

# **BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, MARCH 25, 2025**

## **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 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. Eckelberry motioned to approve of the Consent Agenda as presented, Ms. Kasuba seconded. Ms. Gunsteen asked for a roll call vote.

Roll Call Vote:

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

Nays: None

Absent: Stocks

Abstain: None

**Motion Passed.**

## **Public Comment**

None

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

### **Approval of Ordinance 25-03 Surplus Property**

Mr. Eckelberry presented the surplus property ordinance and noted three additional items that were not included when the ordinance was presented at the March Committee Workshop Meeting. Mr. Eckelberry motioned to approve of Ordinance 25-03 Surplus Property as presented, seconded by Ms. Palmer. Ms. Gunsteen asked for a roll call vote.

Roll Call Vote:

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

Nays: None

Absent: Stocks

Abstain: None

**Motion Passed.**

### **Approval of Purchase of Necessary Technology Hardware for Villa Olivia**

Mr. Eckelberry explained staff have been investigating alternative options to replacing the storage area network (SAN) at Villa Olivia. With the potential of new cloud-based software at Villa Olivia, a new SAN might not be necessary. As staff evaluates the most cost-effective option, a single larger server could be purchased for sufficient storage if more cloud-based programs are used. Staff is requesting approval to continue their evaluation to purchase and install necessary technology hardware for Villa Olivia, with the cost not to exceed \$23,256.50. Ms. Palmer clarified the quote for the new SAN is \$23,256.50 and staff expects the cost to be less if a larger server is purchased instead. Mr. Leninger confirmed the cost would be less than a new SAN and staff is looking for approval to continue to consider both options and purchase necessary equipment in the current fiscal year. Mr. Lewis motioned to approve of purchasing necessary equipment not to exceed \$23,256.50, seconded by Ms. Kasuba. **Motion Passed.**

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

Mr. Eckelberry shared the list of purchase orders between \$6,000 and \$20,000 for the time period of December 2024 to February 2025. Mr. Eckelberry motioned to approve, seconded by Ms. Palmer. **Motion Passed.**

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

#### **Approval of Aesthetic Improvements at Villa Olivia**

Mr. Lewis summarized the concept plans for aesthetic improvements at Villa Olivia from JGIB Interiors. The current improvements total \$24,830 and include new window treatments in the Crystal and Sapphire Rooms, new bar stools, new decorative ceiling tiles in the Sapphire Room, and hallway sconce replacements. Mr. Romejko explained there is a \$74,000 surplus in capital projects funds budgeted improvements at Villa Olivia in the current fiscal year, which would be used for these improvements. Ms. Fagan asked for clarification on the pricing listed on the quote, specifically the two entryway chairs. Mr. Romejko explained the breakdown of costs. Mr. Romejko further explained the items listed for approval are what staff is working to get done in this fiscal year and additional funds are budgeted for improvements next fiscal year. Mr. Eckelberry motioned to approve, seconded by Ms. Kasuba. **Motion Passed.**

### **Updated FY2025-26 Proposed Capital Projects List**

Mr. Lewis asked Mr. Romejko to discuss the proposed capital projects list. Mr. Romejko explained the District's goal is to keep capital projects below \$3 million to keep the Capital projects fund balance above \$2 million. There are two large projects budgeted for next year, Sunrise Park OSLAD Grant Project and HVAC Rooftop Unit replacement at BCC. Because of these large and necessary projects, staff is proposing to delay the two playground replacements planned for next fiscal year. Delaying these playground replacements will keep the capital projects budget below \$3 million and removing the playground replacements will allow the Parks Department to catch up on vehicle replacements. Staff is hopeful three playground replacements can be included in the following year's capital projects. Ms. Palmer agreed with the plan to remove the playground replacements from next year's capital projects list but noted the importance of being consistent and on top of the replacement schedule for playgrounds. Ms. Gunsteen added playground replacements are exciting, but the rooftop unit replacement at BCC is very important to include in next year's budget.

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

#### **Approval of HVAC & Electrical Engineering Professional Services**

Ms. Gunsteen reported Building and Grounds Committee recommends hiring 20/10 Engineering Group in the amount of \$40,000 to complete design development, construction documents, bid process, and necessary permitting for the upcoming replacement of LIFECENTER RTU-2 at BCC. Mr. Eckelberry motioned to approve, seconded by Ms. Palmer. **Motion Passed.**

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

**No Report**

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

**Approval of Bartlett Aquatic Center Locker Replacement**

Ms. Kasuba stated Bartlett Aquatic Center lockers are budgeted for replacement in the 2025-26 fiscal year. Staff recommends replacing 50 lockers in both men's and women's locker rooms at BAC with Statesman Painted Steel Lockers from American Locker for \$29,715. The new lockers have an 8 to 10 week lead time and staff would like to order them as soon as possible. Ms. Kasuba motioned to approve, seconded by Mr. Eckelberry. **Motion Passed.**

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

**Approval of Drendel Property Management Agreement**

Ms. Palmer presented the Drendel Property Management Agreement for renewal for April 1, 2025 to March 3, 2026. The total cost for the 12-month agreement is \$40,181 which represents a 1% increase from the previous agreement. Under the agreement Drendel Property Management provides consultation, oversight, and hands on involvement for golf and ski maintenance operations. Ms. Palmer motioned to approve, seconded by Mr. Eckelberry. **Motion Passed.**

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

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

Ms. Palmer summarized the FY2025-26 Full-Time Staff Wage Increase Pool. Staff utilized historical references and current parks and recreation data to recommend a 4% wage increase pool. Ms. Palmer motioned to approve, seconded by Mr. Eckelberry. **Motion Passed.**

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

**IAPD Legislative Platform Initiatives Move Forward**

Ms. Gunsteen turned to Mr. Romejko to provide updates on two legislative platform bills. Mr. Romejko shared the first legislative platform bill HB 2853, sought to raise the bid limit from \$30K to \$50K. The bill was amended to specify limits based on whether labor is included. If labor is included, a public bid would be required at \$30K. If labor is not included, a public bid would not be required until the price reached \$60K. Mr. Romejko gave the example of the purchase of new lockers for BAC. Staff will be installing the lockers and no labor will be included in the purchase, which means no public bid would be necessary unless the purchase price was over \$60K. Mr. Romejko believes this bill will move forward because representatives have worked closely with labor groups on the current amendments. The second platform initiative relates to the recent law passed, requiring trail signage to notify bicyclists of upcoming roadway crossings. IAPD helped advocate for Park Districts to allow for more options of signs that can be used. Both of these bills have been moved out of committees which is the next step forward.

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

**Breakfast with the Villages of Bartlett & Hanover Park**

Mr. Romejko shared information on the upcoming Bartlett Area Chamber of Commerce Breakfast with the Villages of Bartlett & Hanover Park. The breakfast will be held on Thursday, April 24<sup>th</sup> from 8am to 9:30am at Bartlett Hills Golf Course. Ms. Palmer informed the Board she will be attending. Ms. Kasuba shared that Ms. Stocks and she will be attending with Arts in Bartlett. Mr. Romejko asked if any other Board Commissioners would like to attend. Mr. Eckelberry, Mr. Lewis, and Ms. Fagan all requested to attend. Ms. Gunsteen will be attending as a guest of the Village.

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

#### **New Spring Programs**

Ms. Dasbach updated the Board on two new spring programs. Basketball Skills Program is hosted by an impressive coach, Tommy Sampson, and has had a great turnout. Skyward Fencing Program is coached by a Bartlett resident, Coach Adam, with 10 years' experience and offers three age groups. Staff is excited for these unique offerings this spring.

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

#### **Administration Building – New HVAC System**

Ms. O'Brien showed before and after pictures of the HVAC unit at the Administration Building that was replaced last fall. With the new system, the building is broken up into zones allowing for independent temperature control in different areas and better energy efficiency. Mr. Leninger added the project also came in under budget.

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

Mr. Leninger first provided an update on utilities, previous discussed at the March Committee Workshop Meeting. Pricing for electricity came in at a 17% increase from current rates. Staff elected to go with a 1-year contract with the hope pricing will be better in a year.

#### **BCC Camera Project – Phase 2**

Mr. Leninger updated the Board on progress of phase 2 of security camera updates at BCC. Staff has installed 15 of 24 new IP cameras to replace existing coax versions in areas currently under video surveillance. The new cameras have a much clearer picture and staff is very happy with the product thus far. Images of the new and improved views were shared. Ms. Kasuba asked if there were signs alerting patrons of the video surveillance, she felt there should be. Mr. Leninger responded he believed there were signs by the gym and would have staff check.

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

#### **Splash Central Audit**

Ms. Mix informed the Board, Splash Central was audited by StarGuard Elite on Sunday, March 16. The aquatics team earned 4 stars and has incorporated feedback from the audit into their in-service training.

#### **Family Float Night**

Ms. Mix also shared a new event hosted at Splash Central, Family Float Night. Guests are invited to bring floats and marketing has arranged for Texas Road House to be onsite for the event.

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

#### **Villa Olivia Spring Golf Update**

Mr. Pierobon stated Villa Olivia opened for golf on March 10<sup>th</sup> for the front nine only. 110 rounds of golf have already been played and special spring rates are being offered. Golf is currently walking only, but carts will be out soon. Staff is still waiting on snow to melt and grounds to dry on the back nine in order for winter sports equipment to be removed.

#### **Old Business**

Ms. Kasuba mentioned seeing the colorful new digital sign board at the corner of Bartlett and Stearns Roads. Mr. Romejko added staff is getting familiar with the new features and the ability to add pictures and motion to announcements.

#### **New Business**

None

**Closed Session**

Mr. Eckelberry moved to adjourn into Closed Session under Section 2(c)(1) of the Open Meetings Act, for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the District. Mr. Eckelberry made a motion, Mr. Lewis seconded. Ms. Gunsteen asked for a roll call vote to adjourn into Closed Session

Roll Call Vote:

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

Nays: None

Absent: Stocks

Abstain: None

**Motion Passed at 8:20 PM**

**Reconvening of Board Meeting**

Ms. Gunsteen called the meeting back to regular session at 8:43pm and called for roll. Commissioners answering present were: Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Lori A. Palmer, Dale Ann Kasuba, and Jody Fagan.

**Action Resulting from Closed Session**

No action resulting from closed session.

**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 8:44 PM.**

Minutes Approved by the Board on April 22, 2025.

By:  \_\_\_\_\_  
Kevin Romejko, Board Secretary