

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, MARCH 11, 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, Lori Palmer, and Jody Fagan. Commissioners Susan Stocks and Dale Ann Kasuba were 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, Executive Assistant, Maureen Carter and Recreation Manager Andy Dunfee.

Pledge of Allegiance

President Gunsteen led the Pledge of Allegiance.

Public Comments

None

Finance Committee, Mr. Eckelberry, Chairperson

Approval of Ordinance 25-03 Surplus Property

Mr. Eckelberry summarized the surplus items included in the Ordinance. Mr. Lewis motioned to approve, seconded by Ms. Palmer. **Motion Carried.**

Approval of Purchase of Storage Area Network (SAN)

Mr. Eckelberry explained the purchase request for a new SAN for Villa Olivia. Staff obtained quotes and recommends purchasing the same brand SAN that was purchased for BCC. Staff requests approval to purchase a HPE SAN for \$23,256.50. Mr. Lewis motioned to approve, seconded by Ms. Palmer. **Motion Carried.**

Approval of Purchase Orders Between \$6,000 and \$20,000

Mr. Eckelberry shared the purchase orders between \$6,000 and \$20,000 from December 2024 through February 2025 that staff is requesting approval of. Ms. Palmer motioned to approve, seconded by Ms. Fagan. **Motion Carried.**

Planning Committee, Mr. Lewis, Chairperson

Preliminary FY2025-26 Proposed Capital Projects List

Mr. Lewis presented the preliminary proposed capital projects list for fiscal year 2025-26. If there are any suggestions to be considered for the capital projects list, they should be directed to Mr. Romejko. Ms. Fagan appreciated the year purchased listed for items included for replacement and the other notes provided.

Building and Grounds Committee, Ms. Stocks, Chairperson

Approval of HVAC & Electrical Engineering Professional Services

Ms. Gunsteen asked Mr. Romejko to explain the request for HVAC & electrical engineering professional services. Mr. Romejko explained staff is assembling a replacement plan for the 5 rooftop

units at Bartlett Community Center. Staff would like to replace one of the units in the coming fiscal year and have been working with 20/10 Engineering Group on a replacement estimate for all five units. Based on their understanding of the project scope, staff is requesting Building and Grounds Committee approval to hire 20/10 Engineering Group to complete the design development, construction documents, bid and permitting process. Total cost for services for this project is \$40,000. Mr. Eckelberry motioned to approve, seconded by Mr. Lewis. **Motioned Carried.**

Recreation Committee, Ms. Fagan, Chairperson

Bartlett Nature Center Igloo

Ms. Fagan introduced the new Bartlett Nature Center Igloo. The Nature Center is supporting the reduce, reuse and recycle initiative and has been accepting milk jug donations to create this fun project that can be enjoyed all year.

Special Facilities Committee, Ms. Kasuba, Chairperson

Spring Guide Registration

Ms. Gunsteen reported spring registration opened Monday, March 3rd and the Guest Services team processed a total of \$40,226 of in-person registrations. Online registrations totaled \$410,873 for the day. Summer camp registration saw overwhelming demand and staff is working to clear waiting list and create more spots where possible. Ms. Gunsteen gave kudos to the Guest Service team for all of their work.

Villa Olivia Committee, Ms. Palmer, Chairperson

Approval of Drendel Property Management Agreement

Ms. Palmer shared the renewal request for the Drendel Property Management Agreement. Staff has been working with Mr. Drendel for several years and have been happy with the arrangement. Mr. Eckelberry asked about the new agreement cost, Mr. Pierobon responded the new agreement is a 1% cost increase from the previous year. Mr. Eckelberry motioned to approve, seconded by Mr. Lewis. **Motion Carried.**

Personnel Committee, Ms. Palmer, Chairperson

Approval of FY2025-26 Full-Time Staff Wage Increase Pool

Ms. Palmer explained staff used a survey of local park districts that reported approved or proposed full-time wage increases ranging from 3.5% to 5% to come to the recommendation of a 4% full-time staff wage increase pool. Ms. Gunsteen asked what a 4% wage increase equates to in dollars. Mr. Leninger reported 4% would estimate to a \$130,000 increase. Mr. Eckelberry motioned to approve, seconded by Mr. Lewis. **Motion Carried.**

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

IAPD Legislative Reception and Legislative Conference

Ms. Gunsteen provided information on the upcoming IAPD Legislative Reception and Legislative Conference in Springfield, Illinois. Any commissioners interested in attending the conference should reach out to Mr. Romejko or Ms. Carter. The District's Superintendent of Recreation and Marketing Manager are planning to participate in Parks Day at the Capitol to showcase Bartlett Park District programs, facilities and services. Mr. Gunsteen thanked staff for attending and promoting the District.

Old Business

Ms. Gunsteen thanked Bartlett Parks Foundation and District staff who supported the recent Raise Your Glass Beer, Spirits and Wine Tasting event at Villa Olivia. Ms. Gunsteen was not able to attend but has heard great feedback on the event.

New Business

None

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 7:49 PM.**

Minutes Approved by the Board on March 25, 2025.

By: 
Kevin Romejko, Board Secretary