

# **BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, OCTOBER 22, 2024**

## **Call to Order**

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

## **Roll Call**

Executive Director, Kevin Romejko, called for roll. Commissioners answering present were: Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Lori Palmer, Dale Ann Kasuba and Jody Fagan. Commissioner Susan Stocks was absent.

Staff members present were: Executive Director, Kevin Romejko; Superintendent of Recreation, Kimberly Dasbach; Superintendent of Parks and Planning, Kelly O'Brien; Superintendent of Business Services, Eric Leninger; Superintendent of Special Facilities, Katie Mix; Superintendent of Villa Olivia, Bobby Pierobon, and Executive Assistant; Maureen Carter.

## **Pledge of Allegiance**

President Gunsteen led the Pledge of Allegiance.

## **Consent Agenda**

Ms. Gunsteen informed the Board, all items appearing on the consent Agenda are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately. Ms. Kasuba motioned to approve of the consent agenda as presented, Mr. Lewis seconded. **Motion Passed.**

## **Public Comment**

None

## **Monthly Treasurer's Report, Mr. Eckelberry, Chairperson**

Mr. Eckelberry presented the Monthly Treasurer's Report for September 2024. Mr. Eckelberry motioned to approve the monthly treasurer report as presented, Ms. Palmer seconded. **Motion Passed.**

## **Finance Committee, Mr. Eckelberry, Chairperson**

**No Report**

## **Planning Committee, Mr. Lewis, Chairperson**

### **Approval of Community Center Interior Renovation Conceptual Design Services**

Mr. Lewis explained staff met with Williams Architects to tour and discuss potential interior improvements to the Community Center. Staff recommends engaging with Williams Architects for Community Center conceptual design services for a lump sum fee of \$24,650 plus reimbursable expenses. Ms. Gunsteen asked about the timeline for this conceptual design. Mr. Romejko estimated 3 to 4 months to complete the design which will then be presented to the Board for discussion and prioritization of different aspects. Mr. Eckelberry motioned to approve of hiring Williams Architects, seconded by Ms. Palmer. **Motion Passed.**

## **Building and Grounds Committee, Ms. Stocks, Chairperson**

**No Report**

**Recreation Committee, Ms. Fagan, Chairperson**

**No Report**

**Special Facilities Committee, Ms. Kasuba, Chairperson**

**No Report**

**Villa Olivia Committee, Ms. Palmer, Chairperson**

**No Report**

**Personnel Committee, Ms. Palmer, Chairperson**

**No Report**

**Community Relations and Legislative Issues Committee, Ms. Gunsteen, Chairperson**

**DCEO Grants**

Ms. Gunsteen shared the District has received two Department of Commerce and Economic Opportunity (DCEO) grants for the Bartlett Aquatic Center Family Changing Room project. State Representative, Maura Hirschauer, secured \$100,000 in grant funding and State Senator, Karina Villa, secured \$75,000 in grant funding. The District thanks Representative Hirschauer and Senator Villa for their support of Bartlett Park District.

**Executive Director's Report, Mr. Romejko**

**Bill List**

Mr. Romejko recommended approval of the October Bill List. Mr. Eckelberry moved to approve the Bill List as presented, and Mr. Lewis seconded. **Motion Passed.**

**NRPA Conference**

Mr. Romejko thanked the Board, on behalf of staff, for the opportunity to attend the National Recreation and Park Association Conference in Atlanta, Georgia this year. The Conference offered hundreds of educational sessions as well as an inside look at the latest products and services in the industry. Mr. Romejko noted next year's conference will be held in Orlando Florida.

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

**Website and Social Media Monthly Analytics**

Ms. Dasbach shared details on the District's social media reach and new & returning visitors to the District's website. Also shared was a graph of top performing Facebook posts in terms of reach and clicks. Ms. Dasbach asked Commissioners for feedback on the reports in regards to how often they would like to see this information and if there is anything additional they feel should be included or they would like to see more details on. Mr. Eckelberry stated he would prefer to receive reports quarterly and get a better understanding on how marketing efforts are affecting registration numbers, as well as other things the marketing area is working on. Ms. Dasbach thanked Commissioners for their feedback.

**Superintendent of Parks and Planning Report, Ms. O'Brien**

**Bartlett Aquatic Center Family Changing Room Project**

In response to a request made at the October Committee Workshop meeting Ms. O'Brien reviewed the plans for the new family changing rooms at Bartlett Aquatic Center (BAC). Ms. O'Brien provided construction drawings of the original layout of the men's locker room at BAC and the new plans that include two family changing rooms. Ms. O'Brien also provided photos of current progress on the project and explained a lot of progress has been made and new piping has been fitted for the new layout of the shower area in the men's locker room. Ms. Palmer clarified the new family changing rooms can only be accessed from the pool deck and Ms. O'Brien confirmed. Ms. Fagan commented families will appreciate this addition.

**Superintendent of Business Services, Mr. Leninger**

**Cyber-Security Awareness Month**

Mr. Leninger stated October is Cyber-Security Awareness Month and IT staff is sharing important information and reminders to District staff about Cyber-Security. This year's security focus is software updates and recognizing fake update warnings that are malware.

**Business Services Full-Time Staffing**

Mr. Leninger informed the Board Business Services Department has filled the position of Accounts Payable Specialist. Chanda Codak joined the team on October 1<sup>st</sup> from another area Park District with many years of experience in accounting. Ms. Codak has already shown to be a positive addition to the Business Services team.

**Superintendent of Special Facilities, Ms. Mix**

**Apple Orchard Golf Season**

Ms. Mix reported Apple Orchard Golf Course will be extending its season this year. In previous years, weather in November has remained favorable for golfing; therefore, Apple Orchard Golf Course will remain open on Friday afternoons and all-day Saturday and Sunday through November, weather permitting. Season passes will still expire on October 31<sup>st</sup>, so golfers wishing to extend their season will pay appropriate greens fees. Staff will monitor weather and course usage to determine appropriate time to close for the season.

**Superintendent of Villa Olivia, Mr. Pierobon**

**Back Nine Closed**

The Villa Olivia Golf Course back nine holes will be closed for the season on November 1<sup>st</sup>. The front nine will remain open as long as weather permits. Villa Olivia is offering fall rates and golfers who would like to play eighteen holes can play the front nine twice.

**Winter Sports Preparation**

Mr. Pierobon continued, with the back nine closing, grounds staff can begin preparation for winter sports. Tasks include hanging chair lifts, installing tow ropes, enclosures, and fencing. Staff will also schedule a crane to come out to install ski hill lighting.

**Old Business**

None

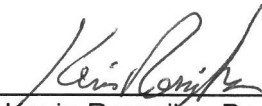
**New Business**

None

**Adjournment**

There being no further business before the Board, Ms. Gunsteen asked to adjourn the meeting. Mr. Lewis made a motion, and Mr. Eckelberry seconded. **Motion Passed at 7:55 PM.**

Minutes Approved by the Board on November 26, 2024.

By:   
Kevin Romejko, Board Secretary