



# ROSELLE PARK DISTRICT

555 W Bryn Mawr Ave  
Roselle, IL 60172  
630-894-4200  
**rparks.org**

**Roselle Park District  
Regular Meeting  
May 14, 2025, 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 Loszach and Nick Leone Superintendent of Parks and Facilities.
- III. **Pledge of Allegiance**
- IV. **Public Input - no public present**

Superintendent Loszach introduced Nicole Andrewson as the new Recreation Supervisor.

Commissioner John Brady submitted his resignation from the Roselle Park District Board of Commissioners. The Board and staff thanked Commissioner Brady for his dedication and contributions to the Roselle community as a commissioner and friend of the parks.
- V. **Appointment of Commissioner Vacancy Position** – Commissioner Furlin moved, seconded by Commissioner Peto, to approve the appointment of Dan Italia to the Roselle Park District Board of Commissioners to fill the current vacant position. A roll call vote was taken with Commissioners Furlin, Kilbridge, Peto and President Ellison voting Aye. Motion carried.
- VI. **Oath of Office – Newly Elected and Appointed Commissioners** – Jeff Peto, Laura Ellison, Bob Furlin, and Dan Italia took the Oath of Office and were sworn in as Commissioners for the Roselle Park District.

*The meeting recessed at 6:39 PM and reconvened at 6:48 PM.*
- VII. **Appointment of Temporary Chairperson, Lynn McAteer to conduct the Election of President of the Board** - Commissioner Kilbridge moved, seconded by Commissioner Peto to appoint Director Lynn McAteer Temporary Chairperson to conduct the election of the President of the Board of Park Commissioners. A roll call vote was taken with Commissioners Italia, Kilbridge, Peto, Furlin and President Ellison voting Aye. Motion carried.
- VIII. **Election of President of the Board**- Director McAteer called for nominations for President of the Board of Park Commissioners. Commissioner Ellison was nominated. Commissioner Kilbridge moved, seconded by Commissioner Peto to elect Laura Ellison to the office of President of the Roselle Park District Board of Commissioners. A roll call vote was taken with Commissioners Italia, Peto, Kilbridge, Furlin and President Ellison voting Aye. Motion carried.
- IX. **Election of Vice President of the Board** – President Ellison called for nominations for Vice President of the Board. Jeff Peto was nominated. President Ellison moved, seconded by Commissioner Kilbridge to elect Commissioner Peto to the office of Vice-President of the Roselle Park District Board of Commissioners. A roll call vote was taken with Commissioners Italia, Kilbridge, Peto, Furlin and President Ellison voting Aye. Motion carried.

**X. Appointments by President of the Board of Commissioners:**

- A. Treasurer** – President Ellison moved to appoint Commissioner Katie Kilbridge as Treasurer of the Roselle Park District Board of Commissioners. Seconded by Commissioner Furlin. A roll call vote was taken with Commissioners Italia, Peto, Kilbridge, Furlin and President Ellison voting Aye. Motion carried.
- B. Secretary**- President Ellison called for motion to appoint Lynn McAteer as the Secretary of the Roselle Park District Board of Commissioners. Commissioner Peto moved, seconded by Commissioner Italia. A roll call was taken with Commissioners Peto, Kilbridge, Italia, Furlin and President Ellison voting Aye. Motion carried.
- C. Attorney** - President Ellison asked for a motion to approve, with the advice and consent from the Board, to appoint Andrew Paine of the law firm of Tressler, LLP as Attorney for Roselle Park District. Commissioner Kilbridge moved, to appoint Andrew Paine of the law firm of Tressler, LLP as Attorney for the Roselle Park District Board, seconded by Commissioner Furlin. A roll call was taken with Commissioners Italia, Kilbridge, Peto, Furlin and President Ellison voting Aye. Motion carried.
- D. Finance Committee**- President Ellison asked for a motion to approve the appointment of Laura Ellison and Katie Kilbridge to the Finance Committee. Commissioner Furlin moved, seconded by Commissioner Peto. A roll call was taken with Commissioners Kilbridge, Peto, Italia, Furlin and President Ellison voting Aye. Motion carried.
- E. Recreation and Parks Committee**- President Ellison asked for a motion to approve the appointment of Dan Italia and Bob Furlin to the Parks & Recreation Committee. Commissioner Kilbridge moved, seconded by Commissioner Ellison. A roll call was taken with Commissioners Kilbridge, Peto, Italia, Furlin and President Ellison voting Aye. Motion carried.
- F. Personnel Committee**- President Ellison asked for a motion to approve the appointment of Laura Ellison and Jeffrey Peto to the Personnel Committee. Commissioner Kilbridge moved, seconded by Commissioner Furlin. A roll call vote was taken with Commissioners Kilbridge, Peto, Italia, Furlin and President Ellison voting Aye. Motion carried.
- G. Village of Roselle TIF District**- President Ellison asked for a motion to approve the appointment of Director Lynn McAteer as the Roselle Park District Representative to the Village of Roselle Irving-Central Tax Increment Financing Advisory Commission (TIF District). Commissioner Italia moved, seconded by Commissioner Furlin. Roll call vote was taken with Commissioners Italia, Peto, Kilbridge, Furlin and President Ellison voting Aye. Motion carried.
- H. Western DuPage Special Recreation Association Representative (WDSRA)**- President Ellison asked for a motion to approve the appointment of Director Lynn McAteer as representative to WDSRA, and Deputy Director Nicolette Orlandino as alternate. Commissioner Peto moved, seconded by Commissioner Italia. A roll call was taken with Commissioners Kilbridge, Peto, Italia, Furlin and President Ellison voting Aye. Motion carried.
- I. Illinois Municipal Retirement Fund Representative (IMRF)** - President Ellison asked for a motion to approve the appointment of Director Lynn McAteer as representative to IMRF, and Deputy Director Nicolette Orlandino, as alternate. Commissioner Furlin moved, seconded by Commissioner Italia. A roll call was taken with Commissioners Kilbridge, Peto, Italia, Furlin and President Ellison voting Aye. Motion carried.

- XI. Public Hearing – FY 2025-2026 Budget & Appropriation Ordinance #051425-A:** At this time President Ellison opened the public hearing for the FY 2025-2026 Budget & Appropriation Ordinance #051425-A. *No public was present.* President Ellison asked for a motion to close the public hearing at 6:54 PM, Commissioner Kilbridge moved, seconded by Commissioner Peto. A

roll call vote was taken with Commissioners Italia, Kilbridge, Peto, Furlin and President Ellison voting Aye. Motion carried.

- XII. Consent Action:** President Ellison asked for a motion to approve the following consent action: Regular Meeting Minutes of 04/09/2025 and 04/23/2025; Preliminary Cash Investments Report as of 04/30/2025; Preliminary Disbursements in the amount of \$414,005.93; and Preliminary Budget to Actual Report through 04/30/2025. Commissioner Kilbridge moved, seconded by Commissioner Peto. A roll call vote was taken with Commissioners Peto, Furlin, Italia, Kilbridge and President Ellison voting Aye. Motion carried.

**XIII. New Business – Items for Discussion**

- A. Kemmerling Gazebo – electrical upgrade** – Staff requested Board approval of the furnishing and installation of a power supply to the new Shelter at the Kemmerling Playground. This was not an item included in the Base Bid Package for the construction, so we have solicited the work to our trusted electrical contractor. Wood Dale Electrical Construction has provided the estimate to trench underground electrical utilities from the Pool House to the new Structure at \$23,860.
- B. Ordinance 051425-B – Board Policy Manual – Appendix P: Financial Assistance Program** - The Financial Assistance Policy, originally adopted in 2012, has been updated to reflect current best practices and align guidelines used by other park districts. This policy reaffirms the Roselle Park District's commitment to providing equitable access to recreational programs by offering fee reductions to residents facing financial hardship. Key updates include a clearly defined eligibility framework based on USDA Income Eligibility Guidelines, revised program funding limits, and clarification of the application and registration process to ensure transparency and accessibility. These revisions were made in consultation with legal counsel to ensure compliance and clarity and to better support our community's evolving needs.
- C. Budget and Appropriation Ordinance #0510425-A** - The Board and staff discussed Budget and Appropriation Ordinance.
- D. Hey and Associates – Proposal for Chatburg Park and Goose Lake Park** - Staff requested Board approval to engage Hey and Associates to assist with the preparation of grant documentation for the DuPage County Stormwater Management Grant (Watershed Planning Grant) and the U.S. Environmental Protection Agency (EPA) grant. These grants will support critical environmental and infrastructure improvements at Chatburg Park and Goose Lake Park. Since Rock Run Park is small, we could upgrade with naturalization. These areas have been identified by DuPage County as locations with potential basin issues requiring attention. The anticipated scope of work will include: Wetland restoration to improve habitat quality and water retention; Shoreline erosion control to stabilize banks and reduce sedimentation and Green infrastructure projects to manage stormwater and enhance sustainability. Hey and Associates has the expertise necessary to help us align our projects with grant requirements and present a strong application. Their assistance will ensure that our submissions are complete, competitive, and reflective of both community and environmental needs.

**XIV. Action Items**

- A. Kemmerling Gazebo – Electrical Upgrade** - Commissioner Kilbridge moved, seconded by Commissioner Furlin to approve the proposal from Wood Dale Electrical Construction in the amount of \$23,860 for the furnishing and installation of power to the Kemmerling Park shelter. A roll call vote was taken with Commissioners Peto, Furlin, Kilbridge, Italia and President Ellison voting Aye. Motion carried.
- B. Board Policy Manual - 051425- B – Appendix P: Financial Assistance Program** Commissioner Peto moved, seconded by Commissioner Italia to approve Ordinance 051425-B amending Appendix P: Financial Assistance Program Policy of the Roselle

Park District Board Policy Manual. A roll call vote was taken with Commissioners Peto, Furlin, Kilbridge, Italia and President Ellison voting Aye. Motion carried.

**C. Budget and Appropriation Ordinance 051425-A** – President Ellison asked for a motion to approve FY 2025-2026 Budget and Appropriation Ordinance #051425-A Commissioner Kilbridge moved, seconded by Commissioner Furlin to approve Ordinance #051425-A. A roll call vote was taken with Commissioners Peto, Furlin, Kilbridge, Italia and President Ellison voting Aye. Motion carried.

**D. Hey and Associates – Proposal for Chatburg Park and Goose Lake Park** – Commissioner Italia moved, seconded by Commissioner Peto to approve the proposal from Hey and Associates in the amount of \$25,000 for the IL EPA Watershed grant preparation and submittal for both Goose Lake and Chatburg parks. A roll call vote was taken with Commissioners Italia, Peto, Furlin, Kilbridge and President Ellison voting Aye. Motion carried.

## **XV. Reports**

### **A. Director's Report:**

Director McAteer presented the Director's Report and answered questions from the Board. Director McAteer gave verbal report on legislative conference. The RTP Grant for Kemmerling was submitted. Director McAteer met with Village staff regarding preparing an ordinance concerning use of "E-Bikes".

### **B. Commissioners Report – none**

### **C. WDSRA verbal**

**XVI. Closed Session** – Commissioner Kilbridge moved, seconded by Commissioner Furlin to enter into closed session, at 8:15 PM, for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to 5 ILCS 120/2(c)(1) and the discussion of Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, pursuant to 5 ILCS 120/2(c)(11).

Reconvene from closed session at 8:44pm.

Action as a result of closed session: Approval of the Executive Director's annual review.

**Adjournment** President Ellison motioned to adjourn the meeting; a voice vote was taken with all in favor voting Aye; motion carried. Adjournment was at 8:45PM

  
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President

Attest:  
  
\_\_\_\_\_  
Secretary

  
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Approved