

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, DECEMBER 20, 2011**

Call to Order

President Eckelberry called the meeting to order at 7:30pm.

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.

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 Kathy LaBarre, Christopher Sikorski, and Tyler LaBarre.

Recording Secretary Patricia Russell took the minutes.

Pledge of Allegiance

President Eckelberry led the Pledge of Allegiance.

Presentations

10-Year Award

Mr. Eckelberry mentioned that Kathy LaBarre has been with the District for 10 years as of December 17, 2011. Her job is processing Accounts Payable and processing cash for Apple Orchard Golf Course. When the District acquired Villa Olivia, not only were additional bills added to her responsibilities, but she has also taken over the monthly inventory of food and beverages. She has the most seniority in the Business Services Department and as such she has guided and trained each new staff person on the general duties required. In addition, Kathy has always "stepped up" to help staff in her department, whether with cash processing duties at BCC, or entering payroll, staff knows they can count on her to help. Kathy has a delightful personality and the District is fortunate to have her as a member. He presented her with an engraved watch. Ms. LaBarre mentioned that it has been a great pleasure to work for the District. She loves her job, and the superintendents and staff makes it enjoyable. It's hard work, but well worth it. She is looking forward to many more years with the BPD. The Board congratulated her on her anniversary.

Approval of Minutes

Ms. Cordell moved to approve the minutes of the 11/22/11 regular Board Meeting, and the 12/13/11 Committee Workshop Meeting, seconded by Mr. Lewis. Some discussion ensued. Mr. Woods mentioned for the minutes of 12/13/11 in the last paragraph where the Board indicated it was releasing minutes previously closed; it should spell out the date of the minutes. Ms. Fletcher replied that the minutes would be revised and she would bring them back to the Board for approval in January. There being no further discussion, a vote was taken on the motion to approve the minutes of 11/22/11. **Motion carried.**

Resident Comments

None.

Correspondence

None.

Monthly Treasurer's Report, Mr. Mansfield Treasurer

Mr. Mansfield indicated the monthly treasurer's report for November 2011 is in the Board's folders for review. He moved to approve the document as presented, seconded by Ms. Cordell. **Motion carried.**

Finance Committee Report, Mr. Mansfield Chairperson**Resolution R-11-07, Approving the Declaration of Trust of the Illinois Institutional Investors**

Mr. Mansfield indicated the Finance Committee had reviewed the document and had recommended approval. Ms. Cordell moved to approve Resolution R-11-07, approving the Declaration of Trust of the Illinois Institutional Investors Trust and authorizing certain officials to act on behalf of the Bartlett Park District, seconded by Mr. Lewis.

ROLL CALL VOTE:

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

NAYS: None.

ABSENT: None.

ABSTAIN: None.

Motion Passed and Approved.

Ordinance 11-09, Annual Tax Levy Ordinance for the Bartlett Park District

Mr. Mansfield indicated the Finance Committee had recommended approval of Ordinance 11-09, the annual Tax Levy ordinance for the Bartlett Park District. Ms. Palmer moved to approve the ordinance, seconded by Ms. Cordell.

ROLL CALL VOTE:

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

NAYS: None.

ABSENT: None.

ABSTAIN: None.

Motion Passed and Approved.

Ordinance 11-10, Abatement of Taxes

Mr. Mansfield indicated the Finance Committee had recommended approval of Ordinance 11-10, abating taxes for the 2008C \$3,195,000 General Obligation Refunding (Alt. Revenue Source) Bond Issue. Ms. Stocks moved to approve the ordinance, seconded by Mr. Woods.

ROLL CALL VOTE:

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

NAYS: None.

ABSENT: None.

ABSTAIN: None.

Motion Passed and Approved.

Planning Committee Report, Ms. Palmer Chairperson

No report.

Building and Grounds Committee Report, Mr. Lewis Chairperson**DARE Fishing Derby**

Mr. Lewis noted that the Building and Grounds Committee had recommended approval of the use of Beaver Pond for the DARE Fishing Derby on May 19, 2012 from 8am to 12pm, and he so moved to approve the request, seconded by Ms. Palmer. **Motion carried.**

Recreation Committee Report, Ms. Stocks Chairperson

No report.

Revenue Facilities Committee Report, Mr. Woods Chairperson**2012 Annual Fine Arts Fair**

Mr. Woods mentioned that the Revenue Facilities Committee had recommended approval of a request from Arts in Bartlett to use Bartlett Park, the Gazebo and Log Cabin for their Fine Arts Fair on June 29-30, and July 1, 2012, contingent upon AIB supplying the proper insurance, permits, etc., and he so moved to approve the request, seconded by Mr. Lewis. **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 December 2011 Bill List. Mr. Lewis moved to approve the Bill List as presented, seconded by Ms. Cordell. ***Motion carried.***

2011-12 Goals & Objectives

Ms. Fletcher mentioned that the end of October marked the end of the second quarter of the 2011-12 goals and objectives. Staff has been proceeding forward to get their goals and objectives completed and they are on target to get everything done by the end of April.

Superintendent of Revenue Facilities Report, Mr. Karoliussen

New Movie Screen

Mr. Karoliussen reported that they now have a new movie screen for the Oak Room, which was donated by Christ Community Church who is using the space every Sunday. The screen may be used for all Oak Room events and programs and will remain behind when the church leaves. The approximate value of their donation for the screen and installation is over \$6,500.

Chamber Breakfast

Mr. Karoliussen indicated that the annual Chamber of Commerce breakfast is on January 11th in the Oak Room at BCC, starting at 7:30am. If any of the Commissioners would like to attend, let him or Rita Fletcher know by January 4th.

Superintendent of Parks and Planning Report, Mr. Carlson

Kermit's Korner Park Improvements

Mr. Carlson noted that Kermit's Korner is a small 1.6 acre park on Park Place Drive, adjacent to Maryville Academy. It has been owned by the District since 1980. There were some concerns from the neighbors, so they took a look at it and did some work to clean up the shoreline. He also contacted a landscape architect to come up with a concept plan to improve the park and habitat and propose a long-term solution for shoreline stabilization. Just today the landscape architects sent a preliminary concept plan and they will present it to the Board in January. Mr. Eckelberry asked if he has let the residents know that he is working on a solution. Mr. Carlson indicated he did let the residents who contacted him know about it. Mr. Eckelberry said it would be good to reach out to them to let them know the District is doing something proactive.

Other Business

Mr. Carlson indicated at Villa Olivia the rope tows on 5 and 6 have had some electrical problems, but parts are being flown in and should arrive by Friday, so they hope to have them up and running again on Friday.

Superintendent of Recreation Report, Ms. Dasbach

Free Classes – All Star Sports

Ms. Dasbach indicated on December 29th, nine different All-Star classes will be offered where patrons can try them for free before they sign up for the programs. They will have an opportunity to sign up for the winter session classes that start in January. Registration is required, and people can sign up for more than one class.

Fall 2011 Scout Achievement Projects

Ms. Dasbach noted that scouts have been busy on achievement projects in 2011. Eagle Scout Bobby Robaina constructed 30 Wood Duck houses that were placed around the ponds. Girl Scout Katey Mundorf helped the Bartlett Nature Center with animal care and environmental education and collected items that benefitted the Nature Center. Girl Scout Brittney Hull helped the Nature Center with their Youth-At-Risk Christmas Party. She got sponsors for the party and collected gifts of blankets, scarves, hats, gloves, notebooks, pens and candy. Each scout had to contribute at least 100 hours, and most did more than that.

Superintendent of Business Services Report, Ms. Leninger***WebTrac Statistics***

Ms. Leninger mentioned last month the Board requested to look at historical statistics for WebTrac. The WebTrac stats show the amount of people using WebTrac in November 2009, 2010, and 2011. Ms. Fletcher asked if the Board wanted to know how many people go to the website, or who just use WebTrac. Mr. Eckelberry indicated if they could track website stuff that would be interesting to know.

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

Mr. Pope noted that the Christmas Day buffet is coming up. They had 260 reservations last week and now it is at 399. They have been surprised by the number of bookings for smaller parties and events into January and February.

Ski Programs Underway

For skiing, they are focusing on the positives. The Snow Kids program has been running. They have 127 kids registered for various sessions throughout December, January and February. It started this week. In terms of opening the ski hill to the public, they were not able to open on Thursday, December 15th and opened partially on December 18th. The smaller runs 3, 4 and 5 were open. They are offering a discounted rate. They have had good attendance with 182 individuals coming out on Sunday. They had the snow guns going on other areas so they could see we were making efforts to making the runs open. That day they collected \$5700 in rentals and season passes and programs. They are in a day-by-day mode and updating the website daily. It is 100% dependent upon temperature and humidity. They are putting the effort in but it doesn't accumulate. Once it gets to 20 degrees the humidity drops and they can generate more snow. This week they will be making snow overnight, and when it drops down this weekend they will try to make more. They are trying to keep the runs open as they can. The temperatures have just not been cooperating. They are trying every day to make snow and open up whatever runs they can. Ms. Fletcher noted that the temperatures are supposed to be in the mid-30's this weekend and they want to be able to open in the next few days. Mr. Pope noted they are doing their very best to get open fully. The chair lift has not been run for the public yet. They will do the chair run and then the tube hill, and lastly they will develop the terrain park.

Old Business

None.

New Business

None.

Adjournment

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

Motion carried at 7:52pm.