



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

**Roselle Park District
Regular Meeting
December 10, 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 6:30 PM.
- II. **Roll Call** - Present were Commissioners Jeff Peto, Bob Furlin, Katie Kilbridge, Dan Italia and President Laura Ellison. Also present were Executive Director Lynn McAteer, Deputy Director Nicolette Orlando, Superintendent of Recreation Mike Loszach, and Superintendent of Parks and Facilities Nick Leone.
- III. **Pledge of Allegiance**
- IV. **Public Input**
- V. **Bond Issue Ordinance 12102025-A** Commissioner Italia moved, seconded by Commissioner Kilbridge to approve Ordinance #12102025-A providing for the issue of \$634,290 General Obligation Limited Tax Park Bonds, Series 2025A, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on the bonds, and authorizing the sale of the bonds to Itasca Bank & Trust Co., Itasca, Illinois. A roll call vote was taken with Commissioners Italia, Furlin, Kilbridge, Peto and President Ellison voted Aye. Motion carried.
- VI. **Consent Action:** President Ellison asked for a motion to approve the following consent action: Regular Meeting Minutes of 11/12/25; Cash Investments Report as of 11/30/2025; Disbursements as of 11/30/2025 in the amount of \$434,689.94 and Budget to Actual Report through 11/30/2025. Commissioner Peto moved, seconded by Commissioner Furlin. A roll call vote was taken with Commissioners Peto, Furlin, Kilbridge, Italia and President Ellison voting Aye. Motion carried.
- VII. **New Business — Items for Discussion**
 - A. **RMSBO 3-year Contract *moved up on Agenda*** – Director McAteer introduced RMSBO Vice-President Andy Mack. Director McAteer stated that the Roselle Park District and Roselle Medinah Softball Baseball Organization have finalized the updated 3-year agreement, and staff requested Park Board approval. The document reflects the updated RMSBO agreement, which has been reviewed and approved by the RMSBO Board. All updates discussed at the previous Board meeting have been incorporated into the final contract. The contract represents a strong and mutually beneficial partnership between the two organizations.
 - B. **2026 Budget Projection Report** – Deputy Director Orlando presented the FY 2026 Budget Projection Report. This report is an overview of where staff is projecting fund balances to be on April 30, 2026 based on current trends. This report does include referendum-related revenues and expenditures.
 - C. **2026 IPRA Conference Travel Expenditures** - Staff and Board reviewed the IPRA Conference expenses for the 8 employees/Board Members who will be traveling to Chicago for the Illinois Park and Recreation Conference. In accordance with the Illinois Travel Act Policy (P.A.099-0604) staff requested formal Board approval for the expenses. Staff Budgeted approximately \$7,500.00 for the conference.
 - D. **2026 Board Meeting Calendar** – Staff presented the proposed 2026 Regular Meeting dates of the Roselle Park District Board of Park Commissioners.

- E. **2026 Personnel Policy and Safety Manual Updates** - The State of Illinois has enacted updates to multiple employment-related statutes that require revisions to employee policy language to ensure continued legal compliance and best employment practices. These changes affect employee rights relating to leave, privacy, workplace protections, and the use of artificial intelligence in employment decisions. In response, staff has reviewed the Employee Handbook and recommended the following policy updates and additions: Nursing Mothers Act, Employee Organ Donation Leave, VESSA, Family Neonatal Intensive Care Leave Act, IL Human Rights Act – Artificial Intell and Discrimination, and Military Leave Act.
- F. **2026 Kemmerling Fees** - The Board and staff discussed the Kemmerling pool and splash pad proposal, fees and hours of operation.

VIII. Action Items

- A. **2026 IPRA Conference Travel Expenditures** - Commissioner Kilbridge moved, second by Commissioner Furlin to approve IPRA Travel Expenditures totaling \$7,375, for Lynn McAteer, Nicolette Orlandino, Bianca Hervig, Mike Loszach, Meg DeBuhr, Nicole Andrewson, Gina Vanassche, Dan Italia, Laura Ellison, Jeff Peto and Katie Kilbridge. A roll call vote was taken with Commissioners Italia, Furlin, Kilbridge, Peto and President Ellison voting Aye. Motion carried.
- B. **2026 Board Meeting Calendar** - Commissioner Peto moved, seconded by Commissioner Italia to approve the 2026 Board Meeting calendar as presented. A roll call vote was taken with Commissioners Italia, Furlin, Kilbridge, Peto and President Ellison voting Aye. Motion carried.
- C. **2026 Personnel Policy and Safety Manual Updates** - Commissioner Kilbridge moved, seconded by Commissioner Furlin to approve updates to the Employee Handbook and Safety Manual as presented. A roll call vote was taken with Commissioners Italia, Furlin, Kilbridge, Peto and President Ellison voting Aye. Motion carried.
- D. **2026 Kemmerling Fees** – Commissioner Italia moved, seconded by Commissioner Furlin, to approve Kemmerling Fee Proposal for the 2026 season as discussed. A roll call vote was taken with Commissioners Italia, Furlin, Kilbridge Peto and President Ellison voting Aye. Motion carried.
- E. **RMSBO Contract 2026-2028** – Commissioner Italia moved, seconded by Commissioner Peto to approve the 2026-2028 RMSBO Non-Exclusive License Agreement. A roll call vote was taken, with Commissioners Italia, Furlin, Kilbridge, Peto and President Ellison voting Aye. Motion carried.

IX. Reports

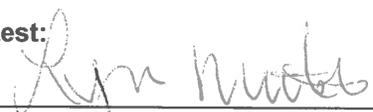
- A. **Director's Report** Director McAteer presented the Director's Report and answered questions from the Board. Director McAteer updated the Board on parks department snow plowing schedule and priorities. So far, 90 people are scheduled to audition for the next play. The electronic sign for Clauss is installed and working. Winter/Spring registration has begun, with an increase from last year. Full time staff donated their time to help at the food pantry.
- B. **Reports from Commissioners** – none

X. Other – Kemmerling pool showers are being repaired, and painting at bath house is proceeding in preparation for Summer swim season.

XI. Adjournment – Commissioner Furlin moved, seconded by Commissioner Kilbridge, to adjourn the regular meeting at 8:03 PM a voice vote was taken with all present voting Aye.



 President

Attest:


 Secretary

1/14/2026

 Approved