

Round Lake Area Park District  
Regular Board Meeting  
October 12, 2023  
6:00 p.m.

**PLACE OF MEETING:**

Robert W. Rolek Community Center  
814 Hart Road  
Round Lake, IL 60073

**I. ROLL CALL**

Park District Board President Timothy Pasternak called the meeting to order at 6:00 p.m. Commissioners in attendance were Sarah Wright, Nick Metropulos, and Nathalie Alvarez. Staff in attendance included: Executive Director Bob Newport, Business Services Director Carl Hauser, Director of Operations and Recreation Katie Gamroth, Finance Department Manager Jennifer Baker, Human Resources Manager Jennifer Ruehrdanz, Superintendent of Parks Ane Olivares, Superintendent of Recreation Karyn Nicholas, Superintendent of Facilities Matt Netrefa, and Recreation Supervisor Shannon Cahill.

**II. PLEDGE OF ALLEGIANCE**

**III. CONSIDERATION OF & POSSIBLE ACTIONS ON ANY REQUEST FOR ELECTRONIC PARTICIPATION IN THE MEETING**

None.

**IV. AUDIENCE COMMENTS**

Residents from the Silver Leaf Glen neighborhood thanked the Park Board for acting quickly to create an inter-governmental agreement with the Village of Round Lake for the new playground that will be put into the subdivision. Pasternak thanked the staff for their quick work in making this agreement happen.

**V. APPROVAL OF THE AGENDA**

No changes were made to the posted agenda.

**MOTION:** Wright moved to approve the agenda for the Regular Board Meeting of October 12, 2023, as presented.

**SECOND:** By Alvarez.

**VOTE:** By roll call. All ayes. Motion passed.

## **VI. DIRECTOR'S REPORTS**

### **A. Intergovernmental Agreement with the Village of Round Lake regarding Silver Leaf Glen Park**

Newport thanked Olivares and her team for their work in creating the presented intergovernmental agreement with the Village of Round Lake. Olivares noted the only change that the Village brought back was to put the term to 15 years instead of for the life of the playground. Olivares provided the timeline for the project and noted that the homeowner's association will be provided with drawings this winter to be able to vote for the playground they would like. Pasternak inquired about the Village's timeline for completion of the fence. Olivares responded that she felt confident the Village will be able to perform their work on a similar timeline for when the district projected the completion of the playground equipment installation.

**MOTION:** Wright moved to approve the Intergovernmental Agreement with the Village of Round Lake regarding Silver Leaf Glen Park  
**SECOND:** By Alvarez.  
**VOTE:** By roll call. All ayes. Motion passed.

**B. BINA Hearing:** A public hearing concerning the intent of the Board of Park Commissioners, to sell not to exceed \$3,200,000 General Obligation Limited Tax Park Bonds 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 expense's incident thereto.

**MOTION:** Wright moved to open the BINA Hearing at 6:10 p.m.  
**SECOND:** By Metropulos.  
**VOTE:** By roll call. All ayes. Motion passed.

Newport reviewed the purpose of the BINA Hearing with the Board which was to authorize the district to issue up to three million two hundred thousand dollars in General Obligation Limited Tax Park Bonds.

Hauser added that the full three million two hundred thousand dollars is not issued in one year but is cumulative amount over the three-year period. Hauser said that the bonds would be issued in March 2024. Newport added that the bond funds are used to pay existing debt, for park projects and major capital purchases that are in the working budget.

The Board provided an opportunity for public comment and questions; and as there were none, a motion was made to adjourn the hearing.

**MOTION:** Metropulos moved to adjourn the BINA Hearing at 6:17 p.m.  
**SECOND:** By Wright.  
**VOTE:** By roll call. All ayes. Motion passed.

**C. Resolution 2023-10-01:** IMRF Resolution establishing an amortization period for actuarial costs of 7 (seven) years for ERI approved through resolution 2022-10-01.

Hauser noted the change in amortization to 7 (seven) years from the defaulted 10 (ten) year period and commented that interest will start to be charged in December 2025. Hauser explained that we will not know what the actual amount will be until October 2024 when payments would begin.

**MOTION:** Metropulos moved to approve Resolution 2023-10-01: A resolution establishing an amortization period for actuarial costs of 7 (seven) years for ERI approved through Resolution 2022-10-01.  
**SECOND:** By Wright.  
**VOTE:** By roll call. All ayes. Motion passed.

**D. Asphalt Pavement Services Bid review and recommendation.**

Newport commented that Chicagoland Paving was the only bidder and included what was involved with the project. Newport included that staff have worked with Chicagoland Paving in the past and recommend moving forward with them. Pasternak inquired if there was a deadline to get the project done due to many asphalt places closing for the season. Olivares confirmed that there was. Metropulos inquired what the savings versus budgeted amounts would be used for. Newport explained that the savings stay in the 08 Fund budget and could be put toward completing other projects.

**MOTION:** Metropulos moved to approve the Asphalt Pavement Services Bid 2023 to Chicagoland Paving Contractors Inc. in the amount of \$55,000.  
**SECOND:** By Alvarez.  
**VOTE:** By roll call. All ayes. Motion passed.

**E. Debt Policy (Section 14 of the Board and Administration Manual) review.**

Newport commented that the changes that were made were to clean up duplicate and other language. Metropulos inquired about the reason for the review. Newport responded that it is typically reviewed every two or three years to keep up with any changes. Hauser noted that it was a good training opportunity for staff who will be reviewing it next time.

**MOTION:** Alvarez moved to approve the changes in the Debt Policy (Section 14 of the Board and Administration Manual).  
**SECOND:** By Wright.  
**VOTE:** By roll call. All ayes. Motion passed.

**VII. NEW BUSINESS**

**A. Commissioner Comments**

Alvarez attended the chamber luncheon and thanked Melissa Hollander for a very well-organized event. Alvarez added she heard good things about the Pup-a-Palooza event.

Pasternak recognized the passing of Kevin Dolan, a 20-year commissioner at Mundelein Park and Recreation District, who was a friend of many past commissioners and an avid supporter of Parks and Recreation. Pasternak noted an upcoming meeting with the president of the Library Board to discuss the campus and Library plans.

## VIII. CONSENT AGENDA

- A. Approval of Regular Board Meeting Minutes of September 14, 2023.
- B. Approval but not release of Executive Session Board Minutes of September 14, 2023.
- C. Approval of Cash Expenditure Transactions for the Month of September 2023.

MOTION: Metropulos moved to approve the Consent Agenda of October 12, 2023, as presented.

SECOND: By Alvarez.

VOTE: By roll call. All ayes. Motion passed.

## IX. COMMITTEE REPORTS

### A. Finance

#### 1) Monthly Statements

Staff provided written statements. Baker noted the auditors were out on Monday and Tuesday for their fieldwork, and that the Finance Department Manager position had been posted.

### B. Program and Facility Monthly Reports

#### 1. Risk Management/Human Resources

Staff provided a written report.

#### 2. Renwood Report

Staff provided a written report.

Newport commented that we are coming to the end of the season, that the high school golf season was done for the year, and the range was starting its seasonal advertising.

#### 3. Recreation Operations Report

Staff provided a written report.

Cahill introduced herself, provided her background, and described the satisfaction she gets in the work that we do.

Netrefa expanded on the installation process for the tree in the Neighborhood Museum, the ongoing lobby slat board installation, and the elevator installation project at the Aquatics building.

#### 4. Parks Report

Staff provided a written report.

Olivares described in more detail the damage done to the roof at the Lakewood Grove shelter.

**X. EXECUTIVE SESSION**

MOTION: Metropulos Motioned to move into Executive Session at 7:00 p.m. in accordance with the Illinois Open Meeting Action Chapter 5ILCS Section 120/2(c)(1) for the appointment, employment, compensation, discipline, performance, or dismissal of an employee and Section 5ILCS 120/2(c)(3) for the appointment of a public official.

SECOND: By Wright.

VOTE: By Roll Call. All Ayes. Motion passed.

The Executive Session adjourned at 9:47 p.m. and the Regular Meeting reconvened.

**XI. ACTION ON EXECUTIVE SESSION ITEMS AS RELATED TO EMPLOYMENT, DISCIPLINE, OR PERFORMANCE REVIEW OF AN EMPLOYEE.**

No action taken.

**XII. ACTION ON EXECUTIVE SESSION ITEMS AS RELATED TO THE APPOINTMENT OF A PUBLIC OFFICIAL.**

No action taken.

**XIII. REGULAR MEETING ADJOURNMENT.**

MOTION: Alvarez motioned to adjourn the Regular Meeting.

SECOND: Wright.

VOTE: By roll call. All ayes. Motion passed.

Park Board President Pasternak adjourned the Regular Board Meeting of October 12, 2023, at 9:48 p.m.

Respectfully Submitted.

/s/ Timothy Pasternak  
Timothy Pasternak, Park Board President

/s/ Katie Gamroth  
Katie Gamroth, Board Secretary

11/9/2023  
Date Submitted