

**BARTLETT PARK DISTRICT  
BOARD MEETING MINUTES  
TUESDAY, NOVEMBER 22, 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, Kenneth N. Woods, and Susan M. Stocks. No Commissioners were 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, and Superintendent of Business Services Susan Leninger. Superintendent of Villa Olivia Peter Pope was absent.

Recording Secretary Paula Spaniol took the minutes.

**Pledge of Allegiance**

President Eckelberry led the Pledge of Allegiance.

**Approval of Minutes**

Ms. Palmer moved to approve the minutes of the 10/25/11 Regular Board Meeting, and the 11/08/11 Committee Workshop Meeting, seconded by Mr. Woods. **Motion carried.**

**Resident Comments**

None.

**Correspondence**

Ms. Fletcher indicated that Bartlett High School gave a \$500 check to the District as a thank you for allowing them to use Sunrise Park for their home cross country meets.

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

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

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

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

Mr. Mansfield indicated that the Finance Committee had recommended acceptance of Resolution R-11-06, Estimate of Taxes to be Levied. Mr. Mansfield moved to approve the resolution, seconded by Ms. Stocks.

ROLL CALL VOTE:

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

NAYS: None.

ABSTAIN: None.

ABSENT: None.

**Motion Passed and Approved.**

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

Mr. Mansfield noted that the Finance Committee had recommended acceptance of the list of purchase orders as presented dating from August 1 through October 31. Mr. Lewis moved to approve the list, seconded by Ms. Palmer. **Motion carried.**

**Planning Committee Report, Ms. Palmer Chairperson*****Villa Olivia Renovation***

Ms. Palmer indicated that John Dzarnowski, Carol Abrams, and Val Jardon, from FGM Architects were at the meeting to present the interior color schemes that have been selected for Villa Olivia.

Mr. Dzarnowski indicated that Villa Olivia drawings were submitted to the Village of Bartlett on September 30, 2011. On November 10, 2011, he met with the Village staff to address their concerns. On November 17, 2011, FGM Architects submitted the construction application to the Village of Bartlett on behalf of the Park District. FGM Architects will be attending the Village of Bartlett's December meeting, expecting the construction application to be approved.

Ms. Abrams indicated the design scheme decided upon for the ski point of sale and the equipment rental area of the Villa Olivia Facility remodel. The new layout will facilitate ease of movement for the patrons to obtain equipment and exit to the ski area on the west side of the building.

Ms. Jardon indicated the color scheme, wallpaper, tile, carpet, counter, railing and other decorating enhancements to the facility that would take place.

Discussion ensued with Mr. Eckelberry questioning if there would be enough room in the ski rental area for a line if one should develop. The architectural drawings indicate benches near the rental counter areas that could possibly cause congestion in this area. Ms. Fletcher commented that the benches are moveable and can be relocated if additional room is needed. Mr. Woods also wanted to know more about the floor finishes in the ski rental area due to snow and water that could build up from the skiers causing slippery floors. FGM Architects indicated the floor would be a brushed cement near all entry/exit areas.

**Building and Grounds Committee Report, Mr. Lewis Chairperson*****Blue Heron Park Development Change Order***

Mr. Lewis noted that the Building and Grounds Committee had recommended approval of a change order to Kenneth Company for fencing around the Blue Heron Park splash pad in the amount of \$14,636.40, and he so moved to approve the expense, seconded by Ms. Cordell. **Motion carried.**

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

Ms. Stocks indicated that the Recreation Committee had recommended awarding the bid for brochure printing services for two years and eight program brochures to John S. Swift Company in the amount of \$83,500.00, and she so moved, seconded by Mr. Lewis. **Motion carried.**

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

Mr. Woods noted that the Revenue Facilities Committee had recommended approval of a request from the Bartlett Chamber of Commerce to use Bartlett Park for their annual tree lighting on Friday, December 2<sup>nd</sup>, and he so moved to approve the request, seconded by Ms. Palmer. **Motion carried.**

***Bartlett Lions Club Request***

Mr. Woods mentioned that the Revenue Facilities Committee had recommended approval of a request from the Bartlett Lions Club to use the Log Cabin for their Operation Santa Claus on Friday, December 2<sup>nd</sup>, and he so moved to approve the request, seconded by Ms. Stocks. **Motion carried.**

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

No report.

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

No report.

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

No report.

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

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

Ms. Fletcher indicated that the first week of December the earth moving would begin at the Bartlett Aquatic Center before the snow starts falling for the winter. The Park District is still waiting for approval regarding a couple of permits relating to the pool renovation.

**Superintendent of Revenue Facilities Report, Mr. Karoliussen*****Holiday Programs***

Mr. Karoliussen mentioned two holiday programs that are coming up; Breakfast with Santa on December 17<sup>th</sup>, and Polar Express: Trolley Night Ride on December 20<sup>th</sup>.

***Golf Stocking Stuffer Punch Cards***

Mr. Karoliussen indicated that residents can purchase the gift of golf by purchasing a 10-round punch card for either Apple Orchard or Villa Olivia golf courses. Mr. Karoliussen indicated that he may have to change the location of the purchase of the Villa Olivia golf punch cards back to Villa Olivia.

Discussion ensued. Mr. Eckelberry and Mr. Lewis both expressed concern that this would inconvenience patrons having to travel to different facilities to purchase these cards. Ms. Fletcher responded to their concerns with a commitment to work something out so no patron is inconvenienced.

**Superintendent of Parks and Planning Report, Mr. Carlson*****Project Updates***

Mr. Carlson gave a brief update of what has been going on with Beaver Pond, Kjar and Centennial Playgrounds, Blue Heron Park, Villa Olivia Chair Lift, and the ice skating rinks.

Discussion ensued. Mr. Woods asked if the fence around Heron's Landing splash pad would be installed before the spring of 2012 opening. Mr. Carlson responded that the fence would be in place the first week of December 2011.

**Superintendent of Recreation Report, Ms. Dasbach*****Bartlett Nature Center Statistics***

Ms. Dasbach noted that as of September 2011 the District marked its 5-year anniversary at the James 'Pate' Philip State Park. The District continues to work well with the DuPage County Forest Preserve District and the State of Illinois Department of Natural Resources. The partnership enabled them to expand and improve nature center programs. She gave a recap of the yearly participation from 2006-2011.

**Superintendent of Business Services Report, Ms. Leninger*****Villa Olivia Technology Update***

Ms. Leninger indicated that the Villa Olivia phones were switched from Paetec to AT&T on November 7<sup>th</sup> and the prime became active on November 14<sup>th</sup>. New phones are being installed this week. The ski software database for Siriusware has been built and has been tested and the MSI integration program installed and tested and became active on Sunday, the date of the Villa Olivia Open House.

Discussion ensued. Mr. Woods had a question regarding WebTrac stats supplied to the Board of Commissioners. He asked Ms. Leninger if she knew why web traffic for October 2011 was so much higher than last year at this same time. Both Ms. Leninger and Mr. Eckelberry responded that more patrons are using the web site to register for programs and the deadlines for lottery drawings for programs greatly increases web traffic at certain times during the year.

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

Ms. Fletcher reported on Mr. Pope's behalf that he is absent due to his overseeing the job fair being held that evening at Villa Olivia. Ms. Fletcher also reported that reservations have been taken for over 500 guests for the Villa Olivia Thanksgiving Day Holiday Buffet.

**Old Business**

None.

**New Business**

The Board meetings for December 2012 will take place on the second and third Tuesdays of the month.

**Adjournment**

There being no further business, Mr. Lewis moved to adjourn the meeting, seconded by Ms. Palmer. **Motion carried at 8:23 p.m.**

Minutes Approved by the Board on 12/20/2011.

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