

**BARTLETT PARK DISTRICT
BOARD MEETING MINUTES
TUESDAY, NOVEMBER 26, 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, Susan Stocks, Dale Ann Kasuba and Jody Fagan.

Staff members present were: Executive Director, Kevin Romejko; Superintendent of Recreation, Kimberly Dasbach; 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 a 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. Mr. Lewis motioned to approve of the Consent Agenda as presented, Mr. Eckelberry seconded. **Motion Passed.**

Public Comment

None

Monthly Treasurer's Report, Mr. Eckelberry, Chairperson

Mr. Eckelberry presented the Monthly Treasurer's Report for October 2024. Mr. Eckelberry motioned to approve the Monthly Treasurer Report as presented, Ms. Kasuba seconded. **Motion Passed.**

Finance Committee, Mr. Eckelberry, Chairperson

Resolution 24-07 Estimate of Taxes to be Levied

Mr. Eckelberry presented Resolution 24-07 Estimate of Taxes to be Levied that was reviewed at the November Committee Workshop Meeting. Mr. Eckelberry motioned to approve, seconded by Ms. Palmer. Ms. Gunsteen asked for a roll call vote.

Roll Call Vote:

Ayes: Gunsteen, Lewis, Eckelberry, Palmer, Stocks, Kasuba, Fagan

Nays: None

Absent: None

Abstain: None

Motion Passed.

Planning Committee, Mr. Lewis, Chairperson

Proposal for Improvements at Happy Trails and Schick Parks

Mr. Lewis stated Planning Committee is requesting approval to hire Upland Design to assist with the design and renovation of Happy Trails and Schick Parks. The proposal includes surveying, planning, public engagement, construction documents, bidding and construction administration for a total of \$30,100. Mr. Lewis motioned to approve, seconded by Mr. Eckelberry. **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

IAPD Credentials Certificate

Ms. Gunsteen shared the Illinois Association of Park Districts requires the Park District Board to officially name a delegate to their Annual Business Meeting at IAPD/IPRA Conference. Ms. Palmer is named as the delegate for the District with Ms. Gunsteen and Mr. Eckelberry as alternates. Mr. Eckelberry motioned to approve, seconded by Mr. Lewis. **Motion Passed.**

Executive Director's Report, Mr. Romejko

Bill List

Mr. Romejko recommended approval of the November Bill List. Ms. Palmer moved to approve the Bill List as presented, and Ms. Stocks seconded. **Motion Passed.**

FY2024-25 Departmental Goals & Objectives

Mr. Romejko included a six-month update on the progress of previously established department goals and objectives. Items are noted as completed, in progress, or deferred. Items noted as deferred are due to staff changes and will be addressed at a later date.

Comprehensive Master Plan and Strategic Plan

Mr. Romejko updated the Board on plans for the Comprehensive Master Plan and Strategic Plan. Staff has been working with Hitchcock Design Group, BerryDunn and Williams Architects on a proposal to work congruently to create a new Comprehensive Master Plan and Strategic Plan for the District. Representatives from Hitchcock Design Group and BerryDunn will attend the January Committee Workshop meeting to present their proposal, explain the engagement process and answer any questions the Board has. Ms. Palmer asked Mr. Romejko to explain what the three different groups will contribute to the plan. Mr. Romejko explained Hitchcock Design Group will handle the overall narrative and recommendations, as well as lead planning meetings with Board Commissioners, staff, and the public. Williams Architects will handle facility assessment and BerryDunn will do an overview of all recreation program offerings. BerryDunn will also facilitate the Strategic Plan which will be more robust and include reviewing the District's mission, vision and values.

Superintendent of Recreation Report, Ms. Dasbach

Access to Fishing Program

Ms. Dasbach shared the Bartlett Nature Center (BNC) was selected as a location for a new State of Illinois program, Access to Fishing. The BNC received 15 fishing rods and reels, along with tackle boxes and accessories that can be borrowed, free of charge, to use at local ponds. Staff is also collaborating with the Illinois Department of Natural Resources and hope to schedule fishing events starting in spring 2025.

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

Merry and Bright

Mr. Romejko described the aspects of the upcoming Merry and Bright event at Bartlett Park which will include Santa lighting the tree from a fire truck ladder. Ms. O'Brien and Parks staff have been working closely with the Village, decorating the Log Cabin and Gazebo, setting up lighted arches and illuminating various trees throughout the park.

Superintendent of Business Services, Mr. Leninger

BCC Camera Project Update

Mr. Leninger updated the Board on the new security cameras at Bartlett Community Center. As part of a strategic goal presented in January, cabling for 23 new security cameras has been run in various areas. Staff is making small adjustments to maximize viewing from each camera and shared some photos of the new areas under surveillance. Ms. Palmer commented the images were very clear.

Superintendent of Special Facilities, Ms. Mix

LIFECENTER Update

Ms. Mix reported the membership special in October went very well with 132 renewals and new memberships totally over \$38,000. LIFECENTER also hosted free group fitness classes during the month of October and added special dance related classes to celebrate National Dance Month. Ms. Mix added lighting in LIFECENTER was updated recently and Ms. Kasuba commented it looks much brighter in there.

Superintendent of Villa Olivia, Mr. Pierobon

Winter Sports Inspections

Mr. Pierobon shared two of the four required annual inspections for winter sports have been completed at Villa Olivia and the remaining two will be completed in December. Staff is working towards an opening day of December 20th and plans to start making snow this coming weekend.

Old Business

None

New Business

Mr. Eckelberry asked if the Bill List could also be added to the Consent Agenda for future Board meetings. Commissioners agreed.

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 7:52 PM.**

Minutes Approved by the Board on December 17, 2024.

By: 
Kevin Romejko, Board Secretary