

Round Lake Area Park District  
Regular Board Meeting  
May 11, 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 Christine Gentes, Paul Hollingsworth, Sarah Green, and Nick Metropulos. Staff in attendance included Executive Director Bob Newport, Director of Operations and Recreation Katie Gamroth, Business Services Director Carl Hauser, Finance Department Manager Jennifer Baker, Superintendent of Recreation Karyn Nicholas, Superintendent of Facilities Matt Netrefa, Administrative Operations Manager April Lohr, Child Development Center Manager Joan Ellis, Marketing Manager Melissa Hollander, Golf Grounds Superintendent Sandy Bemis, Superintendent of Parks Ane Olivares, and Parks Manager James Braun.

**II. PLEDGE OF ALLEGIANCE**

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

None.

**IV. AUDIENCE COMMENTS**

Bill Gentes wanted to recognize Christine Gentes for the 24 years she served on the park district board, the passion she had as a commissioner, and the fact that she now brings her grandson to the facilities she helped to build.

Natalie Alvarez who resides in Round Lake Beach said she is excited by the memories she is now creating using the district's facilities with her one-year-old child.

**V. APPROVAL OF THE AGENDA**

Newport stated that Executive Session Item A for the purchase, sale, or lease of real property for the use of the public body, pursuant to Chapter 5ILCS Section 120/2(c)(5) or 2(c)(6) of the Open Meetings Act was removed.

**MOTION:** Metropulos moved to approve the agenda for the Regular Board Meeting of May 11, 2023, as amended.

**SECOND:** By Green.

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

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

### **A. Thank You to Departing Commissioners**

Pasternak thanked the departing commissioners and their family members in attendance for their commitment to the district over the time they served as a commissioner. Metropulos also expressed his thanks and gratitude for their stewardship of the agency. Pasternak and Metropulos presented each of the three departing commissioners with a plaque of thanks for their time serving on the board.

Gentes, Hollingsworth, and Green all thanked the board and staff during their time as commissioner.

### **B. Swearing in of Newly Elected Commissioners**

Board Secretary Hauser administered the Oath of Office to Sarah Wright, who was elected to a full six-year term on the April 4, 2023, Consolidated Election.

### **C. Annual Election of Officers**

Executive Director Newport stated per the park district's codes and policies that the Board would elect officer positions at the annual meeting held in May. He said that the President and Vice President positions were elected by the members and that the Treasurer, Secretary, Assistant Treasurer, and Assistant Secretary positions could then be appointed by the elected Board President.

**MOTION:** Metropulos moved to open the nominations for Park District Board President.

**SECOND:** By Wright.

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

**MOTION:** Metropulos moved to nominate Pasternak as Park District Board President.

**SECOND:** By Wright.

There were no other nominations.

**MOTION:** Metropulos moved to close the nominations for Park District Board President.

**SECOND:** By Commissioner Wright.

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

**MOTION:** Metropulos moved to open the nominations for Park District Board Vice President.

**SECOND:** By Pasternak.

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

**MOTION:** Pasternak moved to nominate Metropulos as Park District Board Vice President.

**SECOND:** By Wright.

There were no other nominations.

MOTION: Metropulos moved to close nominations for Park District Board Vice President.

SECOND: By Wright.

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

MOTION: Wright moved to elect Pasternak as Park District Board President and Metropulos as Park District Board Vice President.

SECOND: By Commissioner Metropulos.

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

Park Board President Elect Pasternak then appointed Wright as Treasurer, Director of Business Services Hauser as Assistant Treasurer, Director of Operations and Recreation Gamroth as Board Secretary, and Executive Director Newport as Assistant Board Secretary.

The newly elected officers assumed their roles for the remainder of the May 11, 2023, Regular Board Meeting.

#### D. 2023-2024 Fiscal Year Budget – First Reading

Newport stated that a master plan was not included in the 2023-2024 budget as the plan is a six to 12-month process. He said that process would begin in January 2024, and be included in the 2024-2025 fiscal year budget. Newport expressed his thanks to Baker for working with the various departmental staff and compiling the budget documents. Newport noted that 85% of the cost for Hero Park was included in the 2023-2024 fiscal year budget, as was the cost to install turf on the bocce ball courts to meet SRACLC guidelines and have full accessibility.

Baker stated that the budgets meet the state's minimum wage guidelines, and that staffing has been a challenge. Baker said that the district's portion of IMRF would be lower in 2024, at 8.44%, and that the cost of the ERI would increase the rate in future years. Baker named some of the capital projects budgeted, including Hero Park development, Monarch Trail overlay, and Aquatic Center siding replacement completion and concrete ramp repair.

Metropulos asked about the projected reduction in the Insurance Fund balance. Newport said that the levy was lowered to help reduce the balance that increased during the covid period.

Metropulos also asked if Hero Park was the main reason for the increase in capital spending over the current fiscal year. Baker said yes.

Newport stated that the second reading of the budget in June would include changes made because of the school district backing out of potentially renting program space at the Sports Center. Newport stated that staff would include those programs back under the Sports Center budget.

#### E. Draft 2023-2024 Budget and Appropriation Ordinance

Newport stated that the draft of the ordinance needed to be posted for a minimum of 30 days before final action on the budget could be taken. The board had no questions.

F. Schedule Budget and Appropriation Hearing for July 13, 2023, at 6:00 p.m.

Newport stated that staff recommended scheduling the Budget and Appropriation Hearing for July 13, 2023, at 6:00 p.m., as part of the Regular Board Meeting prior to adoption of the budget and appropriation ordinance.

MOTION: Metropulos moved to approve the scheduling of the Budget and Appropriation Hearing at 6:00 p.m. on July 13, 2023, as part of the Regular Board Meeting agenda.

SECOND: By Wright.

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

G. Resolution 2023-05-01 Decennial Committee

Newport stated that legislation passed in Springfield required the district to form a Decennial Committee. He said that the committee must meet a minimum of three times following the formation of the committee over the next 18 months and then no later than November 2024, and submit a report to the Lake County Clerk. He added that the board and staff are a part of the committee, and that one of the goals is to measure cooperation between state and local governmental units.

MOTION: Wright moved to approve Resolution 2023-05-01 forming the Round Lake Area Park District's Decennial Committee.

SECOND: By Metropulos.

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

H. Resolution 2023-05-02 The Sale/Disposal of Surplus Property – 2010 Ford E-450 Mini-bus

Newport said that the resolution, as part of an intergovernmental agreement, transfers ownership of a minibus that the district declared as surplus property to SRACLC.

MOTION: Metropulos moved to approve Resolution 2023-05-02 authorizing the Sale/Disposal of Surplus Property to SRACLC.

SECOND: By Wright.

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

**VII. NEW BUSINESS**

A. Commissioner Comments

Wright stated she was happy to be on the board, and that she had worked with the district through special recreation in the past.

Metropulos said that the district had a good display at the legislative conference, he felt the turnout by agencies was good, and he learned a lot. He thanked Gamroth and her staff for setting up the district's display table and for the work they did assembling the materials displayed.

Pasternak thanked Gamroth for her work on the display the district had at the legislative conference he attended in Springfield. He encouraged other board members to attend in the future.

## **VIII. CONSENT AGENDA**

- A. Approval of the Regular Board Meeting Minutes of March 9, 2023
- B. Approval of Cash Expenditure Transactions for the Month of March 2023.
- C. Approval of Cash Expenditure Transactions for the Month of April 2023.

**MOTION:** Metropulos moved to approve the Consent Agenda of May 11, 2023, as presented.

**SECOND:** By Wright.

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

## **IX. COMMITTEE REPORTS**

### A. Finance

#### 1) Monthly Statements

Baker provided the monthly financial statements for March and April 2023. There were no questions.

### B. Program and Facility Monthly Reports

#### 1. Risk Management/Human Resources

Staff provided a written report. There were no questions.

#### 2. Renwood Report

Staff provided a written report. Bemis noted that the indoor golf simulator and outside covered driving range areas were getting good use. Bemis added that she had hired an Assistant Golf Grounds Superintendent who had a lot of experience at other courses, including internships at multiple courses, prior to working full-time. Metropulos asked if the driving range had been getting more exposure. Bemis said she felt it had, as more families are using it in the evening.

#### 3. Recreation Operations Report

Staff provided a written report. Gamroth thanked Hollander for the display at the legislative conference and for making that time successful. Gamroth said Karyn Nicholas joined the district on May 8 as the Superintendent of Recreation. Nicholas introduced herself and provided a brief biography of her 18 years of experience in parks and recreation. Gamroth also said that the kayak kiosk was installed at Huebner Shores and was the first of its kind in the area. Gamroth added that the Round Lake Police Department did two trainings at the Aquatic Center facility in April. Gamroth stated that there were some issues at the pool. The major fixes were to a check valve that holds the water in the pool and a frequency drive. She noted the pool was filled, but the faulty valve allowed the water to drain. She added that the

parks' staff was working with vendors to fix the issues and refill the pool in time to open for the season. Newport said that the valves are in the mechanical room.

Ellis said that her area would be switching over to the summer camp program. Pasternak asked when the switch would occur. Ellis stated June 5.

Metropulos asked about the software as a service data backup. Lohr stated that the backups are necessary for the district to have access to its data if needed as part of business continuity.

Hollander provided additional information on the legislative conference display. Hollander noted that the display consisted of videos of the Rolek Community Center, Sports Center, Renwood Golf Course, the disc golf course, and Hero Park that ran on a continuous loop, along with other marketing items to give away.

#### 4. Parks Report

Staff provided a written report. Metropulos thanked staff for the installation of the see-saw at Heron View Park. Pasternak asked about the installation process of the kayak kiosk. Braun said it was on a wheeled trailer and that once set in place, they took the wheels off. Braun stated that it was unique, he liked the unit, it is located close to the water, and the kayaks are light to carry. Braun added that there is a built-in, solar-powered fan to keep it dry, and that the plan was to have a concrete pad poured to move the trailer onto, as it currently rests on bricks. The board asked if someone could get trapped inside. Gamroth said that users get a code to access the kayak, which is active during use, and that the district does have a master code, if needed. Braun added that the doors have an emergency access handle on the inside to open the door. Gamroth said that the district can monitor when the kiosk is used as a follow-up for staff to look at the unit and kayaks.

### **X. EXECUTIVE SESSION**

**MOTION:** Wright moved to go into Executive Session at 7:14 p.m. in accordance with the Open Meetings Act Chapter 5ILCS Section 120/2 (c)(1) for the appointment, employment, compensation, discipline, performance, or dismissal of an employee.

**SECOND:** By Metropulos.

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

The Executive Session adjourned at 7:20 p.m. and the Regular Board Meeting reconvened.

### **XI. ADJOURNMENT**

**MOTION:** Metropulos moved to adjourn the Regular Board Meeting of May 11, 2023.

**SECOND:** By Wright.

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

Park Board President Pasternak adjourned the Regular Board Meeting of May 11, 2023, at 7:21 p.m.

Respectfully Submitted.

/s/ Timothy Pasternak  
Timothy Pasternak, Park Board President

/s/ Katie Gamroth  
Katie Gamroth, Park Board Secretary

6/8/2023  
Date Approved