



ROSELLE PARK DISTRICT

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

Roselle Park District
Regular Meeting
August 13, 2025, 6:30 PM
10 N Roselle Rd., Roselle, IL 60172

MINUTES

- I. **Call to Order:** President Laura Ellison called the meeting to order at 6:30PM.
- II. **Roll Call** - Present were Commissioners Bob Furlin, Jeff Peto, Katie Kilbridge, Dan Italia and President Laura Ellison. 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:** President Ellison asked for a motion to approve the following consent action: Regular Meeting Minutes of 07/09/2025; Cash Investments Report as of 07/31/2025; Disbursements as of 07/31/2025 in the amount of \$492,251.27 and Budget to Actual Report through 07/31/2025. Commissioner Italia moved, seconded by Commissioner Furlin. A roll call vote was taken with Commissioners Peto, Furlin, Kilbridge, Italia and President Ellison voting Aye. Motion carried.
- VI. **New Business — Items for Discussion**
 - A. *Item VI. C moved forward for guest speaker Price Sowers from Chicago Power and Light.*
Clauss Pathway Light Proposal – Staff requested Board approval to move forward with the budgeted replacement of Light Poles at Clauss Park. Staff presented a number of quotes from installers trying to get the matching Sternberg Fixtures (from Turner Park) installed at Clauss as well. Staff recommendation is to go with similar fixture from Chicago Power and Light, using TIPS Cooperative Purchasing.
 - B. **Ordinance #081325-A Board Policy Manual Amendments** – Staff presented the proposed updates to the Fund Balance Policy, Appendix L of the Board Policy Manual, and the newly developed Memorials & Donations Policy to be added as Appendix T to the manual.
 - C. **Village of Roselle IGA – Founders Day Fest** – Board and staff discussed the Intergovernmental Agreement proposal with the Village of Roselle for the 2025 Founders Day Fest. This version remains consistent with the 2024 agreement, with one key update: all references to the fireworks display have been removed, as it will no longer be part of the Founders Day celebration. The village also made the following changes: Updated village logo and #11 originally stated that the Park District would provide sanitation facilities (and be reimbursed by the village). This was changed to the village providing the sanitation facilities.
 - D. **Moved forward**
 - E. **10 North Building Window Proposal** – Staff requested Board approval to move forward with the budgeted repairs at 10 North for window replacement of the windows in the Kitchen and the Executive Directors Office. Staff solicited quotes from Mark Industries (\$29,000), recommended by IHC, and Replacement Window Systems Inc., (\$36,800), recommended

by Naperville Park District. Staff would like to get Board approval to place the order for the windows and schedule an October Installation.

- F. 911Inform Platform Proposal** – Staff presented a detailed cost breakdown for the 911Inform Platform, including both one-time installation charges and recurring annual expenses. There are multi-term options available, including three and five-year agreements. Given the overall investment and implementation scope, staff recommends beginning with a phased approach, starting with the Clauss facility. This will allow for manageable setup, staff training, and a more gradual assessment of the platform's value to our agency. Additional facilities (Kemmerling and 10 North) can be integrated at any time as we build familiarity and confidence with the system.
- G. Safety Manual Update – Vehicle Backing Policy** - Per the 2025 PDRMA RMR Audit, we are required to implement a Vehicle Backing Policy to add to Park District Safety Manual, effective to all staff required to drive Park District Vehicles. This policy will be overviewed during driver orientation and reviewed during Parks staff meetings as well as any in service driving checks. The Backing Policy was reviewed with the Board, as well as the Road Check Form and Guidelines, outlining all Vehicle Driving checks.

VII. Action Items

- A. Ordinance 081325-A Board Policy Manual Amendments** – Commissioner Furlin moved, second by Commissioner Kilbridge to approve Ordinance #081325-A amending the Board Policy Manual. A roll call vote was taken with Commissioners Italia, Furlin, Kilbridge, Peto and President Ellison voting Aye. Motion carried.
- B. Village of Roselle – Founders Day Fest** - Commissioner Peto moved, seconded by Commissioner Furlin to approve the Intergovernmental Agreement with the Village of Roselle for the Founders Day Fest 2025. A roll call vote was taken with Commissioners Furlin, Kilbridge, Italia, Peto and President Ellison voting Aye. Motion carried.
- C. Clauss Pathway Light Proposal** - Commissioner Kilbridge moved, seconded by Commissioner Peto to approval the proposal from Chicago Power and Light not to exceed \$124,000 for the replacement of the Clauss pathway lights. A roll call vote was taken with Commissioners Furlin, Kilbridge, Italia, Peto and President Ellison voting Aye. Motion carried.
- D. 10 North Window Proposal**– Commissioner Furlin moved, seconded by Commissioner Italia to approve the proposal from Mark Industries in the amount of \$29,000.00 for the replacement of windows at 10 North. A roll call vote was taken with Commissioner Furlin, Kilbridge, Italia, Peto and President Ellison voting Aye. Motion carried.
- E. 911Inform Platform Proposal** – Commissioner Italia moved, seconded by Commissioner Kilbridge to approve the 3 year proposal from 911Inform for Clauss not to exceed \$11,500 annually. A roll call vote was taken with Commissioner Furlin, Kilbridge, Italia, Peto and President Ellison voting Aye. Motion carried.
- F. Safety Manual Update – Vehicle Backing Policy** - Commissioner Peto moved, Commissioner Italia seconded to approve the vehicle backing policy as an amendment to the Safety Manual. A roll call vote was taken with Commissioners Italia, Furlin, Kilbridge, Peto and President Ellison voting Aye. Motion carried.

VIII. Reports

- A. Director's Report** Director McAteer presented the Director's Report and answered questions from the Board.
- B. Reports from Commissioners**
- C. WDSRA** – Director McAteer gave a brief verbal report.

- IX. **Closed Session** – Commissioner Furlin moved seconded by Commissioner Kilbridge, at 8:25 PM, to adjourn to Closed Session for discussion of probable or imminent litigation pursuant to 5 ILCS 120/2 (c) (11). A roll call was taken with Commissioner Kilbridge, Italia, Furlin, Peto and President Ellison voting Aye.

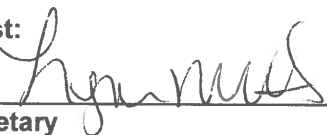
The Board reconvened from Closed Session at 8:50 PM.

Action as a result of Closed Session – none

- X. **Adjournment** – President Ellison moved to adjourn the regular meeting at 8:51 PM, a voice vote was taken with all present voting Aye.



President

Attest: 

Secretary

9/10/2025

Approved