

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, OCTOBER 11, 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 Dan Berg from Sikich, and Human Resources Manager Judy Kopka.

Recording Secretary Patricia Russell took the minutes.

Pledge of Allegiance

President Eckelberry led the Pledge of Allegiance.

Finance Committee, Mr. Mansfield Chairperson

Annual Audit

Mr. Mansfield indicated that Dan Berg from Sikich is at the meeting to discuss the annual audit. Mr. Berg indicated that the Board received a good draft copy of the audit and there are still some steps to make to get it completed and ready for submission to GFOA and the website. It still needs the introductory letter written by staff and the management letter, which is written but still being reviewed. The numbers in the draft are pretty reliable. When they talk, they talk about the funds themselves. This year is no different, but the size of the numbers in the funds has changed dramatically with the issue of the \$18 million bond and purchase of Villa Olivia. In preparation for the audit it is hard to compare the last four months of this fiscal year and its effect on the financial report from prior years. Therefore, he concentrated on the funds themselves as opposed to the net assets and statement of activities.

The District operationally had a pretty good year considering the economy and the way many of his clients had issues with rounds of golf and programs in general. The programs seem to have come back a great deal in 2011 and the District was able to add a significant amount to the bottom line. The general fund added \$281,000 and the recreation fund added over \$400,000. Three new funds were added; 1) Villa Olivia operational fund, which in four months added a little over \$100,000; 2) BAC improvement fund, which has \$6 million in the bank from the bond issue of which \$350,000 was spent, leaving \$5.5 million in the fund balance; and 3) Villa Olivia renovation fund that started with \$12 million, \$6 million of which was spend on the purchase, leaving \$6 million for the renovation.

They came out in July before the 4th of July, but this year it was a lot more work for the auditors and staff. They came back out again in August to do more field work. Next year they will add a couple more days to the audit. The audit went pretty well with some fits and starts, mostly owing to the purchase of Villa Olivia. They are working through the closing documents and inventory list and how that should be accounted. It took more time to get the report, and it should be

completed by the end of next week for the Board meeting on October 25th. He reminded the Board that his firm works with the staff, but they ultimately work for the Board. If the Board has some ideas or questions, they should feel free to call or send them to him. He asked if there were any questions. Some discussion ensued. The Board thanked Mr. Berg for his presentation.

Annual Treasurer's Report

Mr. Mansfield noted that the annual treasurer's report will be printed in a local newspaper by the end of the month. Mr. Eckelberry moved to recommend acceptance of the Annual Treasurer's Report as presented, seconded by Ms. Stocks. **Motion carried.**

Villa Olivia Telephone System

Mr. Mansfield mentioned that staff received proposals from two firms for a new telephone system at Villa Olivia. Staff is recommending acceptance of the proposal from Sterling Network Integration for a Mitel 3300 CX system with a 15-month warranty in the amount of \$10,444.20. Mr. Lewis moved to recommend approval of the phone system from Sterling Network, seconded by Ms. Cordell. Some discussion ensued.

Mr. Eckelberry asked about a maintenance agreement for the phone system. Ms. Leninger indicated that Dale Erdman is looking into that and she will get back to the Board with the information. Ms. Stocks asked if this system would tie into the current system. Ms. Leninger said it would not, but that system is able to grow, which was put into the RFP, since they need to be able to expand it for future growth. There being no further discussion a vote was taken on the motion. **Motion carried.**

Planning Committee, Ms. Palmer Chairperson

BAC Renovation Update

Ms. Palmer reported that Ms. Fletcher attended a Village Committee meeting to discuss the BAC renovation. The Village recommended moving the plan on for further review by the Planning Commission. The District is also having an engineering study completed for the zip line.

Building and Grounds Committee, Mr. Lewis Chairperson

Beaver Pond Improvement Update

Mr. Lewis noted that the improvements to Beaver Pond are finally underway. The erosion control was installed and excavation for the pathway has been started and some of the stone base has been laid. Ms. Fletcher mentioned she was out there today and they hope to get all of the rock down before the rain hits tomorrow night. The project manager lives in Bartlett and will be using the walking path so he wants to make sure it's right.

Other Business

Ms. Cordell mentioned that the playground at Centennial School was finished and looks cool. It's bright and colorful. Ms. Fletcher indicated they ran into a challenge on Friday. The School District donated the mulch but had trouble getting it to the site, so the District paid to have trucks haul it over there.

Recreation Committee, Ms. Stocks Chairperson

Green Fire Film

Ms. Stocks mentioned that the *Green Fire* film will be shown at the Nature Center auditorium on October 21-22.

Revenue Facilities Committee, Mr. Woods Chairperson**New Fitness Program**

Mr. Karoliussen indicated that staff has developed a new deep water aerobics class from a request by one of the Aquafit instructors. It's a cooperative program between the pool and the health club.

Corporate Fitness Program

Mr. Karoliussen mentioned that AJ Collier is currently working with a Bartlett resident who has chosen the health club to host his company's fitness challenge. Tomorrow at the Chamber's progressive lunch the health club will have a table set up with information.

Villa Olivia Committee, Ms. Cordell Chairperson**Ski Hill Utility Vehicle**

Ms. Cordell indicated staff would like to purchase a John Deere XUV 825i 2-seat utility vehicle for the ski hill in the amount of \$19,595. The vehicle can have tracks or wheels put on it and would have an enclosed cab. Ms. Stocks moved to recommend approval of the expense, seconded by Mr. Lewis. **Motion carried.**

Golf Course Utility Vehicle

Ms. Cordell indicated staff would like to purchase a Kubota RTV900XTW-H utility vehicle for the golf course at Villa Olivia in the amount of \$11,219. Mr. Lewis moved to recommend approval of the expense, seconded by Mr. Eckelberry. Some discussion ensued.

Mr. Mansfield asked if the vehicle comes with protective sides to prevent golf balls from hitting the occupants. Mr. Pope said no, it comes with a protective roll bar. Ms. Fletcher indicated all staff working on the golf course are required to wear hard hats. There being no further discussion, a vote was taken on the motion. **Motion carried.**

Personnel Committee, Ms. Cordell Chairperson

No business.

Community Relations and Legislative Issues Committee, Mr. Eckelberry Chairperson

No business.

Old Business

None.

New Business

None.

Resident Comments

None.

Executive Session

Ms. Palmer moved to adjourn into Executive Session under Section 2(c)(1) of the Open Meetings Act for the purpose of the discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, including hearing testimony on a complaint lodged against an employee to determine its validity, seconded by Ms. Cordell.

ROLL CALL VOTE:

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

NAYS: None.

ABSENT: Woods.

ABSTAIN: None.

Motion approved at 7:52pm

Reconvening of Regular Board Meeting

President Eckelberry called the meeting back to order at 8:45pm and called for the roll. Present were Commissioners Steve Eckelberry, Lori Palmer, Jim Mansfield, Ted Lewis, Marianne Cordell, and Sue Stocks. Commissioner Ken Woods was absent.

Also present were Executive Director Rita Fletcher, Superintendent of Business Services Susan Leninger, Superintendent of Villa Olivia Peter Pope, Human Resources Manager Judy Kopka, and Recording Secretary Patricia Russell.

Adjournment

There being no further business before the Board, Mr. Lewis moved to adjourn the meeting, seconded by Ms. Stocks. **Motion carried at 8:45pm.**

Minutes Approved by the Board on October 25, 2011. By: _____
Rita Fletcher, Board Secretary