

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, JANUARY 10, 2012**

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 was Marketing Manager Stephanie FitzSimons.

Recording Secretary Patricia Russell took the minutes.

Pledge of Allegiance

President Eckelberry led the Pledge of Allegiance.

Finance Committee, Mr. Mansfield Chairperson

Fund Balance Policy 5.55

Mr. Mansfield indicated that Fund Balance Policy 5.55 has been modified to add Villa Olivia. Staff is requesting approval of the change. Ms. Cordell moved to recommend approval of the revised policy, seconded by Mr. Lewis. Some discussion ensued. Mr. Woods pointed out a grammatical error on the first line of the policy. Ms. Leninger noted that it would be corrected before the Board takes final action on it. There being no further questions, a vote was taken on the motion. **Motion carried.**

Planning Committee, Ms. Palmer Chairperson

2012-13 Goals and Objectives

Ms. Palmer noted that staff is looking for board input on the goals and objectives for 2012-13. Ms. Fletcher indicated if any of the Board has something to add to the goals and objectives for the upcoming fiscal year to let her know. Mr. Eckelberry asked if there are any goals from the current year that will be deferred to next year. Ms. Fletcher didn't think there would be.

Mr. Lewis asked what is happening on the golf course. Ms. Fletcher indicated that a new sled hill is being constructed between Hole #7 on the golf course and the soccer fields using the spoils from the BAC construction. That area was originally just high grass on the golf course. It was a way to save some money instead of removing the dirt from the area. With the parking lots nearby and close to Stearns Road it was felt to be an ideal location.

Building and Grounds Committee, Mr. Lewis Chairperson

BLL Parade

Mr. Lewis mentioned that the Bartlett Little League is requesting to use Leiseberg Park for their annual parade on April 21, 2012 from 8am-12pm. The parade goes from Leiseberg Park to Ruzicka Park. Mr. Eckelberry moved to recommend approval of the request, seconded by Mr. Mansfield. **Motion carried.**

Recreation Committee, Ms. Stocks Chairperson
Website Redesign and Implementation Request for Proposal

Ms. Stocks indicated that Stephanie FitzSimons is at the meeting to discuss the website redesign and implementation proposal. Ms. FitzSimons noted they went about the website redesign project by forming a committee that was represented by all of the departments. They collected information from staff members of what they liked and didn't like, and what they found over the years of what was needed and what didn't work. They need to bring Villa Olivia and the Bartlett Park District together with one look. The committee looked at a lot of different websites and with their input developed a website skeleton, which was put into a PowerPoint presentation to show what someone would see when they went to the website. In December they requested proposals and received six. The vendors were given the opportunity to see the PowerPoint demonstration before they provided their proposal. All of the proposals were reviewed and staff felt the one they are recommending would take everything they want and give it to them within budget. The proposal they are recommending is from Weblinx Company for \$25,000, which includes 12 hours of maintenance per year for two years. Discussion ensued.

Mr. Eckelberry asked what is provided with the maintenance agreement. Ms. FitzSimons indicated staff wants to be able to maintain and update the website. She currently uses Visionary Webworks. Weblinx would provide all the tools needed to update the site, and charge \$100 per hour for maintenance; if we purchase it up front it's only \$50 per hour. Weblinx is based in Oswego. She and Ms. Leninger and other staff met with the CEO of the company who developed the company when he was just 17. They met all the people who would be working on the project and they are all at that location. They have been at conference for a couple of years and will be doing something on mobile websites. She feels very comfortable with how they work and they are good listeners. Ms. Stocks asked if she would be able to update items herself. Ms. FitzSimons indicated that staff can do that now, but it would take the frustration out. She currently works with Dreamweaver and Contribute which has some issues with timing out or bombing out.

Mr. Woods asked with regards to Villa Olivia, if the whole website would become integrated into one. Ms. FitzSimons noted that the BPD website has menus across the top and the last one is Villa Olivia. The pages will basically look the same but Villa Olivia would have different menu options. People can get to Villa Olivia through their domain, or from the BPD site. On the menu it will say Villa Olivia, a facility of the Bartlett Park District, which would link to the District site. It will also list a calendar of events on the BPD home page, and VO page.

Mr. Lewis asked how long Weblinx has been in business. Ms. FitzSimons said since 1997. Ms. Palmer asked what the anticipated timeline is. Ms. Fitzsimons noted once the Board approves the proposal they will give Weblinx the skeleton to work from and they will give staff three home page designs to review that will be narrowed down to one. They will take the information the District has provided and go forward on that. The District will provide content by the end of January. They hope to launch it by May 1st. Mr. Eckelberry asked if the RFP was written to include that they will meet all accessibility standards. Ms. Fletcher said it did.

Ms. Cordell moved to recommend approval of the proposal from Weblinx in the amount of \$25,000, seconded by Mr. Eckelberry. **Motion carried.**

The Board thanked Ms. FitzSimons for her input.

Spring/Summer Community Group Field Requests and Assignments

Ms. Stocks noted that Ms. Dasbach had provided information on spring and summer field assignments and usage agreements for various community groups for baseball, softball, and soccer.

Revenue Facilities Committee, Mr. Woods Chairperson**Shelter Request**

Mr. Woods indicated the Lupus Foundation of America is requesting the use of the shelter at James 'Pate' Philip State Park for a fundraiser/walkathon on July 21st with an estimated 100 participants. All donations for this event would go to their foundation. This request is contingent upon their providing proper insurance and permits. Ms. Stocks moved to recommend approval of the request, seconded by Ms. Cordell. **Motion carried.**

New Aquatics Manager

Mr. Woods noted that the Nick Mostardo was promoted from Assistant Aquatics Manager to Aquatics Manager. Mr. Mansfield indicated that he is a very nice young man and has super nice parents. Mr. Karoliussen mentioned that he has had a chance to work closely with him and felt he will have a positive impact on the aquatics operations. The assistant manager position has been posted on the IPRA and BPD websites.

Swim Lesson Update

Mr. Woods indicated that staff provided some information on swim lessons, which have rebounded from last year. It had fallen off in 2010 and there was a significant increase in 2011 with over 1,400 participants in the fall. Mr. Eckelberry asked why the difference. Mr. Karoliussen noted a large number of those were private lessons.

Personnel Committee, Ms. Cordell Chairperson

Ms. Cordell indicated the District has a new Aquatics Manager.

Villa Olivia Committee, Ms. Cordell Chairperson**Ordinance 12-01, Declaring Surplus Property**

Ms. Cordell mentioned that Villa Olivia has a couple of old pianos and there is a lot of old computer equipment on the list. Mr. Pope mentioned that the two pianos are old standard upright pianos. They plan to donate them to a charity that will fix them up and give them to families in need. Mr. Eckelberry moved to recommend approval of Ordinance 12-01, declaring surplus property, seconded by Mr. Lewis. **Motion carried.**

Ski Season Underway and Related Publicity

Ms. Cordell heard there will be snow on Thursday and hoped that things at Villa Olivia will go well this weekend. Mr. Eckelberry indicated it's nice to see Villa Olivia over all the news. It was on the front page of the Tribune in an article about snow and we were mentioned in there.

Community Relations and Legislative Issues Committee, Mr. Eckelberry Chairperson**Open Meetings Act Training**

Mr. Eckelberry noted that the Commissioners need to do the on-line training before the end of the year. After completing the training session they would print out a certificate to give to Pat Russell to keep on file. Ms. Palmer indicated it's about 68 pages long, but you can stop at any time and go back to it. Mr. Eckelberry indicated they only need to do it once.

Other Business

Ms. Cordell indicated the Winter Social is tomorrow night.

Old Business

Mr. Eckelberry mentioned that the District did receive approval from the Illinois Department of Public Health for the Aquatic Center renovation and the permit includes the zip line. The District can officially have the first zip line in Illinois. Ms. Fletcher noted as soon as she found out about the permit she sent an email to all the people who will need to meet with us.

Mr. Lewis asked what is happening at Beaver Pond. Ms. Fletcher mentioned that the asphalt company was closed for the season. She met with the representative from IDNR today and went to the site. The fishing pier is not in yet because the pond is frozen over. Mr. Carlson noted that the shelter is up. Mr. Woods mentioned when he drove past the area where they usually park cars for the fishing derby in the grass, there seems to be a lot of landscaping and a big sign. He asked how cars would park there now. Mr. Carlson said they may want to look at the area off of Braintree on the Commonwealth Edison lot, as that area is larger. Ms. Fletcher noted that because IDNR was out to walk the site today they understand where we are with the project. When the piers are installed she will take a picture and send it Springfield.

New Business

None.

Resident Comments

None.

Adjournment

There being no further business before the Board, Mr. Lewis moved to adjourn the meeting, seconded by Ms. Cordell. **Motion carried at 7:58pm.**

Minutes Approved by the Board on 01/24/2012.

By: _____
Rita Fletcher, Board Secretary