



**Minutes
Board of Commissioners Meeting
December 15, 2025, 6:30 P.M.
Johnston Recreation Center**

Pledge of Allegiance

The Board and staff recited the Pledge of Allegiance.

Roll Call/Call to Order

The Regular Meeting of the Bloomington Park District Board of Commissioners was called to order by President Marshall at 6:30 p.m. In attendance were Commissioners Bryen Travis, Andre Burke, Gerace Olson, Frank Saverino, and Jerry Marshall, and staff members Joe Potts, Jennifer Vale, Lonna Converso, Chris Tompkins, Mark Goode, and Jackie Tithof Steere.

Recognition of Visitors

There were no visitors in attendance.

Consent Agenda

Commissioner Saverino moved, seconded by Commissioner Burke, to establish the Consent Agenda of the December 15, 2025, meeting as presented. On roll call vote the motion was approved 5-0.

Aye: Saverino, Burke, Travis, Olson, Marshall
Nay: None
Absent: None

The following Consent Agenda items were considered by the Park District to be routine and were enacted in one motion with no separate discussion.

- A. Approval of Minutes – November 17, 2025
- B. Acceptance of Financial Reports – November 2025
- C. Approval of Directive to Pay – December 15, 2025

On voice vote the motion to approve the Consent Agenda was approved 5-0.

New Business

Approval of Ordinance No. 2025-05: Tax Levy

The final version of the tax levy ordinance was presented to the Board. No changes were made to the draft from the last Board Meeting. Staff explained an increase in budgeted audit funds and that the levy is within the 5% cap, requiring no Truth in Taxation Hearing.

Commissioner Saverino moved, seconded by Commissioner Burke, to approve Ordinance No. 2025-05: An Ordinance Levying the Taxes of the Bloomingdale Park District for the Fiscal Year Beginning June 1, 2026, and Ending on May 31, 2027. On roll call vote the motion was approved 5-0.

Aye: Saverino, Burke, Travis, Olson, Marshall
Nay: None
Absent: None

Approval of Resolution No. 2025-10: Employee Blood, Organ Donation Leave Policy Update

Staff presented to the Board the final version of the blood and organ donation leave policy update. The only change from last month's draft was that the act includes paid time off for part-time employees for blood donation as well as organ donation. The policy has been approved by counsel at Ancel Glink.

Commissioner Olson moved, seconded by Commissioner Saverino, to approve Resolution No. 2025-10: A Resolution Updating the Employee Blood and Organ Donation Leave Act Policy Within the Personnel Policy Manual. On roll call vote the motion was approved 5-0.

Aye: Olson, Saverino, Travis, Burke, Marshall
Nay: None
Absent: None

Approval of Resolution No. 2025-11: Financial Guidelines Update

No updates were made to the draft the Board reviewed at the last Board Meeting. Approved by Attorney Derke Price, the document reflects clarifications on bidding throughout and legislative changes to the competitive bid limit thresholds: \$30,000 for labor and \$60,000 for supplies and materials.

Commissioner Saverino moved, seconded by Commissioner Travis, to approve Resolution No. 2025-11: A Resolution Updating Financial Guidelines, Procedures and Policies. On roll call vote the motion was approved 5-0.

Aye: Saverino, Travis, Burke, Olson, Marshall
Nay: None
Absent: None

Approval of Resolution No. 2025-12: Nursing Mothers Policy Updates

This final version, approved by Ancel Glink counsel, contained no updates from the draft presented to the Board at the November 17, 2025, Board Meeting. In accordance with legislative updates, the policy clarifies nursing breaks are paid at regular rates of compensation and are not to be considered part of a leave of absence.

Commissioner Olson moved, seconded by Commissioner Saverino, to approve Resolution No. 2025-12: A Resolution Updating the Nursing Mothers Policy for the Personnel Policy Manual. On roll call vote the motion was approved 5-0.

Aye: Olson, Saverino, Travis, Burke, Marshall
Nay: None
Absent: None

Approval of Resolution No. 2025-13: New Hire Reporting Policy

Staff recommended approval of a new hire reporting policy, which documents a procedure the District already follows and is required of the Illinois Association of Park District's Distinguished Agency process. No updates were made to the draft provided to the Board at the November 17, 2025, Board Meeting. The policy has been approved by counsel at Ancel Glink.

Commissioner Burke moved, seconded by Commissioner Saverino, to approve Resolution No. 2025-13: A Resolution Adopting a New Hire Reporting Policy. On roll call vote the motion was approved 5-0.

Aye: Burke, Saverino, Travis, Olson, Marshall
Nay: None
Absent: None

Other Items to be Brought Before the Board

Review Funeral Honors Detail Leave Policy Draft

A draft incorporating paid leave for military funerals into the BPD Personnel Manual was presented to the Board. Legislative changes this year require that military personnel trained in honor guard detail for veteran funerals receive eight hours of paid leave per month, capped at 40 hours per year, to be used in lieu of other paid time off such as vacation, sick or personal time. Once reviewed, the policy will be brought back to the Board for approval at the next Board Meeting.

Agency Goals and Objectives

Executive Director Potts shared with the Board the administrative staff's current goals and objectives. He intends that this distribution will be ongoing and a part of the budgeting and comprehensive master plan processes.

Staff Reports

A new overall site plan for The Grove, complete with park/open space, was shared with the Board. As the next step, Executive Director Potts will reach out to the Village for specifics on space preference, accuracy of typography and maintenance. It is expected the layout will change over time. The staff has been busy arranging an amazing holiday brunch, conducting the well-attended Holiday Trolley and other related holiday programs, and preparing the now up-and-running ice rink.

The Board was reminded about joining the upcoming Chamber holiday luncheon, participating on the Sparkle Squad, and attending Mike Ratajczak's retirement lunch on Thursday, which will feature his favorite foods – pizza and French silk pie – in a fishing-themed environment. Other topics covered included calendar gifts from the Monarch Society, the aquatics report next month, bond payments, Naperville's referendum and the District's resolution process.

(Lonna left the meeting at 6:52 p.m.)

Executive Session

Commissioner Burke moved, seconded by Commissioner Travis, to not enter into Executive Session. On roll call vote the motion was approved 5-0.

Aye: Burke, Travis, Olson, Saverino, Marshall
Nay: None
Absent: None

Adjournment

Commissioner Saverino moved, seconded by Commissioner Olson, to adjourn the meeting at 6:58 p.m. On roll call vote the motion was approved 5-0.

Aye: Saverino, Olson, Travis, Burke, Marshall
Nay: None
Absent: None

Respectfully submitted,


Joe Potts
Board Secretary