintendent of Business Services Report, Ms. Leninger**Auditors**

Ms. Leninger noted that her staff has been very busy with the auditors here all week.

Old Business

None.

New Business

Ms. Palmer mentioned that the esteemed Executive Director Rita Fletcher has won the Great Lakes NRPA Distinguished Award and she will receive it at the NRPA Congress in October. Ms. Fletcher indicated that she just found out about that today and she was stunned. She thanked everyone who was part of it.

Adjournment

There being no further business, Mr. Woods moved to adjourn the meeting, seconded by Ms. Stocks. **Motion carried at 9:30 p.m.**

Minutes Approved by the Board on 07/26/2011.

By: _____
Rita Fletcher, Board Secretary