

**BARTLETT PARK DISTRICT  
COMMITTEE WORKSHOP MEETING MINUTES  
TUESDAY, SEPTEMBER 13, 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, Theodore J. Lewis, Marianne Cordell, and Susan M. Stocks. Commissioner Kenneth N. Woods 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 John Dzarnowski and Josh Czerniak from FGM Architects, and Tom Featherstone and Brandon Orna from Featherstone Construction.

Recording Secretary Patricia Russell took the minutes.

**Pledge of Allegiance**

President Eckelberry led the Pledge of Allegiance.

**Finance Committee, Mr. Mansfield Chairperson**

***Annual Audit & Annual Treasurer's Report***

Mr. Mansfield reported that the annual audit will be presented at the October committee meeting.

**Planning Committee, Ms. Palmer Chairperson**

***Villa Olivia Renovation***

Ms. Palmer indicated that the latest chapter of the Villa Olivia renovation will be presented tonight and representatives from FGM Architects and Featherstone are here to give their report. Mr. Dzarnowski indicated the plan needs to be reviewed by the Board prior to it going to the Plan Commission to start the zoning process. They have been meeting with staff to review the plans for the past month and if things are satisfactory to the Board it will go through the Plan Committees and Village Council. He provided the newest cost estimate and project schedule for the Board's review and noted that they are 50% complete with the design development process. Structural engineers and other consultants have been out there and they now have a lot more information about the building and getting more familiar with what is out there to incorporate that into the cost estimate. They had some preliminary meetings with Village staff to go over the plans and made some adjustments to the base project plan that goes along with the cost estimate.

The external elevations on the site plan have not changed much. They would like to approach the Plan Commission to ask for a variance for designated parking. Based on the parking study they had prepared they would like to reduce the amount of parking for the golf course based on the comps from other municipal golf courses. The required 100 spaces per 9 holes of golf are much more than what the others require. Most are around 50 spaces. The plan shows 319 parking spaces, which the consult was confident would be enough for golf, banquet, and winter uses. They would approach the Village with the 319 spaces, with the capacity to build 61

additional parking spaces later if required. They would rather spend the money for those additional spaces in the building for upgrades. The Village staff seems to be okay with that concept. Mr. Czerniak indicated there are 247-250 spaces out there now, so the plan would be to increase it by 70-80 spaces.

Mr. Dzarnowski indicated they made some refinements to the building plan in the ski area and kitchen. They modified the layout to reuse some electrical service located in the building and modified the layout to the kitchen to access the staff area. The overall function and ski operations does not change. Ms. Palmer asked if the food service would come out the doors by the bar. Mr. Dzarnowski said there is a back door into the main banquet room but most of the food service would come out through the doors by the bar area. It's pretty typical for this type of setup and staff feels comfortable with that arrangement. The entry perspective has not changed. The porte cochere is not in the base plan, but shown as an alternate. Included in the plan process is the alternates, and when the District has money for those they can be added without having to go back to the Plan Commission for approval.

Mr. Featherstone discussed the process for reaching the budget numbers. The base budget was broken down into five categories: 1) The site is everything outside of the building such as parking lot, infrastructure, new entrance, circular drive, storm water and detention; 2) the ski operations is the over 6,000sf structure, which came in on budget; 3) the kitchen renovation is coming in slightly over budget than what was anticipated as they had to deviate from the original plan for some additional ADA and some existing code issues that they had to address; 4) the architectural upgrades to the existing building, and; 5) the existing building structural and MEP modifications and repairs, and there was a list of code deficiencies in some of the building to address. They spent a lot of time going through the building with staff and consultants to identify the code and ADA deficiencies, and the structural and MEP repairs. The base project is \$4.2 million with general conditions at \$548,000, which includes the 10% contingency, permit fees, printing and postage costs, publicity fees for bidding, inspections, and independent consultants. The contingency funds are set aside to address any unforeseen conditions. This is the District's funds to use at their discretion. The soft costs include architects and engineers, traffic and environmental studies, surveying, consultants, utilities, and construction manager at a cost of \$961,360. The total cost of the project is \$5.7 million, which is over the \$5.1 million budget.

In working with staff they fine-tuned the estimates prior to getting the Board's input. There is a considerable amount of money to apply to the ADA requirements that are in excess of half a million dollars. Staff identified funding for that, if the Board would agree to allocate those funds to this project. If the \$500,000 in ADA funding can be added to the project, the budget would go up to \$5.6 million, leaving a deficit of approximately \$122,000. They will aggressively bid the project and if the bids come in favorable some of the \$170,000 in alternate upgrades for floor finishes could be added. If they are successful with the parking variance that will save approximately \$37,000 that would go back to the project budget. It's a volatile bid market and they will bid each trade out separately. Further discussion ensued.

Mr. Eckelberry indicated he had no problems with using ADA funds for improvements to the facility to make it ADA accessible. Ms. Palmer and Ms. Cordell agreed. Mr. Lewis mentioned that ski and golf operations could be used by the handicapped as well. Ms. Palmer said in looking at the schedule, it looks like the project would start in March after the ski season has concluded, but banquets would be going on. Ms. Fletcher indicated that staff has been talking to Mr. Featherstone about having a portable kitchen. Mr. Featherstone noted that he will put together a very detailed schedule when they would be working on which room. Those are all things they can work on to figure out when and how they can keep operating during construction. They want to keep the golf course open and see if there's a way to still do golf

outings. They have a lot of experience keeping facilities open and will make sure they phase it in in a way where it's economical for the Park District so they won't be paying a premium. He felt the kitchen renovations would take five months. Ms. Palmer indicated that the District will need to figure out the cost of a temporary kitchen as opposed to the loss of revenue. Further discussion ensued.

Mr. Featherstone asked for Board approval of the design and schedule so they could proceed with the Village review and zoning variance. Mr. Eckelberry moved to recommend approval of the scope of the project and schedule, seconded by Ms. Cordell. Further discussion ensued. Mr. Lewis asked if the ADA decision should be added to the motion. Mr. Eckelberry indicated it was within the scope of the project to approve the increased budget, including the ADA funds. There being no further discussion, a vote was taken on the motion. **Motion carried.**

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

#### **Beaver Pond Project**

Mr. Lewis indicated that bids for Beaver Pond were opened on September 1, 2011. There was a difference of about \$170,000 between the high and low bids. Staff is asking the Board to consider the low bid from Martam Construction in the amount of \$585,728, which includes the base bid, storm sewer addendum, and parking area on Braintree. Mr. Eckelberry moved to recommend acceptance of the bid from Martam Construction in the amount of \$585,728 for the Beaver Pond project, seconded by Ms. Cordell. **Motion carried.**

Ms. Palmer asked when the project would start. Ms. Fletcher said it would start on September 26<sup>th</sup>.

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

#### **Fabulous Fun Physical Friday**

Ms. Stocks noted that staff is offering a new event at BCC on Friday, September 23<sup>rd</sup> from 6-9pm for 5<sup>th</sup>-8<sup>th</sup> graders to play organized games of soccer, basketball, and volleyball.

### **Revenue Facilities Committee, Mr. Woods Chairperson**

#### **Golf Outing Request**

Mr. Eckelberry noted that the Bartlett Veteran's Memorial Foundation had to cancel their golf outing fundraiser in June and are asking for approval to hold it at Apple Orchard Golf Course on October 14, 2011. Mr. Mansfield moved to recommend approval of the request, seconded by Mr. Lewis. **Motion carried.**

#### **New FIT 4 SNO Program**

Mr. Karoliussen mentioned that one of the goals was to develop sports specific programs. The park district offers a FIT 4 GOLF program, and now staff will be offering a FIT 4 SNO program as a way to get people properly conditioned for the ski season and keep injuries down. It will be a six week program starting November 7<sup>th</sup> for ages 14 years and older. This program is on the website, in the brochure, and flyers will be available at the ski show in October in Schaumburg.

### **Villa Olivia Committee, Ms. Cordell Chairperson**

Ms. Cordell reported that someone stole the AED unit out of the pro shop at Villa Olivia. Ms. Palmer asked if there was an AED unit at Villa Olivia before this. Ms. Fletcher said there was not.

### **Personnel Committee, Ms. Cordell Chairperson**

No report

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

No report.

**Old Business**

None.

**New Business**

Mr. Lewis indicated that the Twilight Golf Outing for the Parks Foundation is at 100% attendance as of today. The Foundation is still accepting sponsor donations, and it looks like it will be another successful outing.

**Resident Comments**

None.

**Adjournment**

There being no further business before the Board, Mr. Lewis moved to adjourn the meeting, seconded by Ms. Cordell. **Motion carried at 8:17pm.**

Minutes Approved by the Board on September 27, 2011. By: \_\_\_\_\_  
Rita Fletcher, Board Secretary