

BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, JUNE 10, 2025

Call to Order

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

Roll Call

President Eckelberry called for the roll. Commissioners answering present were: Stephen M. Eckelberry, Lori A. Palmer, Diana Gunsteen, Susan M. Stocks, Jody Fagan and Nathan Botkin. Commissioner Dale Ann Kasuba arrived late.

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.

Commissioner Dale Ann Kasuba arrived at 7:02pm

Pledge of Allegiance

President Eckelberry led the Pledge of Allegiance.

Consent Agenda

Mr. Eckelberry requested a motion to approve the consent agenda. Ms. Palmer motioned to approve, seconded by Ms. Stocks. Mr. Eckelberry asked for a roll call vote.

ROLL CALL VOTE:

AYES: Eckelberry, Palmer, Gunsteen, Stocks, Kasuba, Fagan, Botkin

NAYS: None

ABSTAIN: None

ABSENT: Kasuba

Motion Passed

Public Comments

None

Unfinished or Continuing Business

Final Update – FY2024-25 Departmental Goals & Objectives

Mr. Romejko presented the final update of the Goals & Objectives for fiscal year 2024-2025. Mr. Romejko provided explanations for goals that were not completed due to staff turnover and restructuring of the Parks Department. A few other highlighted goals are still being worked on and will be completed soon.

New Business

Approval of Updates to Staff Purchasing Policy 5.50

Mr. Leninger explained the updates to the Staff Purchasing Policy included increases to purchasing authority levels. Mr. Leninger detailed the increase in purchasing authority for assistant managers, supervisors, managers, superintendents, and Superintendent of Business Services. The purchasing authority for the Executive Director was raised to the competitive bidding threshold, noting there have been recent changes to the competitive bidding threshold. Ms. Gunsteen asked how often the threshold is revised, noting there had been two adjustments to the threshold in recent years. Mr. Romejko and Mr. Leninger discussed how the competitive bidding threshold has changed over time.

Mr. Eckelberry noted, even with increased purchasing power, there is still considerable oversight on purchases made by staff. Mr. Leninger confirmed the oversight and approval process for purchases made by staff and further clarified these increases will provide staff the ability to conduct business more efficiently. Ms. Gunsteen motioned to approve the updates to Staff Purchasing Policy 5.50, seconded by Ms. Kasuba. **Motion Passed.**

Department Updates

Business Services

Mr. Leninger reminded Commissioners, Seldon Fox will be onsite to conduct the District's Annual Audit at the end of June and all Commissioners need to respond to their email as it is an important part of the audit.

Parks & Planning

Ms. O'Brien provided several updates from the Parks Department. The Fourth of July Festival is fast approaching and with many new staff members, Ms. O'Brien is reviewing setup and teardown plans as well as support provided during the festival. Ms. O'Brien reported the Sunrise Park project will begin next week with construction fencing going up around the playground. The new playground pieces have already arrived and will be replaced as soon as possible. Ms. Gunsteen asked if the old playground equipment can be donated, Ms. O'Brien stated staff has reached out to the company who has taken other playground donations from the District, but they declined our offer. Ms. Fagan asked what the plans are for Sunset Park and Ms. O'Brien responded that area is not included in the Sunrise Park project. Tomorrow is the bid opening for the rooftop unit replacement at Bartlett Community Center **LIFECENTER** and Ms. O'Brien will bring bid results to the next Board Meeting.

Recreation

Ms. Dasbach reminded Commissioners, next week on June 17th is the first Pack the Park event at Riley's Run Park. The event will take place from 6pm to 8pm and will include many fun activities for families including games, popsicles, give-aways, and the first chance to get one of the 2025 collectable sticker series. Ms. Dasbach also shared several other upcoming events including Teen Trip to Starved Rock and Pineapple Princess Dance Camp.

Special Facilities

Ms. Mix shared an update to registration that staff has been working on. Grade levels will now be automatically updated in the RecTrac system to prevent issues with registration or requiring parents to call in and request manual grade level updates. The system was updated on May 21st of this year and was successful.

Villa Olivia

Mr. Pierobon reported Villa Olivia welcomed over 75 guests for the first concert on the patio and will be hosting the next one in July. Over 1,000 rounds of golf were played in the first 10 days of June and staff has been working on several landscaping projects. Ms. Palmer, Ms. Stocks, and Ms. Kasuba all had the opportunity to attend the concert on the patio and enjoyed the music.

Executive Director Updates

Mr. Romejko reminded Commissioners of the upcoming Joint Taxing District meeting hosted by the Village of Bartlett tomorrow evening. Mr. Eckelberry shared he will be attending as well. Mr. Romejko discussed the plans for this year's Fourth of July Parade and theme for the District's float will be the Nature Center. Mr. Romejko also congratulated Ms. O'Brien on celebrating 10 years with the District.

Commissioner Comments

Ms. Stocks thanked Ms. O'Brien and Parks staff for all of their help with the Global Arts Festival this past weekend.

Adjournment

There being no further business, Ms. Gunsteen moved to adjourn the Board Meeting, seconded by Ms. Stocks. **Motion carried at 7:26 pm.**

Minutes Approved by the Board on June 24, 2025.

By: 
Kevin Romejko, Board Secretary