

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, NOVEMBER 8, 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, Marianne Cordell, Kenneth N. Woods, and Susan M. Stocks. Commissioner Theodore J. Lewis 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.

Recording Secretary Patricia Russell took the minutes.

Pledge of Allegiance

President Eckelberry led the Pledge of Allegiance.

Finance Committee, Mr. Mansfield Chairperson

Resolution R-11-06, Estimate of Taxes to be Levied

Mr. Mansfield indicated that staff is requesting approval of the resolution, adopting the estimate of taxes to be levied. He asked for discussion. There being no questions, he moved to recommend approval of the resolution as presented, seconded by Ms. Cordell. **Motion carried.**

Purchase Orders Between \$2,500 and \$10,000

Mr. Mansfield noted that the list of purchase orders is from August 1st through October 31st. Mr. Woods moved to recommend acceptance of the list as presented, seconded by Mr. Eckelberry. **Motion carried.**

Planning Committee, Ms. Palmer Chairperson

Project Updates

Ms. Palmer indicated that the Bartlett Aquatic Center is moving through the Village review process and the IDPH review. Ms. Fletcher noted that she had received the second review letter from the IDPH. She has a conference call scheduled with Themescapes and the architects to discuss their zip line report and she hopes to get it to Springfield by the end of the week. The IDPH is going forward with everything else while waiting for information on the zip line. They are still making progress on that.

Building and Grounds Committee, Mr. Lewis Chairperson

Blue Heron Park Development Change Order

Mr. Eckelberry mentioned that Blue Heron Park has a change order for fencing and installation around the splash pad in the amount of \$14,636.40. Ms. Palmer asked what makes this a requirement when the splash pad at Leiseberg Park didn't need it. Ms. Fletcher noted that the IDPH made new rules in January this year. The other one is grandfathered in, but this one is new so it falls under the new rules. They are more concerned with animals going through onto the splash pad. The fence will be made of ropes and bollards. Mr. Carlson indicated that the ropes will have netting and the fence will be 48" high. Ms. Cordell moved to recommend approval of the expense, seconded by Ms. Stocks. **Motion carried.**

Villa Olivia Chairlift Update

Mr. Carlson indicated the lift towers are up, the electric was upgraded, and the terminal columns have been poured. The weather has stopped work now, but they will be working at the end of the week. They are still on track to finish by December 1st.

Other Business

Ms. Cordell asked what is happening at Beaver Pond. Mr. Carlson indicated they got the first course of asphalt down on the paths and they are ready to get the second course done and grading. They poured the pier abutments and next they will to the shelter footings. Mr. Woods asked what protection material will be placed around the tower and base. Mr. Carlson said he hasn't talked to Scott yet about that but he can find out.

Mr. Eckelberry asked about the ice rinks. Mr. Carlson indicated staff is definitely getting ready.

Recreation Committee, Ms. Stocks Chairperson***Brochure Printing Bid***

Ms. Stocks indicated that staff received five bids for brochure printing that would be for two years and eight program brochures that will be sheet fed. The low bidder was John S. Swift Company in the amount of \$83,500. Ms. Cordell moved to recommend approval of the expense, seconded by Mr. Eckelberry. Some discussion ensued.

Mr. Woods asked what the previous cost was and how many households are there in Bartlett. Ms. Dasbach indicated it was \$75,712.04 for the past two years. The quantity went up slightly and the pages went up by 12 pages per brochure. She did a cost breakdown and Swift actually came in lower than what is being paid now. She indicated she could double check on the number of households. The brochures go through the post office to the homes in Bartlett and the District gets the remaining brochures to hand out at the counter. There being no further comments, a vote was taken on the motion. **Motion carried.**

Annual Turkey Shoot

Ms. Stocks noted that the annual turkey shoot contest is on November 20th and there are adult-child teams in three age categories. They shoot 10 free throws each and the winner in each age division will take home a gift certificate to purchase their holiday fixings.

Thanksgiving Break Camp

Ms. Stocks mentioned that on the school days off during the Thanksgiving holiday the District will provide games, crafts, and activities at BCC and the Nature Center.

Revenue Facilities Committee, Mr. Woods Chairperson***Bartlett Chamber Request***

Mr. Woods mentioned that the Bartlett Chamber is requesting to use Bartlett Park for the annual tree lighting on Friday, December 2nd. Ms. Stocks moved to recommend approval of the request, seconded by Mr. Mansfield. **Motion carried.**

Bartlett Lions Club Request

Mr. Woods indicated that the Bartlett Lions Club is requesting the use of the Log Cabin for Operation Santa Claus on Friday, December 2nd. Ms. Stocks moved to recommend approval of the request, seconded by Ms. Cordell. **Motion carried.**

Holiday After Hours

Mr. Woods mentioned there is a Holiday After Hours hosted by the Chamber of Bartlett and the Bartlett Park District for the Taste of Bartlett on Thursday, November 17th at BCC.

Holiday Marketing

Mr. Woods noted that staff has ads in the *Bartlett Examiner* and holiday coupons to promote Park District programs and rental packages.

Villa Olivia Committee, Ms. Cordell Chairperson

No business.

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.

Adjournment

There being no further business before the Board, Ms. Stocks moved to adjourn the meeting, seconded by Ms. Cordell. **Motion carried at 7:45 pm.**

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

By: _____
Rita Fletcher, Board Secretary