

# **BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, JANUARY 14, 2025**

## **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, Susan Stocks, Dale Ann Kasuba and Jody Fagan. Commissioner Lori Palmer was absent.

Staff members present were: Executive Director, Kevin Romejko; Superintendent of Recreation, Kim Dasbach; 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.

Guests present were: Steve Konters with Hitchcock Design Group, along with Dannie Wilson and Nikki Ginger with BerryDunn

## **Pledge of Allegiance**

President Gunsteen led the Pledge of Allegiance.

## **Public Comments**

None

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

### **End of Calendar Year Activities**

Mr. Eckelberry described the end of calendar year activities for the Business Services Department, including issuing 1095-C and 1099 forms. Staff has also made appropriate adjustments to employee job codes to stay in compliance with Illinois Minimum Wage.

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

### **Comprehensive Master Plan and Strategic Plan Coordination**

Mr. Lewis reminded the Board staff has been working with Hitchcock Design Group (HDG) on plans to update the District's Comprehensive Master Plan. Staff is also coordinating with HDG and BerryDunn to simultaneously develop a new Strategic Plan for the District. Staff is requesting approval of the HDG proposal for Comprehensive Master Plan and Strategic Plan services in the total amount of \$136,100. Mr. Lewis introduced Steve Konters with HDG, along with Dannie Wilson and Nikki Ginger with BerryDunn to explain the process and answer any questions. Mr. Konters specified the different parts of the process and how HDG, BerryDunn, and Williams Architects will facilitate each part. Ms. Wilson detailed the Strategic Goals process and how it will coordinate with the Comprehensive Master Plan process. Mr. Eckelberry asked about the length of the Strategic Goals. Ms. Wilson responded Strategic Goals are typically for 3 to 5 years and can be determined by the Board based on the goals the District would like to achieve. Mr. Lewis discussed the changing demographics in the Bartlett area and asked how that will be considered in the Master Plan process. Mr. Konters explained the process includes working with community partners to discuss opportunities and future needs for the community. Mr. Romejko asked Mr. Konters to review the timeline for the process. Ms. Fagan asked if HDG and BerryDunn have worked with other Districts who have chosen to complete the Master Plan and Strategic Plan process in tandem. Ms. Wilson responded that recently many districts are completing these processes together. Mr. Eckelberry asked if the proposed total of \$136,100 is within the budgeted amount for the plan. Mr. Romejko confirmed the District budgeted \$100,000 for the

Comprehensive Master Plan in the current fiscal year and the additional cost to include the Strategic Plan will be budgeted within the coming fiscal year. Mr. Eckelberry motioned to approve of the proposal for Comprehensive Master Plan and Strategic Plan services for \$136,100, seconded by Ms. Stocks. **Motion Carried.**

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

#### **D.A.R.E. Family Fishing Derby Request**

Ms. Stocks shared the request from Bartlett Police Department to host their annual Fishing Derby event at Beaver Pond on June 1<sup>st</sup>. Bartlett Police Department has been holding this event at Beaver Pond since 2004 and staff is requesting approval of this request. Ms. Stocks motioned to approve, seconded by Mr. Eckelberry. **Motion Carried.**

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

#### **Winter Special Events**

Ms. Fagan summarized upcoming events in January and February. Preschool Open House will be held on January 25<sup>th</sup> and will launch the 2025-2026 registration. In February, the District will be hosting several events including Valentine's Day Bingo, Puzzle Palooza, and a trip to the Chicago Auto Show.

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

#### **Ordinance 25-01 Smoke and Irons Music Fest**

Ms. Kasuba presented the request from Ignite the Courage to use Apple Orchard Community Park and Jim Jensen Pavilion to host their Smoke and Irons Music Festival. The event will take place on August 9<sup>th</sup> and 10<sup>th</sup> and include live music, beer tasting, craft show, food trucks, raffle, and bags tournament. Mr. Eckelberry motioned to approve, seconded by Mr. Lewis. **Motion Carried.**

#### **Arts in Bartlett Global Arts Festival**

Ms. Kasuba presented the request from Arts in Bartlett to host their annual Global Arts Festival in Apple Orchard Community Park on June 8<sup>th</sup> and 9<sup>th</sup>. The event will include local group performances, lawn games, crafts and activities. Mr. Eckelberry motioned to approve, seconded by Ms. Stocks. **Motion Carried.**

#### **Arts in Bartlett Pet Event**

Ms. Kasuba concluded with the request from Arts in Bartlett to host their annual Pet Event at Bartlett Park on September 6<sup>th</sup>. The event will include area rescues and pet-related vendors and is expected to attract about 500 attendees. Mr. Eckelberry motioned to approve, seconded by Ms. Stocks. **Motion Carried.**

#### **LIFECENTER Winter Special**

Ms. Kasuba shared results on the LIFECENTER winter membership special that ran from November through December 31<sup>st</sup>. 183 30-day elite memberships were sold during the special compared to 136 sold in 2023.

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

#### **Winter Sports Holiday Break**

Ms. Gunsteen asked Mr. Pierobon to provide an update on winter sports at Villa Olivia. Villa Olivia has had a great start to the winter sports season with the tubing hill opening early and all scheduled lessons running during winter break. The slopes were closed for a few days during the week of Christmas but were able to open by the weekend. As of last weekend, all runs except #11 are open and will be open four days this coming weekend due to the holiday on Monday. Villa Olivia welcomed 274 ski and snowboard lesson participants and has already been open more days this season than all of last season. Ms. Gunsteen shared that she has visited Villa Olivia recently and talked with staff who have all been wonderful.

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

**Wage Comparison**

Ms. Gunsteen reviewed the wage comparison for the years 2019 through 2024.

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

No Report

**Old Business**

None

**New Business**

Mr. Romejko directed the Commissioners who will be attending the 2025 IAPD/IPRA Conference next week to the information provided in their folders and spoke about the schedule of events for conference.

**Adjournment**

There being no further business before the Board, Ms. Gunsteen moved to adjourn the meeting. Mr. Eckelberry made a motion, and Mr. Lewis seconded. **Motion Passed at 8:30 PM.**

Minutes Approved by the Board on January 28, 2025.

By:   
Kevin Romejko, Board Secretary