

BARTLETT PARK DISTRICT ANNUAL BOARD MEETING MINUTES TUESDAY, MAY 13, 2025

Call to Order

President Gunsteen called the Annual Board Meeting to order at **7:00 pm**.

Roll Call

President Gunsteen called for the roll. Commissioners answering present were: Diana Gunsteen, Stephen M. Eckelberry, Lori A. Palmer and Jody Fagan. Commissioners Theodore J. Lewis, Susan M. Stocks and Dale Ann Kasuba were 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 and Executive Assistant Maureen Carter.

Commissioner Elect, Nathan Botkin, was also present.

Pledge of Allegiance

President Gunsteen led the Pledge of Allegiance.

Public Hearing

Presentation of Ordinance 25-04 Budget & Appropriation Ordinance for Fiscal Year 2025-2026

Ms. Gunsteen opened the public hearing to discuss the 2025-26 Budget & Appropriation Ordinance. Ms. Gunsteen asked for any comments from commissioners, there were none. Ms. Gunsteen asked if any members of the public would like to speak or if there were any submitted comments, there were none. There being no comments for the public hearing, Ms. Gunsteen asked for a motion to close the public hearing. Mr. Eckelberry motioned to close the public hearing, seconded by Ms. Palmer. **Motion Carried.**

Swearing in of Newly Elected Commissioners

Executive Director, Kevin Romejko, administered the Oath of Office for both incumbent Commissioner, Jody Fagan, and newly elected Commissioner, Nathan Botkin. Ms. Fagan and Mr. Botkin were sworn in for 6 year terms as Commissioners for Bartlett Park District.

Election of Officers

President Gunsteen noted it is the Board's annual duty to elect new officers at the Annual Meeting.

President

Mr. Romejko asked for nominations for the office of President of the Board of Commissioners for the fiscal year 2025-2026.

Ms. Gunsteen nominated Mr. Eckelberry for President.

Ms. Palmer moved to close the nominations, seconded by Ms. Gunsteen. **Motion Carried.**

Ms. Gunsteen motioned to cast a unanimous ballot to elect Mr. Eckelberry as President, seconded by Mr. Botkin. **Motion Carried.**

Mr. Eckelberry is elected to the office of President of the Board of Commissioners for Bartlett Park District.

Vice President

President Eckelberry opened the floor for nominations for the office of Vice-President of the Board of Commissioners for fiscal year 2025-26.

Ms. Gunsteen nominated Ms. Palmer for Vice-President.

Mr. Botkin moved to close the nominations, seconded by Ms. Gunsteen. **Motion Carried.**

Ms. Gunsteen motioned to cast a unanimous ballot to elect Ms. Palmer as Vice President, seconded by Ms. Fagan. **Motion carried.**

Ms. Palmer is elected to the office of Vice President.

Mr. Eckelberry stated that although officers are not required by the Park District Code to be elected to the positions of Treasurer and Secretary, the Bartlett Park District Board Policy 3.20 states these are elected positions. Mr. Eckelberry informed the Board those positions would be moved from Board Appointments to Election of Officers.

Treasurer

Mr. Eckelberry opened the floor for nominations for the office of Treasurer of the Board of Commissioners for fiscal year 2025-26.

Ms. Palmer nominated Ms. Gunsteen for Treasurer.

Ms. Fagan moved to close the nominations, seconded by Mr. Botkin. **Motion Carried.**

Ms. Palmer motioned to cast a unanimous ballot to elect Ms. Gunsteen as Treasurer, seconded by Ms. Fagan. **Motion Carried.**

Ms. Gunsteen is elected to the office of Treasurer.

Secretary

Mr. Eckelberry opened the floor for nominations for the office of Secretary of the Board of Commissioners for fiscal year 2025-26.

Ms. Gunsteen nominated Mr. Romejko for Secretary.

Ms. Fagan moved to close the nominations, seconded by Ms. Palmer. **Motion Carried.**

Ms. Gunsteen motioned to cast a unanimous ballot to elect Mr. Romejko as Secretary, seconded by Ms. Palmer. **Motion Carried.**

Mr. Romejko is elected to the office of Secretary.

Recognition of Past President

Mr. Eckelberry presented Ms. Gunsteen with a plaque, recognizing and thanking her for her service as Board President from 2023 to 2025.

Board Appointments

Corporate Attorney

Mr. Eckelberry stated next is the appointment of attorney for Bartlett Park District. Ms. Fagan motioned to appoint Mr. Steven Adams of Robbins Schwartz as the Park District's corporate attorney for fiscal year 2025-26. Ms. Gunsteen seconded the motion. **Motion Carried.**

Representative to NWSRA Board

Ms. Gunsteen motioned to appoint Mr. Romejko as Bartlett Park District representative to the Northwest Special Recreation Association (NWSRA) Board. Ms. Palmer seconded the motion. **Motion Carried.**

FOIA and OMA Officers

Ms. Gunsteen motioned to appoint Mr. Romejko as Freedom of Information Act and Open Meetings Act Officer for Bartlett Park District. Ms. Palmer seconded the motion. **Motion Carried.**

ADA Compliance Officer

Ms. Gunsteen motioned to appoint Superintendent of Parks & Planning, Ms. O'Brien, as Americans with Disabilities Act Compliance Officer for Bartlett Park District. Ms. Palmer seconded the motion. **Motion Carried.**

Consent Agenda

Mr. Eckelberry explained the only item on this consent agenda is approval of meeting minutes for the April 22, 2025 Board Meeting. Ms. Palmer motioned to approve, seconded by Ms. Gunsteen. Mr. Eckelberry asked for a roll call vote.

ROLL CALL VOTE:

AYES: Eckelberry, Palmer, Gunsteen, Fagan, Botkin

NAYS: None

ABSTAIN: None

ABSENT: Stocks, Kasuba

Motion carried

Public Comments

The Botkin Family shared support for newly elected Commissioner, Nathan Botkin.

Unfinished or Continuing Business**Ordinance 24-04, 2024-25 Budget and Appropriation Ordinance**

Mr. Eckelberry asked Mr. Leninger if there were any comments on the fiscal year 2025-26 Budget & Appropriations Ordinance. There being no comments, Mr. Eckelberry asked for a motion to approve Ordinance 25-04, 2025-26 Budget and Appropriation Ordinance.

Ms. Gunsteen moved to adopt Ordinance 25-04, 2025-26 Budget and Appropriation Ordinance of the Bartlett Park District for its fiscal year May 1, 2025 through April 30, 2026. Ms. Palmer seconded the motion. Mr. Eckelberry asked for a roll call vote.

ROLL CALL VOTE:

AYES: Eckelberry, Palmer, Gunsteen, Fagan, Botkin

NAYS: None

ABSTAIN: None

ABSENT: Stocks, Kasuba

Motion carried

Approval of FY2025-26 Meeting Schedule

Ms. Palmer motioned to approve of the Board Meeting Schedule for fiscal year 2025-26. Ms. Gunsteen seconded the motion. **Motion Carried.**

New Business**Approval of Asphalt Maintenance Projects**

Ms. O'Brien briefly described the planned asphalt maintenance projects included in the 2025-26 fiscal year capital projects. Ms. O'Brien also shared images of the project areas including part of the Bartlett Community Center parking lot and the maintenance drive leading to the Parks Department. A&A Paving offered the most competitive pricing and staff have been happy working

with this company on other projects. Staff is recommending approval to hire A&A Paving to complete these asphalt projects for a total of \$101,068.84. Ms. Gunsteen motioned to approve, seconded by Ms. Fagan. Mr. Eckelberry asked about timing of this project. Ms. O'Brien responded once the contract is signed, the project will be added to A&A Paving's schedule and staff is hopeful it will be completed the end of June. If end of June is not possible it will be pushed to after the 4th of July. **Motion Carried.**

Approval of LIFECENTER Commercial Fans

Ms. Mix reported staff is requesting approval to purchase three high-volume low-speed fans for LIFECENTER. These large commercial grade fans are designed to improve air circulation, providing up to 10-degrees cooling effect and assist with heated air circulation through the winter. These fans will be purchase from Big Ass Fans (BAF) through the BuyBack National Purchasing Cooperative which offers the District a 10% discount. Staff is requesting approval to purchase three fans from BAF for a total of \$26,959. Ms. Fagan motioned to approve, seconded by Ms. Gunsteen. Ms. Palmer asked if these fans will be replacing existing fans. Ms. Mix explained there are smaller existing fans on the wall which will be removed once these larger fans are installed on the ceiling. **Motion Carried.**

Approval of Golf Carts for Villa Olivia

Mr. Romejko shared the request from Villa Olivia to purchase eight new golf carts from EZ-GO golf carts. This would bring the Villa Olivia golf cart fleet to 65, which is the goal Villa Olivia has been working towards for the past few years. Ms. Gunsteen asked about the life cycle of golf carts and if more will need to be purchased in the next few years. Mr. Romejko explained that once the fleet reaches its goal inventory staff can create a replacement schedule for golf carts and will either not need to purchase golf carts in the next fiscal year or will not need to purchase as many as previous years. Mr. Botkin asked if EZ-GO has a buyback program. Mr. Romejko stated they do not, but older golf carts are kept and used for replacements parts for maintenance of the fleet. Ms. Palmer motioned to approve of purchasing eight EZ-GO RXV golf carts from EZ-GO for a total of \$51,393.92, seconded by Ms. Gunsteen. **Motion Carried.**

Department Updates

Business Services

Mr. Leninger informed the Board staff is getting items ready for the annual audit which will take place in June. The District is in year two of a three-year contract with Seldon Fox and their staff will be onsite at the end of June to complete the audit for fiscal year 2024-25.

Parks & Planning

Ms. O'Brien provided an update on the pour in place surface at Bartlett Park playground. Last year, staff were able to address, in house, small areas of the surface that separated, but the repairs are costly. Staff and residents have recently reported more issues with the surface. Specifically, the area around the small merry-go-round is showing a lot of wear and tear. Staff will assess the area and see what can be done to fix the pour in place surface. Ms. Fagan asked about the life cycle of the surface and Ms. O'Brien responded the life cycle for this surface is estimated at 10 years, but it is only 5 years old. Ms. Palmer responded to discussion of the high cost of replacing this type of surface, noting this is good information to share with residents who frequently request this type of surface at playgrounds. Mr. Botkin asked if staff have investigated other playgrounds in the area with this type of surface and if this wear and tear is common or if there is an issue with the surface that was installed. Ms. O'Brien shared Bartlett Park is the only playground in Bartlett that has this type of surface and the wear and tear is specific to high traffic areas of the playground, adding that the Free to Be Me Inclusive Playground is the most used playground in our District. Mr. Botkin asked if there is a different type of surface that can be used in these high traffic areas, Ms. O'Brien responded that staff is looking into other options.

Recreation

Ms. Dasbach shared the new DuPage County Passport to Adventure program which features the Nature Center as one of the stamps. Participants who collect all stamps in their passport will be entered for a chance to win a gift card. Passports are available at the Nature Center and other locations in the area. Ms. Dasbach also shared updates on National Archery Day, IDNR Family Fishing classes, Pickleball League, and the addition of Volleyball sleeves at Schrade Gym.

Special Facilities

Ms. Mix informed the Board **LIFECENTER** is switching from a two level membership structure to a single membership type. Members will all pay the same price now and receive all benefits **LIFECENTER** offers including group fitness classes. Staff have received mostly positive feedback from members during this transition and are working towards offering memberships for sale online. Ms. Mix also provided an update on the opening of Bartlett Aquatic Center and season pass sales. Pass sales are down from last year, mostly due to the low turnout of the Flash Sale in February. Ms. Mix thanked the Parks Department for their hard work on getting the pool ready to open and shared BAC is fully staffed and training has already begun.

Villa Olivia

Mr. Romejko shared an updated on Villa Olivia on behalf of Mr. Pierobon. Villa Olivia welcomed 585 guests for Mother's Day Brunch and generated an estimated \$29,000 in revenue. Staff received almost all positive feedback, except for a few people who were upset they couldn't be sat early for their reservation.

Executive Director Updates

Mr. Romejko shared his experience of going to the IAPD Legislative Conference in Springfield. Staff participated in Parks Day at the Capital with a display and information to show legislators all of the great things Bartlett Park District has to offer and is working towards. Staff were also able to view other area park district displays and came back with many ideas. Mr. Romejko and Commissioners had the opportunity to meet with state representatives to discuss future plans for the District. Mr. Eckelberry and Ms. Palmer shared their experience at the Legislative Conference as well.

Mr. Romejko also shared an update on the Comprehensive Master Plan and Strategic Plan process. Hitchcock Design Group and BerryDunn would like to schedule the first meeting with commissioners before the next Board meeting on May 27th. Commissioners confirmed that meeting date would work and Mr. Romejko will reach out to the absent Commissioners to confirm.

Commissioner Comments

None

Adjournment

There being no further business, Ms. Gunsteen moved to adjourn the Annual Board Meeting, seconded by Mr. Botkin. **Motion carried at 7:43 pm.**

Minutes Approved by the Board on May 27, 2025.

By: 
Kevin Romejko, Board Secretary