

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, March 13, 2018**

Call to Order

President Stocks called the meeting to order at 7:30pm.

Roll Call

President Stocks called for the roll. Commissioners answering present were: Susan M. Stocks, Nicholas A. Mostardo, Stephen M. Eckelberry, Theodore J. Lewis, Lori A. Palmer, and Diana Gunsteen. Commissioner James A. Mansfield was absent.

Staff members present were Executive Director Rita Fletcher, Superintendent of Recreation Kimberly Dasbach, Superintendent of Villa Olivia Peter Pope, Superintendent of Parks and Planning Kelly O'Brien, Superintendent of Business Services Kevin Romejko and Superintendent of Special Facilities Lynsey Heathcote.

Recording Secretary Judy Artos took the minutes.

Guests from Frederick Quinn Corporation: Mr. Jason Goike and Mr. Fred Marano

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Finance Committee, Mr. Mostardo Chairperson

Purchase Orders between \$5,000 and \$15,000

Mr. Mostardo presented the list of approved purchase orders between \$5,000 and \$15,000 for the time period of December 2017 through February 2018. Staff is requesting Finance Committee acceptance of this report. Mr. Eckelberry made a motion to approve the Purchase Orders, as presented, seconded by Mr. Lewis. **Motion carried.**

Planning Committee, Mr. Eckelberry Chairperson

Schrade Gym Bid Approval

Mr. Eckelberry reported that on March 7th, FQC conducted the bid opening for the Schrade Gym Project. The project was broken down into 16 sub categories and 37 bids were received. Mr. Eckelberry stated that Mr. Jason Goike from FQC was at the meeting to present the results of the bids. Pending the recommendation from FQC; staff will be asking for approval of the bids.

Mr. Goike reported that on March 7, 2018, bids were received for Sixteen (16) trade packages with a total of Thirty-Seven (37) individual bids received. The bid opening followed a legal advertisement for bids on February 13, 2018, a mandatory pre-bid meeting on February 21, 2018 and issuance of electronic invitations to bid, from Frederick Quinn Corporation to over 270 trade contractors.

Mr. Goike also stated that subsequent to the receipt of bids; scope review meetings were held with the apparent low bidders by Frederick Quinn Corporation for each bid package. FQC is recommending award of trade contracts to the low responsive and responsible bidder. Mr. Goike stated that the summary and award recommendations are as follows:

1. **Bid Package #1-02 – Selective Demolition:** Three (3) bids were received. Kinsale Contracting Group, Inc. of Chicago, IL, is the low responsive and responsible bidder, but failed to acknowledge addendums #2, #3, and #4 at the time of bid. Subsequently during the scope review, Kinsale accepted addendums #2, #3, and #4 with no exception and at no additional cost. There are no other irregularities with the bid presented. FQC believes the failure to acknowledge the addenda be considered as a minor irregularity. FQC recommends that Bid Package #1-02 be awarded to Kinsale Contracting Group, Inc. for the base bid amount of Forty-Nine Thousand Five Hundred Dollars (\$49,500.00.)
2. **Bid Package #1-03 – Concrete:** Five (5) bids were received. DeGraf Concrete, of Wheeling, IL is the low responsive and responsible bidder, but failed to acknowledge addendum #4 at the time of bid. Subsequently during the scope review, Degraf accepted addendum #4 with no exception and at no additional cost. There are no other irregularities with the bid presented. FQC believes failure to acknowledge the addenda be considered as a minor irregularity. Mr. Mostardo asked regarding FQC experience with DeGraf Concrete in the past. Mr. Marano stated that DeGraf worked with last minute drawing changes, plumbing, additional change valves, changes to new baths and it didn't affect the project. Mr. Goike proceeded to state that FQC recommends that Bid Package #1-03 be awarded to DeGraf for the base bid amount of Forty-Eight Thousand Dollars (\$48,000.00.)
3. **Bid Package #1-04 – Masonry:** Four (4) bids were received. Joe's Masonry, of Elmhurst, IL is the low responsive and responsible bidder, but failed to attend the mandatory pre-bid meeting on February 21, 2018. There are no other irregularities with the bid presented. Mr. Mostardo asked if there was any reason to doubt this company's work. Mr. Goike stated that they were comfortable with this company. He also stated that this company understood the scope of the project and that all the requirements were met. Mr. Mostardo asked if they had ever worked with them before. Mr. Goike stated that they had not. He stated that reference checks were done and these came back very good, so therefore they had no concerns. Mr. Goike stated that FQC recommends that Bid Package #1-04 be awarded to Joe's Masonry for the base bid amount of Twenty-Nine Thousand Seven Hundred Fifty Dollars (\$29,750.00.)
4. **Bid Package #1-05 – Steel:** Two (2) bids were received. Steel Management, Inc., of Geneva, IL is the low and responsive and responsible bidder. There are no irregularities with the bid presented. This contractor offered a voluntary \$500 credit for the scope of work and it is reflected in the following award recommendation. FQC recommends that Bid Package #1-05 be awarded to Steel Management for the base bid amount of Forty-Nine Thousand Five Hundred Dollars (\$49,500.00.)
5. **Bid Package #1-06 – Carpentry and General Trades:** Two (2) bids were received. CCL Corporation, of Joliet, IL is the low responsive and responsible bidder. Mr. Goike stated that this bid included everything from restrooms, toilets, insulation, door frames, entry, and lobby. Mr. Goike stated that there are no irregularities with the bid presented. FQC recommends that Bid Package #1-06 be

awarded to CCL Corporation for the base bid amount of Two Hundred Eleven Thousand Dollars (\$211,000.00.)

- 6. Bid Package #1-07 – Roofing and Sheet Metal:** Two (2) bids were received. Metalmaster Roofmaster, Inc., of McHenry, IL is the low responsive and responsible bidder. There are no irregularities with the bid presented. FQC recommends the Bid Package #1-07 be awarded to Metalmaster Roofmaster, Inc. for the base bid amount of Eighty-Seven Thousand Four Hundred Ninety-Seven Dollars (\$87,497.00.)
- 7. Bid Package #1-08 – Glass and Glazing:** One (1) bid was received. McHenry County Glass & Mirror, Inc., of McHenry, IL is the low responsive and responsible bidder, but failed to acknowledge addendum #4 at the time of bid. Subsequently during the scope review, McHenry County Glass & Mirror accepted addendum #4 with no exception and at no additional cost. There are no other irregularities with the bid presented. FQC believes that failure to acknowledge the addenda be considered as a minor irregularity. FQC recommends that Bid Package #1-08 be awarded to McHenry County Glass & Mirror, Inc. for the base bid amount of Ninety-Six Thousand Two Hundred Dollars (\$96,200.00.)
- 8. Bid Package #1-09a – Ceramic Tile:** Two (2) bids were received. Regency Tile, Inc. of Bartlett, IL is the low responsive and responsible bidder. There are no irregularities with the bid presented. FQC recommends that Bid Package #1-09a be awarded to Regency Tile for the base bid amount of Twenty-Eight Thousand Six Hundred Thirty One Dollars (\$28,631.00.)
- 9. Bid Package #1-09b – Resilient Flooring:** One (1) bid was received. Vortex Commercial Flooring, Inc. of Addison, IL is the low responsive and responsible bidder. There are no irregularities with the bid presented. Ms. Gunsteen asked if having only one bid was fair. Mr. Goike stated that yes, FQC believes that the price of this bid is an accurate price for the scope of the project. Therefore FQC recommends that Bid Package #1-09b be awarded to Vortex Commercial Flooring for the base bid amount of Seventeen Thousand Four Hundred Twenty-Three Dollars (\$17,423.00.)
- 10. Bid Package #1-09c – Fluid-Applied Gym Flooring:** One (1) bid was received. Connor Sports Flooring LLC., of Salt Lake City, UT, is the low responsive and responsible bidder, but failed to acknowledge addendum #4 at the time of bid. Subsequently during the scope review, Connor Sports accepted addendum #4 with no exception and at no additional cost. There are no other irregularities with the bid presented. FQC believes failure to acknowledge the addenda be considered as a minor irregularity. This contractor offered a voluntary \$500 credit for the scope of work and it is reflected in the following award recommendation. Mr. Marano stated that this flooring is a very specific flooring, so that also had to be taken into consideration, as not many companies handle this type of flooring. Mr. Goike stated that FQC recommends that Bid Package #1-09c be awarded to Connor Sports Flooring for the base bid amount of Forty-Four Thousand One Hundred Fifty Dollars (\$44,150.00.)
- 11. Bid Package #1-09d – Painting:** Three (3) bids were received. Celtic Commercial Painting, LLC, of Woodridge, IL is the low and responsive and responsible bidder. There are no irregularities with the bid presented. FQC recommends that Bid Package #1-09d be awarded to Celtic Commercial Painting

for the base bid amount of Thirty-One Thousand Eight Hundred Twenty-Four Dollars (\$31,824.00.)

- 12. Bid Package #1-14 – Elevator:** Two (2) bids were received. Schindler Elevator Corporation of Elmhurst, IL is the low responsive and responsible bidder. There are no irregularities with the bid presented. FQC recommends that Bid Package #1-14 be awarded to Schindler Elevator Corporation for the base bid amount of Seventy-Three Thousand Five Hundred Dollars (\$73,500.00.)
- 13. Bid Package #1-22 – Plumbing:** Two (2) bids were received. Jensen's Plumbing & Heating, Inc., of Woodstock, IL is the low responsive and responsible bidder. There are no irregularities with the bid presented. Mr. Mostardo asked Ms. Fletcher about the Park District's experience with Jensen's as we have used them in the past. Ms. Fletcher stated really good. Mr. Marano stated that Jensen's had also worked with the Bartlett Police Department, and that they were happy with them. Therefore Mr. Goike stated that FQC recommends that Bid Package #1-22 be awarded to Jensen's Plumbing & Heating Inc. for the base bid amount of Fifty-Eight Thousand Eight Hundred Dollars (\$58,800.00.)
- 14. Bid Package #1-23 – H.V.A.C.:** Three (3) bids were received. C. Acitelli Heating & Piping Inc. of Villa Park, IL is the low responsive and responsible bidder. There are no irregularities with the bid presented. FQC recommends that Bid Package #1-23 be awarded to C. Acitelli Heating & Piping Inc., for the base bid amount of Sixty-Eight Thousand Dollars (\$68,000.00.)
- 15. Bid Package #2-26 – Electrical/Low Voltage:** Two (2) bids were received. Lyons Electric Company, of LaGrange, IL, was the low responsive and responsible bidder. There are no irregularities with the bid presented. FQC recommends that Bid Package #1-26 be awarded to Lyons Electric Company for the base bid amount of One Hundred Forty-Five Thousand Dollars (\$145,000.00.)
- 16. Bid Package #1-33 – Site Utilities/Excavating:** Three (3) bids were received. Kane County Excavating of St. Charles, IL, is the low responsive and responsible bidder. There are no irregularities with the bid presented. FQC recommends that Bid Package #1-33 be awarded to Kane County Excavating for the base bid amount of One Hundred Eight Thousand Nine Hundred Seventy-Five Dollars (\$108,975.00.)

Mr. Goike proceeded to state that the total amount of the recommended trade contracts is \$1,147,250.00. Mr. Mostardo asked if we are requiring performance bonds in the project. Ms. Fletcher said that yes we are. Ms. Fletcher went on to say that we are a little over budget but we had issues that had to be addressed such as asbestos. Mr. Mostardo asked what "a little over" means. Ms. Fletcher stated that asbestos was approximately \$20,000.00 and that the bids came in about \$60,000.00 over the planned budget. Ms. Fletcher also stated that we had drainage and septic issues that had to be addressed, along with the asbestos, to meet the grant guidelines. Ms. Fletcher stated that the project was \$100,000.00 over budget at this time. Mr. Goike stated that we were working with contractors on ideas to save money. He stated that we continue to look at things that can be taken out, contingency plans, even once the project is started. Mr. Mostardo stated that all and all, it seems like a "good deal." Mr. Lewis made a motion to approve the Bid Packages, as presented, seconded by Mr. Mostardo. **Motion carried.**

Capital Projects List

Mr. Eckelberry reported on the 2018-19 Capital Projects List. He stated that some of the projects would be paid out of the Build America Bond rebates and some will come out of departmental budgets. He stated that during the current year a couple of big projects did not get completed and will be moved to the upcoming year. The one item that did not make the list for this upcoming year is the BAC locker room changes as the price for the change came in at \$100,000. Therefore staff have deferred it for one year so that other projects can be completed that were pushed back last year. Ms. Gunsteen asked if we were looking at any other options. Ms. Fletcher stated that yes we were. Mr. Eckelberry stated that the list is still being worked on, so therefore any changes that the Board would like to see, please let him know. A discussion ensued regarding items on the Capital Project List, including Website Redesign, Water and Sewer, Flooring at Villa Olivia, BAC Sound System, and Trails End Park.

Ms. Fletcher informed the Board that she had spoken to the Village regarding the water tower at Villa Olivia. The Village told her that the water tower was scheduled to be painted. The Village doesn't have an exact date, but it will be within a year. Mr. Mostardo made a motion to approve the Capital Projects List, as presented, seconded by Mr. Lewis.

Motion carried.

Building and Grounds Committee, Ms. Palmer Chairperson***Trash & Recycle Service Request for Approval***

Ms. Palmer reported that the Park District requested a new Trash & Recycling bid and will be accepting the proposal from Advance Disposal. Ms. O'Brien stated that the contract is for only one year. She stated that she has found when places commit for two or three years out, they might be stuck as prices raise. Ms. Stocks agreed as she had seen this happen. Ms. Stocks made a motion to approve the Trash & Recycling Service Agreement, seconded by Mr. Lewis. **Motion carried.**

Recreation Committee, Ms. Gunsteen Chairperson***Youth Theater Performance***

Ms. Gunsteen reported on the Youth Theatre Performances of ***Mulan Jr.*** The cast of 60 young performers have been busy preparing for this entertaining musical. Auditions took place in December. There will be five performances at the Oak Room in the Community Center, Thursday, March 15th through Sunday, March 18th. The show will run about 75 minutes with an intermission. Tickets are on sale now.

Special Facilities Committee, Mr. Mansfield Chairperson***Non-Resident Terminology***

Mr. Mansfield was not present. Ms. Stocks stated that the Park District would be using different terminology to refer to Non-Resident Rates. She stated that it was determined that Non-Resident has a negative tone. Ms. Fletcher stated that Non-Residents receive the Park District's "Regular" rates, and it is our residents that receive a discounted rate. Therefore, by calling our Rates, Resident and Regular, we feel it more accurately reflects the Park District pricing. Also, we are currently using this definition at Villa Olivia and we

would like more consistency in terminology within the Park District. Ms. Stocks stated that she wasn't sure that this was necessary, but supported the change.

Villa Olivia Committee, Mr. Lewis Chairperson

Drendal Property Management Agreement

Mr. Lewis reported that Drendel Property Management (DPM) agreement was coming to an end on March 31st, 2018. Mr. Lewis stated that under the agreement, DPM provides consultation, oversight, and hands-on involvement for our golf and ski maintenance operations. Specifically assisting with supervising maintenance of the golf course and ski hill; overseeing repairs of golf and ski equipment; providing professional advice and opinions on purchases, projects, and improvements. The results of this agreement have been positive, and therefore we are interested in entering into a new agreement. We are recommending a 12 month term, to take us from April 1, 2018 to March 31st 2019. Mr. Lewis stated that staff is recommending that we enter into an agreement with Drendel Property Management for a total amount of \$36,000.00. Mr. Mostardo asked if this was an increase or a change in the scope of the responsibilities. Mr. Pope stated that it was not. Mr. Mostardo made a motion to approve the Drendal Property Management Agreement, seconded by Ms. Gunsteen. **Motion carried.**

Easter Brunch Update

Mr. Lewis stated that Easter Brunch is quickly approaching. The Brunch features an expanded offering of menu items, as well as a complimentary glass of champagne. Seating takes place every half hour from 9:30am to 3:00pm. Mr. Pope reported an update on the Easter Bruch Reservation number. He stated that we have reservations for 1269 patrons. We only have about 73 spaces left, so therefore, Mr. Pope has no doubt that we will be sold out.

Personnel Committee, Mr. Lewis Chairperson

Full-Time Salary Ranges for 2018-19

Mr. Lewis stated that the Full-Time Salary Ranges for FY2018-19 are attached. Changes are identified in yellow. Staff is requesting Personnel Committees approval of the proposed Full-Time Salary Ranges. Mr. Mostardo made a motion to approve the Full-Time Salary Ranges, seconded by Mr. Eckelberry. **Motion carried.**

Part-Time Salary Ranges for 2018-19

Mr. Lewis stated that the Part-Time Salary Ranges for FY2018-19 are attached. Changes are identified in yellow. Staff is requesting Personnel Committees approval of the proposed Part-Time Salary Ranges. Mr. Mostardo made a motion to approve the Part-Time Salary Ranges, seconded by Mr. Eckelberry. **Motion carried.**

Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson

No Report.

Old Business

No Business.

New Business

No Business.

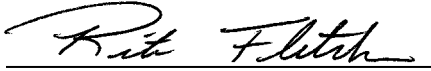
Resident Comments

None.

Adjournment

There being no further business, Commissioner Lewis moved to adjourn the meeting, seconded by Commissioner Stocks. **Motion carried at 8:05pm.**

Minutes Approved by the Board on March 27, 2018.

By: 
Rita Fletcher, Board Secretary