

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, OCTOBER 10, 2017**

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, Stephen M. Eckelberry, Nicholas A. Mostardo, 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 Stephanie Baxter took the minutes.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Finance Committee, Mr. Mostardo Chairperson

Revision of Policy 5.50 – Staff Purchasing Policy

Mr. Mostardo noted that staff had reviewed the existing Policy 5.50 – Staff Purchasing Policy, and recommended a modest increase to the purchasing limits of designated employees. The purchasing limits have not been adjusted for 14 years, while the cost of goods and services has dramatically increased. Mr. Mostardo made a motion to approve the proposed changes to Policy 5.50 as presented, seconded by Mr. Lewis. There was a discussion between the Board and Executive Director Fletcher regarding the purchase limits. Several Commissioners questioned the proposed increase for the Superintendents from \$2,500 to \$4,000, as the majority felt that amount was too low. Ms. Fletcher added that she did not have comparable numbers for similar sized park districts when the initial changes were made to the policy. Commissioner Eckelberry amended the motion to reflect Policy 5.50 (D & H) be changed to a \$5,000 limit for all Superintendents rather than the proposed \$4,000. Mr. Lewis seconded the amended motion. ***Motion carried.***

Planning Committee, Mr. Eckelberry Chairperson

Schrade Gym Presentation

Mr. Eckelberry announced that Brian Essig from Williams Architects was in attendance to present the schematic design concept for the Schrade Gym renovation. Mr. Essig thanked the Board and staff for the opportunity to work with Bartlett Park District. Mr. Essig explained that the project began in 2014 while going through the park grant phase. Goals and criteria were then established for the redesign and expansion of Schrade Gym. The project scope and goals were discussed which include the gymnasium renovation, the renovation of support spaces, and a small addition of the lobby. Williams Architects worked to find ways to use current unused space more usable, create larger spaces for program rooms, create new restrooms, adding an elevator and removing the existing

chair lift. On the upper level, the entry addition will be renovated to expand the size of the lobby to 320 sq. ft. which will enable patrons to gather, and the front door will be more identifiable with a prominent entrance which will include a new vestibule that will help with energy usage. Two separate program rooms will be created from existing unused space, and toilets and fixtures will be added. On the lower level, the large single occupant restrooms will be converted to single units which will free up additional space. A lobby space with benches and coat hooks will be added to the entrance of the gymnasium as well as a drinking fountain. The mechanical and storage space will remain in its current location.

Mr. Mostardo asked if there will be an observation area from the lobby into the gymnasium, and Mr. Essig replied that there will be windows in the program rooms, and eliminating the chair lift will also open things up.

Mr. Essig explained that the exterior of the building is a difficult pallet to work with because of the different colors of the current building, gymnasium and Administration building. There are several color options and Williams Architects will work with staff on the colors of the front entrance while reusing the brick walls that are currently there. They also plan to add some large glass openings to bring in more light and installing some stainless steel signage at the top of the building.

Mr. Mostardo commented that it would be nice to have a bike rack or bench for the area out front of the building, and Mr. Essig said they are planning to have bike racks and the existing bricked flower beds will remain, resembling bench-style seating. Ms. Palmer asked about exterior lighting of the building. Mr. Essig explained that the overhang on the building will include lighting on the underside and there will also be pathway lighting on the sidewalks that will have a nice soft glow.

The project costs were then discussed with the Board. Mr. Essig said they have tried to keep the budget where it was back in 2014 at \$1.3million, however, with the increase in materials over the past 3 years, the estimate of the project is currently at \$1.4million. Williams Architects is looking at ways to bring the cost back down to \$1.3million. Mr. Essig noted that once they begin to take a look in depth, the scope of the project may need to decrease, although the goal is to try to refrain from that. Mr. Mostardo asked Mr. Romejko what the current budget for the project is. Mr. Romejko explained that there is \$694,000 in this year's budget, with the remaining amount coming from the 2018/19 budget year, and the grant amount is \$975,000.

Mr. Lewis asked if both program rooms will look out onto the gymnasium court, noting that he is concerned about security and vandalism. Ms. Fletcher noted that there is always a Building Supervisor present when a program is running, and most of the time they will remain upstairs when something is taking place downstairs. She will ask that the architects keep the security of the building in mind when going through the project. Mr. Mostardo commented that the renovation to Schrade would be a good opportunity for surveillance cameras. Mr. Mostardo asked about the sizes of each new program room, and Mr. Essig said he will get those figures to Ms. Fletcher.

The timeline for the project was then discussed. Mr. Essig announced that they are nearing the schematic phase now and design development will begin soon. Bidding will take place in February with construction starting in April 2018. The building would be closed during the summer months. The goal for project completion is September 2018.

Mr. Mostardo asked if there was a project manager in mind, and Ms. Fletcher said she has already met with two and will be meeting with a third soon.

There being no other questions, Mr. Essig thanked for the Board for their time.

Building and Grounds Committee, Ms. Palmer Chairperson

Native Area Update

Ms. Palmer stated that the Parks Department staff worked with Bedrock Earthscapes, LLC this year to help maintain the native areas at Hilltop Park, Beaver Pond, Leiseberg Park, Oak Grove Park, and the Nature Center. The contractor utilized standard horticultural practices of removal and use of appropriate herbicides to control invasive woody and herbaceous plants with the purpose of improving the health and aesthetics of the Park District's Native Plant environments. It is important to perform regular maintenance to ensure that the desirable native plants, and not weeds, are getting established and filling in open spaces.

Recreation Committee, Ms. Gunsteen Chairperson

Zombie Survival Run

Ms. Gunsteen announced that the Zombie Survival Run will take place Saturday, October 14th from 4-6pm at O'Brien Woods. Participants of all ages are invited to make their way through the 2-mile obstacle course. Race day registration will be available from 2:30-4pm. The goal this year is to have 50 volunteer zombies.

Special Facilities Committee, Mr. Mansfield Chairperson

Rockford Boys and Girls Club Basketball Tournament Request

Ms. Stocks reported that Rockford Boys and Girls Club has requested approval to use Bartlett Community Center Gymnasium (Courts 1, 2 and 3) on Friday, Saturday, and Sunday, August 3-5, 2018 to host the National Summer Classic. This is a boys and girls basketball tournament for players 9-15 years old. They are estimating to have approximately 150 players, and an admission fee would be charged. Approval will be contingent on Rockford Boys and Girls Club providing a certificate of insurance. Ms. Stocks made a motion to approve the request of the Rockford Boys and Girls Club, seconded by Mr. Eckelberry. **Motion carried.**

Kids Stop Renovation

Ms. Stocks discussed the recent renovations that have been completed at Kids Stop which give a more up-to-date look. The updates have been very well received from current patrons and children. President Stocks invited the Commissioners to stop by during their next visit to the Community Center.

Villa Olivia Committee, Mr. Lewis Chairperson**Irrigation Improvements**

Mr. Lewis informed the Board that Villa Olivia continues to replace and add irrigation components to the golf course system each year. This year there was \$15,000 budgeted to continue the process. During this phase of improvements, they will be adding the ability to water five greens (Holes 2, 6, 7, 9 and 18) by simply opening a valve. This will save on labor time so that other tasks on the golf course can be completed. The current brand of irrigation system is Rainbird and parts for this project will be purchased from the distributor, Arthur Clesen, Inc. The installation will be completed in house. Mr. Eckelberry made a motion to approve the purchase of irrigation components in the amount of \$13,598.65 from Arthur Clesen, Inc. Ms. Palmer seconded the motion. Mr. Mostardo asked about the timing of the installation of these components. Mr. Pope replied that these should get installed before the frost begins. Ms. Gunsteen inquired about the possibility of interruption to golf play during this process. Mr. Pope explained that only one hole will be done at a time, however, there may be a brief period of disruption. **Motion carried.**

Personnel Committee, Mr. Lewis Chairperson

No business.

Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson

No business.

Old Business

No business.

New Business

No business.

Resident Comments

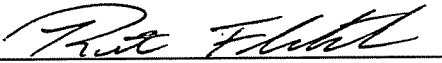
None.

Adjournment

There being no further business, Commissioner Eckelberry moved to adjourn the meeting, seconded by Ms. Palmer. **Motion carried at 7:56pm.**

Minutes Approved by the Board on October 24, 2017.

By:


Rita Fletcher, Board Secretary