



ROSELLE PARK DISTRICT

555 W Bryn Mawr Ave
Roselle, IL 60172
630-894-4200

rparks.org

**Roselle Park District
Regular Meeting
January 10, 2024 6:30 PM
10 N. Roselle Rd Roselle, IL 60172**

MINUTES

- I. **Call to Order:** President Ellison called the meeting to order at 6:30 PM.
- II. **Roll Call:** Present were Commissioners John Brady, Bob Furlin, Jeff Peto, Katie Kilbridge and President Ellison. Also present were Executive Director Lynn McAteer, Deputy Director Nicolette Orlandino, Superintendent of Recreation Mike Wold, Parks and Facilities Supervisor Nick Leone, Recreation Supervisor Gina Vanassche, and Christy Bathje, Human Resources Generalist.
- III. **Pledge of Allegiance**
- IV. **Public Input** – Dan Leahy, Executive Director, Western DuPage Special Recreation
- V. **Consent Action:** President Ellison asked for a motion to approve the following consent action: Regular Meeting Minutes of 11/08/23 and 12/13/23 and Special Meeting Minutes 11/29/23; Cash Investments Report as of 12/31/2023; Disbursements in the amount of \$1,306,767.77 as of 12/31/2023; and Budget to Actual Report through 12/31/2023. Commissioner Kilbridge moved, seconded by Commissioner Furlin. A roll call vote was taken with Commissioners Peto, Furlin, Kilbridge, Brady and President Ellison voting Aye. Motion carried.
- VI. **New Business – Items for discussion**
 - A. **Staff Service Recognition** - Based on the employee recognition policy, the following employees were recognized by the Board and their respective supervisors: Lynn McAteer 15 years, Manny Trejo 5 years and Monica Townsend 5 years.

President Ellison recessed the meeting at 6:48 PM, meeting reconvened at 7:05 PM with Commissioners Brady, Kilbridge, Furlin, Peto and President Ellison present.
 - B. **Employee Manual Update** – Director McAteer presented to the Board for discussion, updates to the 2024 Employee Manual prepared by HR Generalist Christy Bathje, dated December 27, 2023: Family Bereavement; Blood Donation and Employee Blood and Organ Donation; A-3 Non-discrimination and Anti-Harassment Policy (HB1363); and, A-7 Victims' Economic Security and Safety Act (VESSA).
 - C. **Chicagoland Pool Management Proposal** – Staff have been reviewing the Kemmerling pool operations including full-time and part-time staffing, service offerings, and day-to-day management. Staff decided to research other options in hopes of increasing efficiency and productivity throughout the district as a whole, and have presented them to the Board for review. Staff discussed the Chicagoland Contracted Pool Management Proposal for 2024 Season. The proposed agreement has also been sent to legal counsel at PDMRA and Tressler LLP to review and would be approved prior to signing. Based on the current challenges, projected cost, and potential benefits staff requested Board moving forward with the proposed agreement from Chicagoland Pool Management, pending approval from legal counsel, for the upcoming 2024 pool season. This would be a one season agreement that the district can choose to renew or not renew after that. Staff did look into other companies. Staff

received excellent recommendations from other park districts who use Chicagoland Pool Management.

- D. FY 2024 Projections** – Deputy Director presented the fiscal year 2024 budget projection report. This report is an overview of where staff is projecting fund balances to be at April 30, 2024 based on current trends.

VII. Action Items

- A. Employee Manual Update** - Commissioner Kilbridge moved, seconded by Commissioner Peto to approve the updates to the Employee Manual as presented. A roll call vote was taken with Commissioners Brady, Furlin, Kilbridge, Peto and President Ellison voting Aye. Motion carried.
- B. Chicagoland Pool Management Proposal** – Commissioner Brady moved, seconded by Commissioner Furlin to approve the proposal from Chicagoland Pool Management for the 2024 pool season pending approval from legal counsel and Board member review for the outstanding items. A roll call vote was taken with Commissioners Brady, Furlin, Kilbridge, Peto and President Ellison voting Aye. Motion carried.

VIII. Reports

- A. Director's Report:** Executive Director McAteer presented written report and answered questions from the Board.
Supervisor Nick Leone updated the Board on several projects his department is working on, and Superintendent Wold presented current status of programming and staffing for summer.
- B. WDSRA** – Dan Leahy updated the Board as to the condition of their facility after a catastrophic flood that occurred in 2023, and the programs WDSRA offers to the community. Mr. Leahy thanked the Roselle Park District Board of Commissioners and staff for all of their contributions over the years in support of Western DuPage Special Recreation Association.
- C. Reports from Commissioners - none**

- IX. Other** – Special Board meeting scheduled for January 24, 2024 was cancelled.

- X. Adjournment** - Commissioner Brady motioned to adjourn the meeting, seconded by Commissioner Furlin, a voice vote was taken with Commissioners Brady, Furlin, Peto, Kilbridge and President Ellison voting Aye. Motion carried. Adjournment was at 8:04 PM.

Attest:

Secretary

Approved

Vice President