

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, JULY 26, 2011**

Call to Order

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

Roll Call

President Eckelberry called for the roll. Present were Commissioners Stephen M. Eckelberry, Lori A. Palmer, James A. Mansfield, Marianne Cordell, Kenneth N. Woods, and Susan M. Stocks. Commissioner Theodore J. Lewis 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, Superintendent of Business Services Susan Leninger, and Superintendent of Villa Olivia Peter Pope. .

Also present were FGM Architects John Dzarnowski and Josh Czerniak, and Nature Center Interns Amanda Mills and Irene LaPierre.

Recording Secretary Patricia Russell took the minutes.

Pledge of Allegiance

President Eckelberry led the Pledge of Allegiance.

Approval of Minutes

Ms. Cordell moved to approve the minutes of the 06/28/11 Regular Board Meeting, and the 07/12/11 Committee Workshop Meeting, seconded by Ms. Stocks. **Motion carried.**

Resident Comments

None.

Correspondence

None.

Appointment of Villa Olivia Committee Chair Person

Mr. Eckelberry noted that the District now has a new superintendent for Villa Olivia. He appointed Marianne Cordell to chair that new committee as well as the Personnel Committee.

Monthly Treasurer's Report, Mr. Mansfield Treasurer

Mr. Mansfield moved to approve the Monthly Treasurer's Report for June 2011, seconded by Ms. Stocks. **Motion carried.**

Finance Committee Report, Mr. Mansfield Chairperson

No report.

Planning Committee Report, Ms. Palmer Chairperson

Ordinance 11-07, Settlement Agreement

Ms. Palmer indicated that Ordinance 11-07 authorizes approval of the settlement agreement between the Bartlett Park District and the Village of Bartlett for Beaver Pond, and she so moved to approve it, seconded by Ms. Cordell.

ROLL CALL VOTE:

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

NAYS: None.

ABSENT: Commissioner Lewis.

ABSTAIN: None.

Motion Passed and Approved.

Villa Olivia Renovation

Ms. Palmer indicated that FGM Architects are present to give an update on the Villa Olivia renovation. Mr. John Dzarnowski presented the final schematic design drawings and indicated they would review the alternates and existing building options, receive the Board comments and a consensus to proceed into design development. Between this meeting and the August 23rd board meeting, Featherstone Construction will do an updated cost estimate and pre-Plan Commission submittal. Since the board met with them the last time, they have been working on the schematic design process. They have completed the ski consultant plan review, the structural consultant building review, the MEP consultant building review, traffic engineer site visits and the parking study is currently being finalized. Once that study is completed they will go to the Plan Commission to request a site variance regarding the number of required parking spaces.

Mr. Dzarnowski went through the updated site plans with variance and without variance. The non-variance parking shows 375 total parking spaces, including eight accessible spots. They made some modifications to the plan in the upper area for deliveries and moved the trash enclosure closer to the building with more screening around it. They looked at having easier access for picking up garbage. There is a new defined area for detention on the site. They are aligning the entry road to focus on the A-line of the building and moving parking closer to the building by 30 feet. Mr. Woods asked if the detention area was a requirement for parking. Mr. Dzarnowski indicated it is both for the parking lot and for the additional building space. It is what their civil engineer has said they will need for the size of that. The site plan with the variance shows 314 parking spaces, but it would allow adding additional parking in the future. Currently there are 247 parking spaces out there now. They are also providing a budget to allow for adding lighting to the parking lot.

The halfway house expansion was discussed. Mr. Dzarnowski noted that they took a look at the halfway house to add toilet facilities there and also on the south side of the main building. Two options for the halfway house would be to expand it by almost the size of the existing building to add two single user toilet stalls, or increase the size even more to add multi-user stalls that could be used by golfers in the summer and tubing sled users in the winter. It makes sense to have more than two stalls, especially if concessions are being added. The halfway house could also be used to sell tubing tickets so people wouldn't need to go into the main building. There could also be tickets sold out of the pro shop and add toilets next to that, but that wouldn't work as well for golfers. It would make more sense to have everything at one location in the halfway house to increase the speed of play. Featherstone will work up pricing for all three options to have a definitive cost. Ms. Fletcher noted that in the future if the District decided to expand the tubing hill, they might want more toilets for that. Ms. Palmer indicated they talked about the showers that are not being used and using that space for something else. Mr. Dzarnowski indicated they looked at the master plan; it adds space for a staff break room and additional outside toilets for other users so they wouldn't need to interact with a private wedding party. Mr. Mansfield asked if there was sewer and water currently in the halfway house and if it was sized accordingly for the expanded toilet use. Mr. Dzarnowski said there is water and sewer in there now. The sewer line is fine and the water service doesn't need to be a huge line; he didn't feel they would need to increase the size of those lines.

The main building floor plan with and without site variance was discussed. The kitchen layout was discussed with the kitchen consultant, the chef and Ms. Fletcher. They made some minor adjustments in the laundry and office for the chef and lockers for kitchen staff. They identified the mechanical and electrical area and reduced those from recommendations by the consultant. The receiving area will have a wall to reduce the impact to the ski area. The ski area would have an entrance on one side and exit on the other. If people are coming to buy tickets they would have 1-2 walk-up windows without the need for going into the building. Ski and snow board rental are inside the building and also a ski check and storage area and a room for repairing and waxing equipment. The office and check-in space are on the southwest side of that area. The toilet area is at the southeast side of the ski building and there's a potential for rental space and lockers. There is a seating area outside of the building and an area for temporary storage of skis. Mr. Woods asked where the ski patrol would be located. Mr. Dzarnowski indicated they would be in their current location where they are now at the end of the ski hill in the trailer. There would be two instructor desks in the office area and the ski instructors would meet people outside on the site. Mr. Mansfield voiced some concerns about where kids would be dropped off for skiing. There is not a turnaround point so people would use the vestibule area. He suggested having another

turnaround area for parents to drop off their kids. Ms. Fletcher indicated that could be addressed with the signage on the building. Mr. Dzarnowski indicated they did discuss having another drop off area for the ski users. In looking at the external elevations they could revisit that again.

Mr. Dzarnowski indicated the second site plan with the site variance included, shows four alternates. Alternate 1 is for the creation of a new administration area that would include a new entryway into the existing Filipino Room where there would be a conference room, reception/sales area, and offices for an accountant, food & beverage manager, and general manager. In the current sales area would be constructed a bride's room and coat check area. Alternate 2 would add a serving station in the renovated bar area for the bar/grille addition. The bar would be moved to the south to serve the bar/grille and pre-function space. Alternate 3 would add a new port cochere to enhance the look of the building. Alternate 4 would add two toilets near the golf pro shop for outside users. Alternate 5 would be the halfway house expansion.

Mr. Woods noted that they would lose one banquet space with the addition of the administration area, and they would lose the Oak Room with the bar and pre-function space renovations. Mr. Dzarnowski noted that in the base plan the Filipino room would be used for table and bar storage. In the alternate plan the table and chair storage would be where the existing offices are near the bar. They would be redefining the Oak Room as the grille area and pre-function space. The pre-function space would also have an entrance to the outside. Mr. Czerniak indicated by having an additional banquet room it would add about 30 parking spaces. Ms. Fletcher noted that the Filipino Room is a space that people would rent if there's nothing else available, but they don't like it. It's too long and narrow and doesn't work well for parties. The staff at Villa Olivia said if they had to give it up it's not a big deal. Ms. Cordell indicated that staff could refer them over to the Community Center Oak Room. Mr. Dzarnowski said they are not really losing that space; they are swapping it.

Mr. Dzarnowski discussed the proposed roofline drawings. The new port cochere would improve the look of the building and tie it into the look of the new ski space. A new dormer would be added to the entry vestibule for banquet room 2 that would continue to be used as the ski cafeteria. The mechanical area would be screened off so it would not be seen from the front of the building.

The full master plan was discussed for future expansion of the banquet space and the addition of a ski café. The elevations and rooflines were discussed as well as the entry perspective, landscape improvements, and building signage that would make it apparent that people were going to Villa Olivia or the Ski Lodge. Further discussion ensued. The roofline improvements tie the whole complex together and add character to the building.

Mr. Dzarnowski indicated they still need to price out the roof repairs. The structural engineer identified some areas where the structure needs to be reinforced. They still need to price out the cost of changing out the sprinkler system to a dry system and upgrading the mechanical systems. The MEP engineer worked on identifying the life span of some of the mechanical components. They still need to work out the architectural finish upgrades and ADA accessibility upgrades.

Ms. Palmer noted that the architects did a very nice job on the plans. The Board is disappointed they couldn't add more, but she liked the flow of it. She liked the plans for the outside structure, and how the main building can be added to in the future.

Ms. Fletcher asked if the Board was okay with the concept as presented and to allow the architects to keep moving forward. They would come back next month with an update. The Board consensus was to keep moving forward on the plans.

Building and Grounds Committee Report, Mr. Lewis Chairperson **Centennial & Kjar Park Playground Replacement**

Mr. Eckelberry indicated that the Building and Grounds Committee had recommended approval to award the bid for the Centennial and Kjar Park improvements, including Alternates 1 and 2 to E. Hoffman, Inc. in the total amount of \$178,509.00. Ms. Cordell moved to award the bid to E. Hoffman, Inc., seconded by Ms. Palmer. **Motion carried.**

Schrade Gym Batting Cages

Mr. Eckelberry indicated that the Building and Grounds Committee had reviewed quotes to replace the batting cages at Schrade Gym and recommended going with Sport Court for \$11,288.00. Ms. Palmer moved to approve the expense, seconded by Ms. Cordell. **Motion carried.**

Villa Olivia Snow Maker Retrofits

Mr. Eckelberry asked Mr. Carlson to discuss the snow maker retrofits. Mr. Carlson mentioned that there are currently seven large portable snow makers and eight smaller portable units. The smaller units don't work well in marginal temperatures and four of the larger units have been converted to work well in those temperatures. Staff is proposing the retrofit of the remaining three large portable snow makers so they can make more snow at the beginning of the season and at the end of the season. The retrofit would replace all of the components. To purchase the units new would cost approximately \$30,000 each. The retrofit from SMI Snowmakers would cost \$13,350 each for a total cost of \$40,050. The retrofit would include new jets, new yoke and cowl, new compressor and refurbished motor. If they can get the units in now they should be ready by October. Ms. Cordell moved to approve the expense of refurbishing three snow maker units, seconded by Ms. Palmer. Further discussion ensued. Ms. Cordell asked if the units would be sent to the company in Michigan. Mr. Carlson said the freight cost is around \$1,500 so he was contemplating trailering them and driving them to Michigan. There being no further discussion, a vote was taken on the motion. **Motion carried.**

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

Ms. Stocks noted that the Recreation Committee had recommended approval of a purchase order to All Star Sports in an amount not to exceed \$20,000 for payment of summer classes, and she so moved to approve the expense, seconded by Ms. Palmer. **Motion carried.**

Bartlett Raiders Athletic Association Request

Ms. Stocks mentioned that the Recreation Committee had recommended approval of a request from the Bartlett Raiders to hold a pep rally at Koehler Football Field on August 13th, and she so moved to approve the request, seconded by Mr. Mansfield. A vote was taken on the motion; Mr. Eckelberry abstained. **Motion carried.**

Revenue Facilities Committee Report, Mr. Woods Chairperson***Ordinance 11-06, Declaring Surplus Property***

Mr. Woods indicated that the Revenue Facilities Committee had reviewed Ordinance 11-06, declaring surplus property, and had recommended adoption of the ordinance as presented, and he so moved, seconded by Ms. Stocks.

ROLL CALL VOTE:

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

NAYS: None.

ABSENT: Commissioner Lewis.

ABSTAIN: None.

Motion Passed and Approved.

State Park Shelter Rentals

Mr. Woods noted there were two State Park Shelter rentals that the Revenue Facilities Committee had reviewed and recommended approval. The first one was for a Baptism event on August 7th with 145 people attending, and he so moved to approve the request, seconded by Ms. Palmer. **Motion carried.**

Mr. Woods indicated that the second request was for a motorcycle group to rent the state park shelter on August 20th with approximately 150 people attending, and he so moved to approve the request, seconded by Ms. Palmer. **Motion carried.**

Bartlett Park Rental

Mr. Woods noted that the Revenue Facilities Committee had recommended approval of a request by the Heritage Days Committee to use Bartlett Park for Bartlett Heritage Days on September 10-11. An additional request was included in the packets for permission to allow participants in the Chamber of Commerce showcase during the event to conduct fundraisers or sell items at the event. This request did not go to Committee as it came in late. He moved to approve the requests, seconded by Ms. Stocks.

Motion carried.

Villa Olivia Committee Report, Ms. Cordell Chairperson

No report.

Personnel Committee Report, Ms. Cordell Chairperson

No report.

Community Relations and Legislative Issues Committee Report, Mr. Eckelberry Chairperson

Ms. Cordell asked why representatives from the police department had not come to a board meeting this year to give them shirts and to tell them about the National Night Out event. Ms. Fletcher indicated that their budget was reduced for the event and their shirt budget might have been cut.

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

Ms. Fletcher asked for approval of the July 2011 Bill List. Mr. Mansfield moved to approve the Bill List as presented, seconded by Mr. Woods. **Motion carried.**

Superintendent of Revenue Facilities Report, Mr. Karoliussen**New LIFECENTER Health Club Membership Packages**

Mr. Karoliussen indicated that staff has been working on expanding the health club membership packages and will be adding a Diamond level, which will be an all-inclusive membership with unlimited Flex Pass classes and Kids Stop usage. He met with Benedictine University who did the marketing study, and they said other places have all-inclusive memberships. They are also looking at other changes to the packages which might bring new interest for additional or upgraded memberships.

Annual Facility Maintenance Closings

Mr. Karoliussen reported that the health club would be closed from August 1-6 and Splash Central will be closed from August 15-26 for the annual maintenance. Per the mutual agreement with Streamwood Park District, Bartlett members will be allowed to use their facilities during this time.

Assistant Aquatics Manager Update

Mr. Karoliussen mentioned that Nick Mostardo has been hired for the Assistant Aquatics Manager position. He has been with the District in a part-time role as pool manager. He is a great employee and a nice young man. Staff is looking forward to having him in that position.

Superintendent of Parks and Planning Report, Mr. Carlson**Staffing Change**

Mr. Carlson indicated that Aaron Blatner took a position with a school district so he will be doing interviews to fill that Athletic Field Manager position.

Superintendent of Recreation Report, Ms. Dasbach**Fishing Derby**

Ms. Dasbach mentioned that the annual Kids' Fishing Derby is scheduled for August 6th at Beaver Pond from 9-11am. It is a free event for ages 2-15 and will take place rain or shine.

Other Business

Ms. Dasbach introduced two Nature Center interns from Northeastern Illinois University, Amanda Mills and Irene LaPierre who were attending the board meeting.

Ms. Dasbach noted that the annual Bartlett's Biggest event is scheduled for 11:00am tomorrow at Jensen Pavilion.

Superintendent of Business Services Report, Ms. Leninger

eBay

Ms. Leninger indicated that the District will be opening an account with eBay and PayPal to sell surplus equipment. The Village has been using it for several years and found good success with it.

Superintendent of Villa Olivia Report, Mr. Pope

Golf Course

Mr. Pope mentioned that Villa Olivia has received some inquiries about algae in one of the ponds. He, Scott Madden, and Rita Fletcher looked at it and are discussing options to clear out the algae. One of the options was to bring in aerators from other ponds.

Ms. Palmer asked if Villa Olivia had any problems with drainage due to the heavy rainfall. Ms. Fletcher said she was notified that 3.5" of rain fell at Villa Olivia on Saturday morning and they were open for business as usual with the exception of a new water hazard in the sand trap.

Old Business

None.

New Business

None.

Executive Session

Ms. Palmer moved to adjourn into Executive Session under Section 2(c)(5) of the Open Meetings Act for the purpose of the discussion of the purchase or lease of real property for the use of the District, seconded by Ms. Cordell.

ROLL CALL VOTE:

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

NAYS: None.

ABSENT: Lewis.

ABSTAIN: None.

Motion approved at 8:40pm.

Reconvening of Regular Board Meeting

President Eckelberry called the meeting back to order at 8:56pm and called for the roll. Present were Commissioners Eckelberry, Palmer, Mansfield, Cordell, Woods, and Stocks. Also present were Executive Director Fletcher and Recording Secretary Russell.

Adjournment

There being no further business, Ms. Stocks moved to adjourn the meeting, seconded by Mr. Woods.

Motion carried at 8:56pm.

Minutes Approved by the Board on 08/23/2011.

By: _____
Rita Fletcher, Board Secretary