

Round Lake Area Park District
Regular Board Meeting
August 10, 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 Nathalie Alvarez and Sarah Wright. Commissioner Nick Metropulos arrived at 6:01 p.m. Commissioner Massiel Sanchez Giles was absent. Staff in attendance included Director of Operations and Recreation Katie Gamroth, Business Services Director Carl Hauser, Finance Department Manager Jennifer Baker, Human Resources Manager Jennifer Ruehrdanz, Superintendent of Parks Ane Olivares, Superintendent of Recreation Karyn Nicholas, Superintendent of Facilities Matt Ntrefa, and Marketing Manager Melissa Hollander.

II. PLEDGE OF ALLEGIANCE

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

None.

IV. AUDIENCE COMMENTS

None.

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 August 10, 2023, as presented.

SECOND: By Metropulos.

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

VI. DIRECTOR'S REPORTS

A. Employee Relationship Policy Changes and Review

Gamroth presented an update to the employee policy manual Section 7.15 covering Romantic or Sexual Relationships. Gamroth stated that the policy was reviewed after staff training held in July covering sexual harassment prevention. Gamroth said that the updated policy places the onus on the manager/supervisor to

report to the agency if they are in a relationship with an employee. Pasternak asked how the policy came together and Gamroth stated research was done using other agencies policy and PDRMA's recommendations. Wright asked whether action taken depended on if the staff were in the same department compared to across departments. Gamroth said yes, and that any action would be determined on whether a manager/supervisor had direct oversight of an employee.

MOTION: Alvarez moved to approve the amended Employee Policy Section 7.15 - Romantic or Sexual Relationships.

SECOND: By Metropulos.

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

VII. CORRESPONDENCE

None.

VIII. NEW BUSINESS

A. Commissioner Comments

Alvarez attended the Mary Macaroni and Millie's Musical Adventure events and volunteered at the Farmer's Market, where district staff offered boat rides on Round Lake.

Wright checked out Renwood driving range and hit a bucket of balls.

IX. CONSENT AGENDA

A. Approval of Regular Board Meeting Minutes of July 13, 2023.

B. Approval of Cash Expenditure Transactions for the Month of July 2023.

MOTION: Wright moved to approve the Consent Agenda of August 10, 2023, as presented.

SECOND: By Metropulos.

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

X. COMMITTEE REPORTS

A. Finance

1) Monthly Statements

Staff provided written statements. Pasternak liked the interest rates the district was receiving on invested funds. Baker informed the board that Jeisha Arroyo was recently hired in the Finance Department and was doing well. The board asked Baker to extend their welcome to the district to Arroyo.

B. Program and Facility Monthly Reports

1. Risk Management/Human Resources

Staff provided a written report.

Pasternak asked what activity is offered at Urban Air and Ruehrdanz said trampolines. Metropulos asked who assumes the risk for the activity. Ruehrdanz said parents must sign a waiver to attend field trips. Pasternak asked if there were any issues with the transient by the warming house during camp. Gamroth said no, and that the police were called to assist in moving the known transient away. Metropulos asked what happened with the unfounded complaint of a child walking near the street. Ruehrdanz said that after reviewing video, the child was on the ramp leading down to the Child Development Center and ran toward mom, whose arms were extended, but at no time did the child walk onto the street of the parking lot. Gamroth added that the parks department completed the installation of an actual gate in that area and staff will no longer use the temporary accordion-style barrier.

2. Renwood Report

Staff provided a written report.

Metropulos asked if staff could provide the number of outings the course hosts, the available number of tee time slots the public has available during these outings, the average size of outings, and explain pricing for outings/events.

3. Recreation Operations Report

Staff provided a written report.

Gamroth informed the board that Shannon Cahill was hired as a Recreation Supervisor starting on August 14 after ending summer seasonal work in the Guest Services Department.

The board extended their congratulations to Recreation Supervisor Jessica Desens on being elected as the 2nd Vice President on the Chicago National Association of Dance Masters (CNADM) Board and Maddilyn Desens for being voted onto the CNADM Board of Directors and to other dance participants on their accomplishments at the conference.

Gamroth stated that the kayak kiosk had been well-used, and that staff have received positive feedback. Wright asked when the district would end rentals at the kiosk. Gamroth said the district planned on keeping the kayak rentals available through October, weather permitting.

Metropulos noted that the most consistent attendance in the Neighborhood Museum was from 9:30 - 11:30 a.m. and asked why that may be. Gamroth said that time works best for parents who may need to deal with after lunch naps and mid-afternoon activities.

Netrefa informed the board that staff member Lyle Perry retired in July. Netrefa added that Perry worked for the district for over 30 years and had a lot of facilities and equipment knowledge. Matt said

there are plans to fill the position and that existing staff had been working hard to fill that void. He added that the department was also looking to fill a vacant position at the Sports Center and were re-posting that ad.

Gamroth noted that pool pass membership and daily uses were doing well for the season to date. Metropulos asked if, after reviewing the numbers, were there any plans to reinvest in the pool. Gamroth stated that the pool had not hit the maximum bather load capacity once during the season.

Gamroth said that the Child Development Center had a small waiting list for the upcoming full-day pre-school program. Pasternak asked if the district had the ability to increase capacity. Gamroth said that the program could use an extra room based on the number waiting; however, the list was small, and staff wanted to see if attendance remains consistent.

Gamroth stated that the summer camp program had ended for the season.

Pasternak asked how the district facilitates the park playdates and advertises locations. Gamroth said that summer camp staff bring the activity supplies to the location and the district uses social media and the seasonal brochure to advertise locations and for registration. Pasternak asked if residents could drop in. Gamroth said yes.

The board congratulated Guest Services Manager April Lohr on receiving a Project Management certificate while progressing toward a bachelor's degree.

Hollander noted that the new Ellis Park playground had received many likes on social media feedback.

4. Parks Report

Staff provided a written report.

Pasternak asked where the park with graffiti in the picture was located. Olivares stated in Round Lake north of Route 60. Olivares noted that the park was with graffiti again after cleaning the markings in the picture presented. Metropulos asked how long it took to clean. Olivares said a full day with two parks department staff. Olivares said that the police were notified to file a property damage report, but they do not even have a record of similar markings in town and believe it may be a new group. Wright asked if the group had hit other areas or businesses nearby. Olivares said they had not.

Metropulos asked where the storm damage in the picture provided occurred. Olivares said at the community center near the playground. Metropulos asked if the district had any poison oak and Olivares said no.

XI. ADJOURNMENT

MOTION: Wright moved to adjourn the Regular Board Meeting of August 10, 2023.

SECOND: By Alvarez.

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

Park Board President Pasternak adjourned the Regular Board Meeting of August 10, 2023, at 6:41 p.m.

Respectfully Submitted.

/s/ Timothy Pasternak
Timothy Pasternak, Park Board President

/s/ Carl Hauser
Carl Hauser, Assistant Park Board Secretary

9/14/23
Date Submitted