

**BARTLETT PARK DISTRICT  
COMMITTEE WORKSHOP MEETING MINUTES  
TUESDAY, NOVEMBER 12, 2024**

**Call to Order**

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

**Roll Call**

President Gunsteen called for roll. Commissioners answering present were: Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Lori Palmer, Susan Stocks, Dale Ann Kasuba and Jody Fagan.

Staff members present were: Executive Director, Kevin Romejko; Superintendent of Parks & 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.

**Public Comments**

None

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

**Approval of Resolution 24-07 Estimate of Taxes to Be Levied**

Mr. Eckelberry asked Mr. Leninger to review the estimate of taxes to be levied for the Board. Mr. Leninger explained the District has levied more than 5%, over the previous year, for the past two years due to inflation and the expiration of the Brewster Creek Business Park TIF. This year, the District's levy will not be more than 5% over last year's levy and will not require a public hearing. Mr. Lewis motioned to approve of Resolution 24-07 Estimate of Taxes to be Levied, seconded by Ms. Palmer. **Motion carried.**

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

**Approval of Proposal for Improvements at Happy Trails and Schick Parks**

Mr. Lewis stated this fiscal year's budget includes \$400,000 for improvements to Happy Trails and Schick Parks. Staff recommends contracting Upland Design Ltd. to assist with design and renovation of these parks for a total of \$30,100. Mr. Eckelberry motioned to approve, seconded by Ms. Stocks. **Motion carried.**

**Bartlett Aquatic Center Concept Plan**

Mr. Lewis informed the Board staff met with Williams Architects regarding the development of a concept plan for future improvements at Bartlett Aquatic Center. Once received, the proposal for the concept plan will be brought to the Planning Committee for review and approval.

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

**Parks Fall Maintenance Update**

Ms. Stocks provided an update on fall maintenance the Parks Department has been working on. This includes pruning shrubs, cleaning landscape beds, and planting memorial trees. All irrigation lines, splash pads, drinking fountains and Bartlett Aquatic Center have been winterized. Staff will also be installing snow fencing and completing snow removal safety training in the coming weeks.

**Recreation Committee, Ms. Fagan, Chairperson****Events and Activities Update**

Ms. Fagan summarized recent events hosted by the Park District including BINGO, a Preschool fundraiser, Fall Fun Fest and a production of Murder in the Heir. BINGO continues to be a popular monthly event with over 90 participants in October. Preschool Butterbraid sales raised over \$2,000 to be used for additional equipment and educational toys. Fall Fun Fest was hosted at the Nature Center on October 19<sup>th</sup> and welcomed over 300 guests. Staff was thrilled to welcome back adult theater with the recent production of Murder in the Heir which sold 393 tickets.

**Special Facilities Committee, Ms. Kasuba, Chairperson****Update to Child Labor Laws**

Ms. Kasuba explained starting January 1, 2025, there are new guidelines for employing minors. The most notable change for operations is all employees under the age of 16 will need to be supervised by an adult who is at least 21 years old. The only area this change will affect is aquatics staff. Splash Central employs staff who will be affected by this change, but with current management there will not be an issue with meeting this new requirement. Staff will consider these new requirements when hiring for Bartlett Aquatic Center staff as not all supervisors meet age requirement for supervising staff under the age of 16. Ms. Kasuba added the District may be hiring less 15 year old employees but IAPD is working with the Illinois Department of Labor to potentially find a solution.

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

Ms. Palmer reviewed the plans for Thanksgiving Brunch at Villa Olivia on Thursday, November 28<sup>th</sup> from 10am to 2pm. Reservations are required and food and beverage staff have been working on a delicious menu. Currently there are 327 reservations for brunch.

**Personnel Committee, Ms. Palmer, Chairperson****Monitoring of Personnel Laws to Take Effect January 1, 2025**

Ms. Palmer reminded the Board there are three legal mandates currently set to become law on January 1<sup>st</sup>, 2025 that staff is closely monitoring. These include, Fair Labor Standards Act, Child Labor Laws, and Paid Leave Ordinance. Staff are taking steps to ensure the District remains in compliance when these legal mandates become effective.

**Community Relations and Legislative Issues Committee, Ms. Gunsteen, Chairperson****Approval of IAPD Credentials Certificate**

Ms. Gunsteen explained IAPD requires the Park District Board to officially name a delegate to their Annual Business Meeting scheduled to be held on Saturday January 25, 2025. Lori Palmer will be the District's delegate followed by Diana Gunsteen and Steven Eckelberry as alternates. Mr. Eckelberry motioned to approve of the appointment, seconded by Mr. Lewis. **Motion carried.**

**Old Business**

None

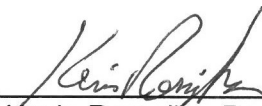
**New Business**

None

**Adjournment**

There being no further business before the Board, Ms. Gunsteen asked to adjourn the meeting. Mr. Eckelberry made a motion, and Mr. Lewis seconded. **Motion Passed at 7:41 PM.**

Minutes Approved by the Board on November 26, 2024.

By:   
Kevin Romejko, Board Secretary