

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, OCTOBER 25, 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, Kenneth N. Woods, and Susan M. Stocks. Commissioner Marianne Cordell 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 Gustavo Diaz and Cinthya Hidalgo.

Recording Secretary Patricia Russell took the minutes.

**Pledge of Allegiance**

President Eckelberry led the Pledge of Allegiance.

**Presentation – 10-Year Awards**

***Cinthya Hidalgo***

Mr. Eckelberry indicated that Cinthya Hidalgo is one of the custodians for the Bartlett Community Center and was one of only two custodians who were there when it opened in 2001. She cleans the preschool rooms, does set-ups and take-downs, and in doing her job she has touched every inch of the Community Center. He thanked her for her 10 years of service and presented her with an engraved watch.

***Gustavo Diaz***

Mr. Eckelberry noted that Gus has been in park and grounds maintenance since 2001. With over 400 acres of parks he keeps pretty busy doing layouts of athletic fields, weed control, and park maintenance, and his dedication to his job is appreciated. He also heard that the Parks staff can't find anything that is too spicy for Gus to eat. He thanked him for his 10 years of service and presented him with an engraved watch.

**Approval of Minutes**

Mr. Lewis moved to approve the minutes of the 09/27/11 Regular Board Meeting, and the 10/11/11 Committee Workshop Meeting, seconded by Ms. Stocks. **Motion carried.**

**Resident Comments**

None.

**Volunteers to Review Executive Session Minutes**

Mr. Eckelberry asked for two volunteers to complete the semi-annual review of the Executive Session Minutes. Ms. Stocks and Mr. Woods volunteered to review the minutes and report back to the Board.

**Correspondence**

None.

**Monthly Treasurer's Report, Mr. Mansfield Treasurer**

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

**Finance Committee Report, Mr. Mansfield Chairperson**

**Annual Audit**

Mr. Mansfield indicated that the Finance Committee had recommended acceptance of the annual audit for fiscal year 2010-11. Mr. Lewis moved to accept the report, seconded by Ms. Palmer.

**Motion carried.**

**Annual Treasurer's Report**

Mr. Mansfield indicated that the Finance Committee had recommended approval of the annual Treasurer's Report as presented for the fiscal year ending April 30, 2011. Ms. Palmer moved to approve the report, seconded by Ms. Stocks. **Motion carried.**

**Villa Olivia Telephone System**

Mr. Mansfield indicated that staff received two proposals for a new telephone system at Villa Olivia. The Finance Committee recommended accepting the proposal from Sterling Network Integration in the amount of \$10,444.20, which includes a 15-month warranty. Ms. Palmer moved to approve the expense, seconded by Ms. Stocks. **Motion carried.**

**Planning Committee Report, Ms. Palmer Chairperson**

No report.

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

**Villa Olivia Electrical Improvements Change Order**

Mr. Lewis noted that staff is requesting approval of a change order to Jasco Electric for the Villa Olivia ski tower electrical improvements. The proposed change order was originally \$37,964.00; however the electrical engineer worked with Jasco Electric to find a savings of \$1,525.00. Mr. Lewis moved to approve the change order to Jasco Electric in the amount of \$36,439.00, seconded by Mr. Mansfield. **Motion carried.**

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

No report.

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

No report.

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

**Ski Hill Utility Vehicle**

Mr. Mansfield noted that the Villa Olivia Committee had recommended approval of the purchase of a John Deere XUV 825i utility vehicle at a cost of \$19,595.00, and he so moved to approve the expense, seconded by Mr. Woods. **Motion carried.**

**Golf Course Utility Vehicle**

Mr. Mansfield noted that the Villa Olivia Committee had recommended approval of the purchase of a Kubota RTV900XTW-H at a cost of \$11,219.00, and he so moved, seconded by Mr. Woods.

**Motion carried.**

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

No report.

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

Mr. Eckelberry noted that the State of Illinois is going into the fall veto session. Mr. Lewis asked if the District received information on the capital grant that was put in the budget two years ago. The District should have gotten something in the mail last week, since the funds were released. Mr. Eckelberry indicated that the District was not part of that.

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

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

**Superintendent of Revenue Facilities Report, Mr. Karoliussen*****New Custom Swim Lessons***

Mr. Karoliussen reported that staff is now offering custom swim lessons, which are designed for people who would like to take private swim lessons but the standard program schedule doesn't work for them. They would put in a request and if we have staff and pool time available we would set up the swim lessons for them.

***Programming Agreement***

Mr. Karoliussen noted that staff is exploring the possibility of entering into an agreement with South Elgin Parks and Recreation for the use of Splash Central for swim lessons, similar to the agreement with Carol Stream which has been beneficial to the District. It maximizes the swim lessons and generates additional revenue to offset operational expenses. Residents from Bartlett would have priority, and if there is a waiting list Bartlett residents get first priority.

**Superintendent of Parks and Planning Report, Mr. Carlson*****Tri-Village Garden Club***

Mr. Carlson reported that the Tri-Village Garden Club proposed to renovate the landscaping beds around the Gazebo. He met with some people from the club to go over their proposed design. They moved some existing plants to other areas and they received funds from the Bartlett Parks Foundation for plant materials and the garden club will maintain the beds. It turned out nicely and he looks forward to working with them in the future. One of the beds is north of the Gazebo by the park identification sign, and the other bed is in front of the Gazebo by the flagpole. A plaque was installed in the landscaping bed acknowledging their work.

**Superintendent of Recreation Report, Ms. Dasbach*****Recreation Program Statistics***

Ms. Dasbach noted that she has been tracking program statistics month-to-month since 2006. The enrollment numbers are very strong and have increased 11.8% from the same time last year. Mr. Lewis asked if there was a reason why every other year the enrollment seems to fluctuate up and down. Ms. Dasbach mentioned in 2009 they struggled a lot but staff has seen a big rebound. Staff is always offering new programs to get more people interested. The large programs such as soccer or fall softball are bringing in another 200 participants, which makes a difference.

**Superintendent of Business Services Report, Ms. Leninger*****Professional Development School***

Ms. Leninger indicated that every year the Professional Development School, which is part of IPRA, presents a 3-day workshop at a remote location where attendees learn management skills. This year the theme is "The Pirate's Map to Discovering Buried Treasures," and she and two other superintendents have been asked to speak to first-year students on budgeting and finance. The topic is "ARRGGHH...Budgets and Finance." The school is November 13-15, 2011 in Decatur.

**Superintendent of Villa Olivia Report, Mr. Pope**

Mr. Pope indicated that the District is doing the full ski hill setup for the first time. With the closing of the back nine on the golf course they have gotten a great start on setting it up and working through the electrical issues and they have been able to redesign the terrain and tube hill. Mr. Eckelberry asked if the chair lift was on schedule. Mr. Pope indicated that with the week of rain it put them back a little bit, but they are on schedule to have it completed by December 1<sup>st</sup>.

**Old Business**

None.

**New Business**

Mr. Mansfield asked how the District got to have a commercial shoot at Villa Olivia. Ms. Dasbach noted that they approached the District about using Villa Olivia. They have a team that makes the snow for filming. It will start at 5am on Thursday and they will be there until the end of the day. They will bring in their own lighting and snow making and stunt equipment.

Mr. Mansfield mentioned that he has heard a lot of compliments from people attending games at South Elgin High School about the Villa Olivia sign on the field. At least 40% of the kids at South Elgin come from Bartlett. He said kudos for having that sign over there and the advertising is good for the District.

**Adjournment**

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

**Motion carried at 7:55pm.**

Minutes Approved by the Board on 11/22/2011.

By: \_\_\_\_\_  
Rita Fletcher, Board Secretary