

Round Lake Area Park District
Regular Board Meeting
December 14, 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. Commissioner Lisett Secundino was absent. 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, Golf Pro Manager Brad Rouse, and Golf Grounds Manager Sandy Bemis.

II. PLEDGE OF ALLEGIANCE

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

None.

IV. AUDIENCE COMMENTS

Dolly Drath from the Silver Leaf Glen neighborhood informed the board she is now the President of the Silver Leaf Glen Homeowners Association and thanked the Parks staff for removing the broken equipment from the park.

V. APPROVAL OF THE AGENDA

Item B in the Director's Report, Round Lake Library Presentation, was removed. Newport requested the Library come back to present their project plan at the January meeting.

MOTION: Metropulos moved to approve the agenda for the Regular Board Meeting of December 14, 2023, as amended.

SECOND: By Wright.

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

VI. DIRECTOR'S REPORTS

A. Annual Financial Audit Presentation and Approval

Hannah Cullerton of Lauterbach & Amen, LLP thanked Finance Manager Jenny Baker and the Finance Department for their hard work throughout the year. Hannah noted in the auditor's report that the park district received an unmodified opinion, which is the highest opinion an auditor can give in an audit.

B. Round Lake Area Library Presentation/Discussion

Item removed from agenda.

C. Property Tax Levy-Ordinance # 2023-12-04.

Baker presented the annual Property Tax Levy Ordinance and commented that the ordinance had not had any changes since the board approved the draft in November. Baker also noted that a draft had been posted as required by law prior to its passage. The Board had no further questions regarding the information in the ordinance.

MOTION: Metropulos moved to adopt the annual Property Tax Levy Ordinance 2023-12-04.

SECOND: By Wright.

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

D. Mowing Bid Review and Recommendation

Olivares recommended the board accept the low bid from Yellowstone Landscaping Inc. She commented that the bid included all the required documents and that for the past three years the district has been happy with their performance.

MOTION: Alvarez moved to accept the low bid of Yellowstone Landscaping Inc. in the amount of \$426,951.00 for mowing.

SECOND: By Metropulos.

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

E. Printing Bid Review and Recommendation

Gamroth reviewed the four options that were included in the print bid and recommended the board accept option two from the low bidder American Litho. Alvarez commented that she would like to include a Spanish option for the community. Gamroth confirmed that Spanish will be included in half of the newsletter, in part of the printed brochure, and a full copy available online.

MOTION: Wright moved to accept option two of the American Litho bid in the amount of \$19,640.00 for the seasonal brochure and newsletter printing.

SECOND: By Alvarez.

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

D. Permanent Drainage Easement for A.R. Building Company, Inc. a Pennsylvania corporation, with an address of 310 Seven Fields Boulevard, Suite 350, Seven Fields, PA 16046.

Newport and Pasternak recapped a call with the park district’s attorney, staff and mayor from the Village of Round Lake Beach, and the attorney for the Village of Round Lake Beach where the park district shared concerns about not being involved in the process for impact fees and about the water quality that would be draining into the adjacent wetlands owned by the district. Pasternak thanked the village for taking the park district seriously and was satisfied with the information the village provided as it pertains to the park district. Newport commented that moving forward the district will bring updated information on impact fees to their village board annually. Newport recommended the board verbally approve the easement contingent upon receipt of a favorable Watershed Development Ordinance (WDO).

MOTION: Metropulos moved to approve verbally the easement contingent upon receipt of a favorable Watershed Development Ordinance (WDO).

SECOND: By Wright.

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

VII. NEW BUSINESS

A. Commissioner Comments

Pasternak provided Newport the opportunity to share his and the board’s appreciation of Carl Hauser and Sandy Bemis, who will be retiring at the end of the month, for their dedication to the park district over the past thirty years. Newport also included Lyle Perry, who retired earlier in 2023 and was not in attendance. Hauser and Bemis thanked the board and the community for the appreciation shown over the course of their tenure. The board wished Hauser and Bemis the best in their retirement.

VIII. CONSENT AGENDA

A. Approval of Regular Board Meeting Minutes of November 9, 2023.

B. Approval but not release of Executive Session Board Minutes of November 9, 2023.

C. Approval of Cash Expenditure Transactions for the Month of November 2023.

MOTION: Wright moved to approve the Consent Agenda of December 14, 2023, as presented.

SECOND: By Alvarez.

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

IX. COMMITTEE REPORTS

A. Finance

1) Monthly Statements

Baker noted that the last half of the Open Space Land Acquisition and Development (OSLAD) grant has been received for the Sports Center project.

B. Program and Facility Monthly Reports

1. Risk Management/Human Resources

Staff provided a written report.

2. Renwood Report

Staff provided a written report.

Bemis noted that the course saw very little rainfall in November. The board congratulated Rouse on celebrating 25 years as a member of the PGA of America. Newport commented that the golf committee will be bringing the golf report to the board in January.

3. Recreation Operations Report

Staff provided a written report.

Newport thanked Shannon Cahill for her work with the seniors and noted that the senior lunch program was up by 25% for the third month in a row. The board congratulated Netrefa on completing his second year of Professional Development School through the Illinois Parks and Recreation Association. Gamroth provided an update on the coat drive.

4. Parks Report

Staff provided a written report.

X. EXECUTIVE SESSION

MOTION: Wright motioned to move into Executive Session at 7:22 p.m. in accordance with the Illinois Open Meeting Action Chapter 5ILCS Section 120/2(c)(1) discussion on appointment, employment, compensation, discipline, performance review of an employee and 5ILCS Section 120/2(c)(11) pending or imminent litigation.

SECOND: By Metropulos.

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

The Executive Session adjourned at 9:40 p.m. and the Regular Meeting reconvened.

XI. ACTION ON EXECUTIVE SESSION ITEMS AS RELATED TO PENDING OR IMMINENT LITIGATION.

No action taken.

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

MOTION: Metropulos moved to appoint Director of Operations Katie Gamroth as Interim Executive Director.
SECOND: By Wright.
VOTE: By Roll Call. All Ayes. Motion passed.

Pasternak directed Newport to work with Gamroth on the transition.

XIII. REGULAR MEETING ADJOURNMENT.

MOTION: Wright motioned to adjourn the Regular Meeting of December 14, 2023.
SECOND: Alvarez.
VOTE: By roll call. All ayes. Motion passed.

Park Board President Pasternak adjourned the December 14, 2023, Regular Board Meeting at 9:45 p.m.

Respectfully Submitted.

/s/ Nick Metropulos
Nick Metropulos, Park Board Vice President

/s/ Katie Gamroth
Katie Gamroth, Board Secretary

1/11/2024
Date Submitted