

# **BARTLETT PARK DISTRICT BOARD MEETING MINUTES TUESDAY, SEPTEMBER 30, 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, Dale Ann Kasuba, Jody Fagan, and Nathan Botkin.

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. Superintendent of Villa Olivia Bobby Pierobon was absent.

Guest: Ed Tracy, Seldon Fox Ltd

## **Pledge of Allegiance**

President Eckelberry led the Pledge of Allegiance.

## **Consent Agenda**

Mr. Eckelberry presented the consent agenda and requested a motion to approve. Mr. Eckelberry stated the consent agenda included approval of meeting minutes from the Regular Board Meeting on September 9, 2025, approval of the Monthly Treasurer Report, approval of the purchase order report and approval of the September Bill List. Ms. Kasuba motioned to approve, seconded by Ms. Gunsteen. **Motion Passed.**

## **Public Comments**

None

## **Unfinished or Continuing Business**

None

## **New Business**

### **Approval of Annual Comprehensive Financial Report**

Mr. Leninger stated staff concluded work with Seldon Fox Ltd on the annual audit which was both a pleasure and challenging. Mr. Leninger introduced Mr. Ed Tracy, Vice President of Seldon Fox Ltd and lead auditor on the annual audit. Mr. Tracy agreed his staff tries to be challenging and test internal controls to ensure financials are accounted for properly. Mr. Tracy reported no weaknesses or internal control concerns were found. Mr. Tracy explained a new process relating to sick pay accrual that was adopted in the last fiscal year, which was reported in the government wide financial statements. Mr. Tracy reported few adjustments, with minimal effect, were made relating to reclassifications and reformatting fund statements to convert to government financial statements.

Mr. Tracy stated this year's audit will be submitted for the Certificate of Achievement for Financial Reporting, which the District has received each of the past 23 years. He is confident it will once again be awarded to the District. Mr. Tracy highlighted positive changes to the general, recreation, and Villa Olivia funds and reported a strong position for all nonmajor funds, along with a very positive year overall for the District. Mr. Tracy thanked the District, Mr. Leninger, and his staff for their assistance and work in this process.

Mr. Eckelberry asked if any commissioners had questions for Mr. Tracy or staff before approving the annual audit. Commissioners requested additional time to review the annual audit before approving. Commissioners agreed to push approval to the next Regular Board Meeting to allow additional time to review.

## **Department Updates**

### **Business Services**

Mr. Leninger informed the Board staff received communication to finally receive the \$75,000 DECO Grant for the Family Changing Rooms at Bartlett Aquatic Center. Staff can now submit expenses to receive reimbursement. Mr. Leninger also shared staff is in the final stages of filling the new Risk and Training Manager position and hopes to have an announcement for the Board soon.

### **Parks & Planning**

Ms. O'Brien discussed a recent two-day training Parks staff attended on forestry basics. The first day covered planting, pruning, tree biology, proper tree care, and avoiding tree damage during construction projects. The second day provided hands-on training focused on chainsaw safety and basic operations. Staff found the training highly valuable, informative and are excited to use the new skills they have learned. Ms. O'Brien also provided updates on aquatic facilities and the rooftop unit replacement at BCC. Bartlett Aquatic Center and splash pads were closed for the season on September 2<sup>nd</sup>. Staff are working on routine maintenance and will soon begin winterizing aquatic facilities as well as Apple Orchard Golf Course irrigation system. Ms. O'Brien reported the new rooftop unit for **LIFECENTER** has been installed, and the final stages are cleaning ducts and making final adjustments to the system. Additionally, the new assless Big Ass Fans have been installed throughout **LIFECENTER**, and pictures were provided.

Ms. O'Brien stated greens at Apple Orchard Golf Course have been aerated and top dressed and staff are working on aerating and over-seeding damaged turf areas. Ms. Palmer asked if staff was still planning to change the course tee numbers at the end of this season. Ms. O'Brien responded staff had recently met about this plan and walked the course considering the new layout and what that entails. The flow and pathways directing hole 9 to hole 1 were discussed with some additional signage possibly needed. Ms. Gunsteen asked what the goal of this change was. Mr. Romejko explained the goal is to improve the layout of the course to have golfers end their round at the clubhouse, making it easier to return pull carts and providing golfers an opportunity to stop into the clubhouse for snacks and beverages. Mr. Romejko explained with the current course layout; golfers end their round just off the parking lot and typically head immediately to their vehicle.

### **Recreation**

Ms. Dasbach updated the Board on travel basketball season, reporting this year there were 10 teams with 6 boys teams and 4 girls teams. Staff is happy to see girls travel basketball is bouncing back since after COVID girls travel teams were nonexistent for a while. Ms. Dasbach shared other events taking place including volleyball season, Harvest Craft Fair, and the adult theater show 'Peter and the Star Catcher'. Additionally, Ms. Dasbach reported the AC unit at the Nature Center is scheduled to be replaced by IDNR and there are delays. Parts of the new AC unit were not compatible and there is a several-week lead time for replacements. IDNR has brought in temporary cooling units, but staff have dealt with hot temperatures throughout the building. One of the reptiles housed at the Nature Center has lost it's tail, which can happen, and staff believe it may be due to the heat in the building.

### **Special Facilities**

Ms. Mix presented the Bartlett Aquatic Center Annual Report. Throughout the report, Ms. Mix provides 4-year comparisons for revenues and expenses but notes that the year 2024 is not a great comparison due to the issues with the turbine pump and late opening of the pool. Ms. Mix provided detailed breakdowns of revenue sources and expenses as well as season pass sales and daily admission. Daily admission reporting was broken down between pass holders, paid

daily admission, outside camp groups, and Bartlett Park District campers. Ms. Gunsteen asked if the District accounts or budgets for BPD campers visiting the pool daily. Ms. Mix responded there is no charge for the Park District campers to visit the pool. Commissioners discussed the decline in season pass sales for the 2025 season and how the issues with the turbine pump last season could have affected pass sales this season. Ms. Mix shared the special events that took place this season and the success of the inaugural Lazy River 5K, which staff plans to host again next year. Ms. Mix provided total staffing numbers for each position for this season as well as staffing costs and staff appreciation done throughout the season. Ms. Mix finished her report with trivia about Bartlett Aquatic Center and plans to rebrand to Barracuda Bay Waterpark for the 2026 season. Ms. Gunsteen asked if schedules will be adjusted for next season due to School District U46's extended summer. Mr. Romejko responded that staffing would be a concern for U46's extended summer, for the pool as well as camps, because there is a significant decrease in available staff starting in August when many staff leave for college. Mr. Botkin asked if the pool can be open partially if staffing is an issue. Ms. Mix explained this is something that is already done towards the end of the season. If staffing is limited, some amenities at the pool are closed and admission rates are adjusted accordingly.

### **Villa Olivia**

Mr. Romejko provided a Villa Olivia update in Mr. Pierobon's absence. Mr. Romejko provided financials for golf and food & beverage for the month of August compared to August of 2024. Mr. Romejko reported revenues are up in all areas compared to this time last year. Staff will begin annual maintenance on the golf course next week including aeration of the greens. The course will be closed on Monday, October 6<sup>th</sup> and reopen on Tuesday, October 7<sup>th</sup> with fall season rates in effect. A three-year comparison of golf outings was shared as well as plans to increase golf outings at Villa Olivia by reserving weekend dates for larger outings and scheduling smaller outings during the week.

### **Executive Director Updates**

Mr. Romejko informed the Board of several upcoming events that might interest them. SLSF will be hosting their annual Gala in October and he encouraged any commissioner that would like to attend to let Ms. Carter know. Mr. Romejko stated registration for the IAPD/IPRA annual conference has opened early this year and anyone who would like to attend should let Ms. Carter know as soon as possible. IAPD will be hosting its annual Legal Symposium on Thursday November 6<sup>th</sup>. There is an option to attend in person or virtually; Mr. Romejko and Mr. Leninger will be attending virtually. Mr. Romejko informed the Board, Andrea Griffin, will be attending the next Regular Board Meeting to introduce herself to the Board as the new Executive Director for NWSRA.

### **Commissioner Comments**

Ms. Kasuba stated herself, and Ms. Stocks will not be able to attend the October 14<sup>th</sup> Board Meeting.

### **Adjournment**

There being no further business, Ms. Gunsteen moved to adjourn the Board Meeting, seconded by Mr. Botkin. **Motion carried at 7:48 pm.**

Minutes Approved by the Board on October 14, 2025.

By:   
Kevin Romejko, Board Secretary