

BARTLETT PARK DISTRICT COMMITTEE WORKSHOP MEETING MINUTES TUESDAY, APRIL 8, 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, Susan Stocks, Dale Ann Kasuba and Jody Fagan.

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.

Pledge of Allegiance

President Gunsteen led the Pledge of Allegiance.

Public Comments

None

Finance Committee, Mr. Eckelberry, Chairperson

Approval of Ordinance 25-04 Annual Budget and Appropriation (Tentative)

Mr. Eckelberry introduced Superintendent of Business Services, Eric Leninger, who presented the Annual Budget and Appropriation Ordinance in tentative form for Fiscal Year 2025-26. Mr. Leninger began by providing projections for the end of fiscal year 2024-25. The District is projected to end the year very strong with net totals exceeding budget by nearly \$400K. Mr. Leninger highlighted some of the successes and challenges the District faced in the past fiscal year as well as considerations used to budget for the 2025-26 fiscal year. Considerations included minimum wage increase, consumer price index, equalized assessed value, fund balances, inflation and interest rates, and long-term financial status. The District has strong historical fund balances and the proposed budget intends to maintain those. Revenue and expenditures for the 2025-26 fiscal year budget were reviewed with details for each major fund. Mr. Leninger also reviewed the District's debt payments for the new fiscal year. Mr. Leninger reminded the Board the target fund balance for each major fund is 25% and provided budgeted fund balances compared to the target. Mr. Leninger concluded with details on capital project proposed for 2025-26 and where the District needs to reinvest for the future.

Commissioners were given the opportunity to ask questions on the tentative budget. Ms. Fagan asked about the negative fund balance for Villa Olivia. Mr. Leninger explained the Villa Olivia Fund still has debt from prior years when expenses outpaced revenues. There is money earmarked as non-spendable in the Corporate Fund to cover the negative fund balance of the Villa Olivia Fund. Mr. Romejko asked how many years has Villa Olivia seen a positive net at the end of the year. Mr. Leninger explained that since the District has owned Villa Olivia, it has had at least four net positive years which has slightly reduced the debt in the fund. Ms. Kasuba commented the District will need to keep investing in Villa Olivia to be competitive, while Mr. Eckelberry added Villa Olivia has improved a lot from when the District took over. Commissioners discussed other areas of improvement needed at Villa Olivia and plans that are included in the 2025-26 fiscal year budget. Ms. Gunsteen asked about the debt repayment and comments Mr. Leninger made about the debt becoming callable in coming years. Ms. Gunsteen asked if the District would ever be able to levy more than the annual debt payment in order to pay off the current debt. Mr. Romejko responded that once the debt becomes callable, the District will investigate whether paying off the debt or issuing new debt is most beneficial to the District.

There being no further discussion, Commissioners thanked Mr. Leninger for his presentation. Mr. Eckelberry asked for a motion to approve of Tentative Ordinance 24-04 Annual Budget and Appropriation. Mr. Lewis motioned to approve, seconded by Ms. Palmer. **Motion Carried.**

Approval of Resolution 25-01 Appropriated Transfer of Funds

Mr. Eckelberry presented Resolution 25-01 Appropriated Transfer of Funds which were appropriated in the 2024-25 budget. Ms. Palmer, motioned to approve, seconded by Mr. Lewis. **Motion Carried.**

Planning Committee, Mr. Lewis, Chairperson

Kickoff Meeting for CMP and Strategic Plan

Mr. Lewis stated on April 1st District leadership met with Hitchcock Design, BerryDunn, and Williams Architects to begin the Comprehensive Master Plan and Strategic Plan project. The project is estimated to take 8 to 9 months and staff will continue to update the Board on the process and schedule.

Building and Grounds Committee, Ms. Stocks, Chairperson

Approval of Trash and Recycle Services Agreement

Ms. Stocks informed the Board, staff has been happy with the trash and recycling services provided by Groot Waste Management and would like to enter into an agreement for the 3rd year of service. The contract is for \$26,075.21 which is a 5% increase from the previous year. Mr. Eckelberry motioned to approved, seconded by Ms. Kasuba. **Motion Carried.**

Recreation Committee, Ms. Fagan, Chairperson

Summer Program Guide Delivery

Ms. Fagan shared information on the Summer program guide delivery and upcoming registration dates. Commissioners stated they were excited to see Mr. Romejko's latest letter from the director.

Special Facilities Committee, Ms. Kasuba, Chairperson

Apple Orchard Golf Course Opening

Ms. Kasuba announced Apple Orchard Golf Course was able to open a few days early for the season on Friday, March 28th. AOGC will once again host Spark Golf League, Youth Junior Golf League, and Women's Golf League. AOGC has new patio furniture this year with 4 new tables and 16 new chairs. Since opening, over 200 golfers have played and 29 season passes have been sold.

Bartlett Aquatic Center Staffing

Ms. Kasuba reported hiring for 2025 season is complete with 108 lifeguards, 45 deck attendants and 20 cashiers hired. Staff training will begin in May and facility prep is already underway.

Villa Olivia Committee, Ms. Palmer, Chairperson

New POS Software

Ms. Palmer informed the Board Villa Olivia will be transitioning from Sirius Ware to Spot On for food and beverage point of sale software. This new software enhances customer experience by allowing them to pay right at their table using handheld devices. These devices can also be used on the beverage cart and halfway house, eliminating the need to move POS systems during golf season and holiday brunches. Spot On will visit to train staff and is scheduled to go live with the new system on May 1st.

Personnel Committee, Ms. Palmer, Chairperson

Summer Part-Time Staffing

Ms. Palmer summarized Human Resources and Safety preparations for summer staffing. Part-time orientation trainings are scheduled for May 12th, 20th, and 28th with more training dates scheduled for the future.

Community Relations and Legislative Issues Committee, Ms. Gunsteen, Chairperson**Approval of Updates to Policy 2.10 Board Bylaws**

Ms. Gunsteen asked Mr. Romejko to take over discussion of this policy update. Mr. Romejko explained the two policy updates presented involve changes to the Board Meeting format. Staff identified the opportunity to improve efficiencies from the current format of Committee Workshop Meetings and Board Meetings, where official action is only taken at the monthly Board Meeting. With no official action being taken at monthly Committee Workshop Meetings, staff faces delays in placing orders, signing contracts, and other important actions. The current format was more effective in the past when committees met on separate nights and often involved community members. Since the District has moved away from committees that work and meet separately, staff feels it would be more effective for both monthly meetings to be Regular Board Meetings where official action can be taken. Mr. Romejko presented a new format for Board Meeting Agendas that would eliminate separate committees and use "Unfinished or Continuing Business" and "New Business" to discuss action items. The new format would also include "Department Updates", "Executive Director Updates" and "Commissioner Comments." To shift to this new structure would require updating the agenda format in the Board Bylaws as well as eliminate the specific committees in the Powers and Duties of the Board. Ms. Gunsteen asked if there were any reason to introduce an action item with the intention of not voting on it. Mr. Romejko responded it is not uncommon to introduce an action item and through discussion, request additional information before voting on the item. In that case, the item would be brought to the next Board Meeting with additional information. Ms. Fagan asked if the new format is common with other Park Districts. Mr. Eckelberry responded most Park Districts follow an agenda format more like the new format that what is currently being used. Mr. Romejko concurred, adding that with the new format if there was no business to discuss, the Board Meeting could be canceled, which is not something that could be done because of the current format of meetings. Ms. Kasuba conveyed it would be great to take action more quickly, as long as the information was still provided to Commissioners in advance of the meeting. Ms. Palmer asked how action items in the current meeting would be organized in the new agenda format. Mr. Romejko explained action items, such as the Budget and Appropriations Ordinance would be listed under New Business and would be discussed before being voted on. Ms. Fagan asked about department updates and Mr. Romejko explained Superintendents would provide updates on their department, allowing for a dialog and questions from the commissioners. Mr. Eckelberry motioned to approve of updates to both Policy 2.10 and 3.20, noting this will be the last Committee Workshop Meeting of the Board. Ms. Palmer seconded the motion. **Motion Carried.**

Approval of Updates to Policy 3.20 Powers & Duties of the Board

Discussed and approved with previous topic.

Approval of FY2025-26 Board Meeting Schedule

Ms. Gunsteen presented the Board Meeting Schedule for Fiscal Year 2025-26. The new Board Meeting Schedule follows the previously discussed new format and meetings will begin at 7pm opposed to current start time of 7:30pm. Mr. Eckelberry motioned to approve, seconded by Ms. Kasuba. **Motion Carried.**

Old Business

None

New Business

Mr. Romejko announced the April 22nd Board Meeting will be held at the Log Cabin. In recognition of Commissioner Lewis's last full meeting, after 42 years on the Bartlett Park District Board, the Board Meeting will be held where Mr. Lewis's first Board Meeting took place.

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, Stocks, Kasuba, Fagan

Nays: None

Absent: None

Abstain: None

Motion Passed at 8:48 PM

Reconvening of Board Meeting

Ms. Gunsteen called the meeting back to regular session at 9:46pm and called for roll. Commissioners answering present were: Diana Gunsteen, Theodore J. Lewis, Stephen Eckelberry, Lori A. Palmer, Susan Stocks, 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 moved to adjourn the meeting. Mr. Eckelberry made a motion, and Mr. Lewis seconded. **Motion Passed at 9:47 PM.**

Minutes Approved by the Board on April 22, 2025.

By: 
Kevin Romejko, Board Secretary