

BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, JUNE 24, 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, Susan M. Stocks, Dale Ann Kasuba and Nathan Botkin. Commissioners Diana Gunsteen and Jody Fagan were absent.

Staff members present were 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. Executive Director Kevin Romejko was absent.

Pledge of Allegiance

President Eckelberry led the Pledge of Allegiance.

Consent Agenda

Mr. Eckelberry asked if any commissioners wanted to make changes to the consent agenda, then requested a motion to approve the consent agenda. Ms. Kasuba motioned to approve, seconded by Ms. Stocks. Mr. Eckelberry asked for a roll call vote.

ROLL CALL VOTE:

AYES: Eckelberry, Palmer, Stocks, Kasuba, Botkin

NAYS: None

ABSTAIN: None

ABSENT: Gunsteen, Fagan

Motion Passed

Public Comments

None

Unfinished or Continuing Business

No Report

New Business

Approval of HVAC Replacement Installation at Bartlett Community Center

Ms. O'Brien shared results of the bid opening on June 11th for the installation of a new rooftop unit for **LIFECENTER** at Bartlett Community Center. The new unit was purchased in April 2025 at a cost of \$225,500, and this bid is for installation. Staff was pleased to receive ten sealed bids, with the lowest responsible bidder being Anchor Mechanical, Inc. in the amount of \$332,080. The bid includes a \$30,000 construction contingency and unit price of \$7,887 to install up to eight industrial ceiling fans. Ms. Palmer asked if the project was under budget. Ms. O'Brien responded, with the unit price of the RTU and bid price for installation, the project comes in under the \$700,000 budget, even with the additional \$7,887 for eight industrial fans. Ms. Kasuba asked for clarification on the RTU that is being replaced and the area of Bartlett Community Center it services. Ms. O'Brien explained the uniting being replaced services the **LIFECENTER** Health and Fitness Center. Ms. Palmer asked if this unit was the largest of the five RTUs at BCC. Ms. O'Brien confirmed this unit is the largest at BCC and includes a lot of electrical and mechanical work set-up for the replacement. The other RTU replacements are estimated to be less expensive. Mr. Eckelberry commented it was nice to see the project come in under budget. Ms. O'Brien informed

the Board the new unit is scheduled to arrive in September, allowing the work to take place during a time of cooler temperatures. Mr. Botkin motioned to approve of hiring Anchor Mechanical, Inc. to install the new roof top unit for a base bid amount of \$332,080 and a unit price of \$7,887 to add up to eight industrial ceiling fans. Ms. Palmer seconded the motion. **Motion Passed.**

Approval of Basketball Tournament Rental at Bartlett Community Center

Ms. Mix presented the request from tournament company, One Day Shootouts, to rent Bartlett Community Center Gymnasium on May 16 and 17th, 2026. The tournament organizers will not be charging for admission for the tournament, but will be selling water, sports drinks, and tournament t-shirts. Anticipated revenue for this rental request would be \$4,410. Ms. Palmer motioned to approve, seconded by Ms. Stocks. **Motion Passed.**

Department Updates

Business Services

Mr. Leninger informed Commissioners, the District recently completed an audit by IMRF. IMRF aims to audit each member every six to eight years, and the last time the District was audited was 2012. Business Services staff was instrumental in compiling requested information for IMRF and the District received favorable results. IMRF thanked staff for their participation and commended Bartlett Park District on our performance of adhering to IMRF policies.

Parks & Planning

Ms. O'Brien provided several updates from the Parks Department. Staff is preparing for the 4th of July Festival at Apple Orchard Community Park by cleaning up parking lots and moving parking blocks, watering the field, and marking out the field parking lot. Next Monday, Apple Orchard Community Park will look a lot different with the arrival of the carnival. Parks staff is also assisting with 4th of July Parade preparations and getting the District's float ready. Parks staff is also addressing continuing challenges with the splash pad at Blue Heron Park. Ms. O'Brien explained the differences between the splash pad at Leiseberg Park and Blue Heron Park and why it has significantly more challenges. Blue Heron Park splash pad uses chemically treated water and an activator button which is different from Leiseberg. Ms. O'Brien noted some of the challenges are user error with the activator button and staff is currently working with the manufacturer in the hopes of replacing it.

Recreation

Ms. Dasbach shared an updated to the District's Marketing Team with the promotion of Kathy Grywinski to full-time Graphic Designer. Kathy has been a dedicated part-time employee with the District for the past 16 years. With the addition of a full-time graphic designer, the District will be able to bring the brochure design in-house instead of contracting it out. Ms. Dasbach also highlighted this year's athletic summer camps and shared information on the next Pack the Park event at Schoppe Park on July 21st.

Special Facilities

Ms. Mix described the new Lazy River 5K event taking place on July 13th at Bartlett Aquatic Center. Each participant will receive an event t-shirt and lap counter. Lazy River walking continues to be a popular program this season with all classes full and on waitlists. BAC staff was audited in June and received 3 stars with some areas for improvements and directions for upcoming in-services. New lockers have been installed at BAC and season pass sales are up to 384. Ms. Mix also provided an update on the AC for the Oak Room, repairs have been made and portable AC units are no longer needed.

Villa Olivia

Mr. Pierobon reported Villa Olivia Golf Course has seen an increase in both golf rounds and beverage sales in the month of May compared to last year. Food & Beverage and Events has also seen an increase in the number of guests and revenue for the month of May compared to last year. Mr. Pierobon also informed the Board of a water main break near hole 9. Village Public Works staff repaired the water main and will be sending out contractors to reseed and fix the turf.

Executive Director Updates

Ms. Dasbach directed commissioners to the written report provided by Mr. Romejko including reminders for the 4th of July Parade and Bartlett Parks Foundation Turbo Turtle Race. Mr. Romejko's report also provided a save the date for the SLSF Celebrate Ability Gala and update on the District's Comprehensive Master Plan and Strategic Plan.

Commissioner Comments

Mr. Eckelberry shared that he recently attended the Joint Taxing Agencies meeting with Mr. Romejko. Many of the attending agencies are also working on Master and Strategic planning or recently completed theirs. They received updates on the other local agencies plans for the future and Mr. Romejko spoke about the District's plans and updates at Sunrise Park.

Adjournment

There being no further business, Ms. Palmer moved to adjourn the Board Meeting, seconded by Ms. Kasuba. **Motion carried at 7:25 pm.**

Minutes Approved by the Board on July 22, 2025.

By:  _____
Kevin Romejko, Board Secretary