



# ROSELLE PARK DISTRICT

555 W Bryn Mawr Ave  
Roselle, IL 60172  
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[rparks.org](http://rparks.org)

**Roselle Park District  
Regular Meeting  
June 11, 2025, 6:30 PM  
10 N Roselle Rd., Roselle, IL 60172**

## MINUTES

- I. **Call to Order:** Vice President Jeff Peto called the meeting to order at 6:31 PM.
- II. **Roll Call** - Present were Commissioners Bob Furlin, Jeff Peto, Katie Kilbridge (arrived at 6:32PM), Dan Italia. President Laura Ellison was absent. Also present were Executive Director Lynn McAteer, Deputy Director Nicolette Orlandino, Superintendent of Recreation Mike Loszach and Superintendent of Parks and Facilities Nick Leone.
- III. **Pledge of Allegiance**
- IV. **Public Input** - no public present
- V. **Consent Action:** Vice President Peto asked for a motion to approve the following consent action: Regular Meeting Minutes of 05/14/2025; Cash Investments Report as of 05/31/2025; Disbursements as of 05/31/2025 in the amount of \$956,561.11; and Budget to Actual Report through 05/31/2025. Commissioner Italia moved, seconded by Commissioner Furlin. A roll call vote was taken with Commissioners Peto, Furlin, Kilbridge, Italia voting Aye. President Ellison absent. Motion carried
- VI. **New Business — Items for Discussion**
  - A. **Kemmerling Park Aquatic Bid Proposal – IHC** – Director McAteer introduced Jim Leppert from IHC who discussed with the Board the bids that were opened May 29, 2025 for the aquatic portion of Kemmerling Park project. Motion to approve bid packages was moved forward on agenda as follows: Commissioner Kilbridge moved, seconded by Commissioner Furlin to approve the bid packages for the Kemmerling Aquatics project as follows; Aquatics package to Schaeffes Brothers for \$950,000, the plumbing package to DeFranco Plumbing including alternate 6 for \$90,783, the electrical package to McWilliams Electric including alternate 3A for \$160,400, the demo, excavation, and site utilities package to American Grading for \$371,881, the landscaping package to Great Lakes Landscaping including alternates 5A and 5B for \$234,804, and the fencing package to Proline Fence including alternates 2 and 4 for \$197,158. A roll call vote was taken with Commissioners Kilbridge, Italia, Furlin and Vice President Peto voting Aye, President Ellison absent. Motion carried.
  - B. **Year End Financial Report FY 2024/2025** – Assistant Director Orlandino presented FY 2025 Preliminary Year-End Report, which provides pre-audit financial estimates for the fiscal year. This report includes total current net revenue compared to the prior year, projected ending fund balances, and program net revenue with year-over-year comparison.
  - C. **Kemmerling Park Change Order – Fencing for Tennis Court** - Staff requested Park Board approval for Change Order #1 for the Kemmerling Park tennis court project. This change order will result in a net credit of \$18,032.00 to the overall project. The original bid for the tennis court improvements came in over budget. To help bring the project back in line with financial expectations, our architects recommended the removal of the curb that was initially planned to be installed around the courts. This adjustment allows the district to proceed with replacing the fencing while staying within budget. The updated fencing will now extend to the ground, which will still provide a strong and effective barrier to help keep balls within the court area.

- D. Kemmerling Park Alternate and Approval Great Lakes Landscaping** – Staff requested approval from the Park Board to accept Bid Alternate 7, submitted by Great Lakes, for the Kemmerling Park Improvement Project. This includes the installation of asphalt paths throughout the park and is an important enhancement to the overall accessibility and usability of the site. The cost for Alternate 7 is \$88,786.00, as outlined in the bid tabulations. Great Lakes has submitted a competitive and complete proposal.
- E. Safety Manual Amendment – Policy Updates** - As part of the ongoing Risk Management Review being conducted in partnership with PDRMA, the following amendments to the District's Safety Manual were proposed. These updates are designed to strengthen our policies and procedures to help prevent abuse of children and vulnerable adults. Proposed Changes: Remove the current section on Mandated Reporting. Add the new sections: Child Abuse & Neglect Policy – Mandated Reporter; Reporting Abuse, Suspicion of Abuse, or Inappropriate Behavior Involving Minors – Non-Mandated Reporter; Boundary Violations Policy; Electronic Communications with Minors & Vulnerable Adults Policy; and Staff Code of Conduct Acknowledgement.
- F. Open Purchase Requisitions FY 2026** – To save time and paper staff presented a list of recurring billings (Memorandum dated 6/4/2025) that may be over \$1,000 each that they would like Board approval to have an open purchase requisition. The presented totals are in line with what was budgeted and each invoice averages about \$1,000 or more.
- G. Communications Systems – 911Inform and RingCentral Phone System**– Staff presented an overview of proposed technology enhancements for the District from Ascenda, focusing on improving both security infrastructure and communications systems.
- H. American Capital Lease Agreement Fitness Equipment** – Staff is seeking Park Board approval to enter into a five-year lease agreement with American Capital for the acquisition of new cardio equipment for the fitness center. This lease would include a \$1.00 buyout option at the conclusion of the term, allowing us to retain full ownership of the equipment. The annual payment for the lease will be \$26,900.00. The lease agreement allows the district to manage budget more effectively while providing members with updated and reliable fitness equipment on an ongoing basis.

## **VII. Action Items**

- A. Kemmerling Park Aquatic Bid Proposal – IHC** – Action item moved forward.
- B. Kemmerling Park Tennis Court Change Order – Fencing for tennis court** - Commissioner Italia moved, seconded by Commissioner Furlin to approve Change Order #1 from Great Lakes Landscaping to eliminate the concrete curb at the tennis court resulting in a decrease to the contract amount of \$18,032.00. A roll call vote was taken with Commissioners Furlin, Kilbridge, Italia, and Vice President Peto voting Aye, President Ellison was absent. Motion carried.
- C. Kemmerling Park Alternate and Approval Great Lakes Landscaping** — Commissioner Furlin moved, seconded by Commissioner Kilbridge to accept bid alternate 7 from Great Lakes Landscaping for the installation of the asphalt paths throughout the Kemmerling Park in the amount of \$88,786.00. A roll call vote was taken with Commissioners Furlin, Kilbridge, Italia, and Vice President Peto voting Aye. President Ellison was absent. Motion carried.
- D. Safety Manual Amendment – Policy Update** – Commissioner Kilbridge moved, seconded by Commissioner Furlin to approve the amendments to the safety manual as presented. A roll call vote was taken with Commissioner Furlin, Kilbridge, Italia, and Vice President Peto voting Aye. President Ellison was absent. Motion carried.
- E. Open Purchase Requisitions FY 2026** – Commissioner Kilbridge moved, seconded by Commissioner Italia to approve open purchase requisitions for FY 2026 as presented. A roll call vote was taken with Commissioner Furlin, Kilbridge, Italia, and Vice President Peto voting Aye. President Ellison was absent. Motion carried.
- F. Communications Systems 911Inform and RingCentral** - Commissioner Furlin moved, Commissioner Kilbridge seconded to approve the installation and 36 months term agreement

with RingCentral for the Park District's communication as presented. A roll call vote was taken with Commissioners Italia, Furlin, Kilbridge and Vice President Peto voting Aye. President Ellison was absent. Motion carried.


- G. American Capital Lease Agreement Fitness Equipment** – Commissioner Italia moved, seconded by Commissioner Kilbridge to approve the five years lease agreement with American Capital for the purchase of the cardio fitness equipment as presented. A roll call vote was taken with Commissioners Italia, Furlin, Kilbridge, and Vice President Peto voting Aye. President Ellison was absent. Motion carried.

**VIII. Reports**

- A. Director's Report** Director McAteer presented the Director's Report and answered questions from the Board. Deputy Director Orlandino stated that signs are in the process of being purchased and installed with e-bikes regulations. Audit of District finance will be the 2<sup>nd</sup> week of July. On-line registration is having software issues that staff are currently working on upgrading.

- B. Reports from Commissioners** – none

- IX. Adjournment** – Commissioner Italia moved, seconded by Commissioner Kilbridge to adjourn the regular meeting at 7:59 PM. A voice vote was taken with all in favor. President Ellison was absent. Motion carried.

  
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President

Attest:

  
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Secretary

  
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Approved