

Round Lake Area Park District  
Virtual Regular Board Meeting  
April 8, 2021  
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 Paul Hollingsworth called the meeting to order at 6:00 p.m. Commissioners in attendance were Timothy Pasternak, Nick Metropulos and Christine Gentes. Staff in attendance included Executive Director Bob Newport, Business Services Director Carl Hauser, Superintendent of Recreation Katie Gamroth, Finance Department Manager Jennifer Baker, Superintendent of Parks Ane Olivares, Child Development Center Manager Joan Ellis and Facilities Manager Matt Netrefa.

**II. AUDIENCE COMMENTS**

No comments or questions were submitted electronically.

**III. APPROVAL OF THE AGENDA**

No changes were made to the posted agenda.

**MOTION:** Commissioner Pasternak moved to approve the agenda for the Virtual Regular Board Meeting of April 8, 2021 as presented.

**SECOND:** By Commissioner Metropulos.

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

**IV. DIRECTOR'S REPORTS**

**A. Ordinance 2021-04-01 Regular Meetings Ordinance 2021-2022**

Executive Director Newport presented the proposed meetings for the fiscal year starting on July 1, 2021 and going through June 30, 2022. He noted that the November 11, 2021 meeting date does fall on the Veteran's Day federal holiday and added that the board has met in the past when this had occurred. The Board agreed to leave the scheduled meeting on November 11, 2021.

**MOTION:** Commissioner Metropulos moved to adopt Ordinance 2021-04-01, the Regular Meetings for fiscal year 2021-2022.

**SECOND:** By Commissioner Pasternak.

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

## B. Project Updates for Spring 2021

Superintendent of Parks Ane Olivares reviewed a list of projects that staff, and contractors would be working on. She started with the OSLAD Sports Center Park project by noting that bids for all construction work would be opened on May 5 and available for Board approval at the May 14, 2021 meeting with work scheduled to begin on May 28, 2021. Ane next covered the skate park and BMX track project that included a bowl element with a Spring 2021 start and a projected completion in June. Commissioner Pasternak asked if the bowl element was above ground and Ane replied that it was as it was not a concrete bowl. Commissioner Metropulos asked if it could be added anywhere and Ane said no as the equipment was installed in 1998 and had been constantly repaired since then. Ane added that due to safety concerns the old skate park equipment cannot be sold or donated.

Facilities Manager Matt Netrefa reviewed a list of building projects beginning with the continuation of replacing the ceiling tiles at the Rolek Community Center as well as other district facilities. He stated that the existing tiles are old and very dirty and hard to find a matching design when one needed to be replaced and replacement would provide tile design uniformity across facilities. Commissioner Pasternak asked if there were any concerns removing the old tiles and Executive Director Newport said there was not as they were installed after any asbestos concerns and were the same style as the ones removed during the front lobby renovation. Commissioner Hollingsworth asked if extra tiles were being purchased to have on hand and Matt said yes. Commissioner Metropulos asked about sizing the tiles and whether they could be cut like drywall and Matt said yes as staff already had been doing that. Matt then covered the replacement of warm air hand dryers at facilities as paper towels were no longer being used and existing devices were at the end of their life cycles and not very effective. Commissioner Gentes asked if the Dyson style model was being looked at and Matt answered that Dyson does have a commercial model but not the style where the hands are inserted into the unit and raised out due to cleanliness concerns and potential for damage. Matt then addressed the older style water fountains with a bubbler that would be replaced with bottle filling units only. He further noted that any newer units that have both the bottle filling capability and water bubblers that the bubblers would be capped to prevent their use. Matt then discussed the continuation of the rubber style flooring used at the Rolek Community Center lobby area would be extended throughout the building. He said that it would be installed over the old square style vinyl flooring. Commissioner Gentes asked if that would include the office and classroom areas and Executive Director Newport said yes as building maintenance staff spends many hours weekly cleaning and waxing vinyl floors. Matt added that the process and time to move desks, equipment, tables, and chairs to clean, strip off old wax and then re-wax is very labor intensive. He said the buildings maintenance staff has a machine that is easy and quick to use to clean the rubberized flooring used in the lobby renovation which resulted in reduced maintenance hours and cleaning product costs. Commissioner Gentes asked about any noise reduction benefits and Executive Director Newport said that was possible as office area very noisy with tile floors. Matt then addressed upgrades to facility signage to be consistent with that used in the lobby and be ADA compliant and usable for room rentals where the rental party's name would be included. Matt said that staff was looking into replacing outdoor lighting at the Sports Center with longer lasting LED bulbs that are also more efficient as well as looking into solar options.

Executive Director Newport added that Krystyna Park would have a small playground piece installed, that the Special Recreation Department received a whiteboard for their use, that Cranberry Lake Park

path was being redone and that there would be additional fitness stations added along the trail at Gateway Park.

## **V. NEW BUSINESS**

### **A. Commissioner Comments**

Commissioner Hollingsworth wanted to thank the Board and staff for their understanding of his absence at meetings recently due to medical issues. He also congratulated Commissioners Pasternak and Metropulos for their re-election to the Board and further asked for Board input on the filling of the vacant seat that would remain unfilled after the April 6<sup>th</sup> election. The Board discussed the process and timeline to fill and decided that Executive Director Newport should post the vacancy for 45 days as required per policy. Commissioner Pasternak asked when the appointment would go through and Executive Director Newport stated until the next election in 2023.

## **VI. CONSENT AGENDA**

- A. Approval of the Virtual Regular Board Meeting Minutes of March 11, 2021.
- B. Approval of Cash Expenditure Transactions for the Month of March 2021.

**MOTION:** Commissioner Pasternak moved to approve the Consent Agenda of April 8, 2021 as presented.

**SECOND:** By Commissioner Metropulos.

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

## **VII. COMMITTEE REPORTS**

### **A. Finance**

#### **1) Monthly Statements**

Finance Department Manager Baker provided the monthly financial statements for March 2021. Commissioner Gentes asked why there was a big difference in the monthly budget versus actual figures for the Recreation Fund revenue line item and Executive Director Newport stated that when staff was budgeting for Fiscal Year 2020-2021 there was a lot of unknown regarding the Covid-19 pandemic and how long it would last, and staff was being optimistic in program budgets. Commissioner Metropulos asked about the expenditure to the University of Illinois Crop Science for pesticide training and how it fits into the scope of what the park district does. Superintendent of Parks Ane Olivares answered that in order for staff to spray pesticides or fertilize they must be trained in the use of these chemicals both in the Parks Department, and in the case of the expenditures noted, Renwood maintenance staff. Commissioner Hollingsworth added that pesticide use is highly regulated due to the agricultural basis of the State of Illinois.

B. Program and Facility Monthly Reports

1. Recreation Report/CDC Report/Marketing/Facilities Report

Recreation staff provided written reports. Superintendent of Recreation Katie Gamroth said that staff had started budgeting for Fiscal Year 2021-2022 and that there was still a lot of uncertainty regarding future programming capabilities due to Covid-19 restrictions and therefore revenue projections would be more conservative as customers have been returning slowly. She said that there was an ongoing review of what Recreation Department staff was doing daily and that there was an expectation for staff to do more during the Covid-19 restrictions. She reviewed the Easter events and said that the Guest Services staff helped by driving the bus for the Easter Bunny home visit program. Commissioner Metropulos said he liked the Easter event held at the Rolek Community Center and realized the challenges of offering recreation programs with restrictions in place. He thanked the recreation staff for their creativity in offering these programs for the community. Commissioner Gentes was glad to see the rental programs coming back at the Sports Center facility. Katie thanked Facilities Manager Matt Netrefa for keeping the relationships going with rental groups during the time facilities needed to be closed for Covid-19 health concerns. Katie noted that the starting block covers would be delivered soon to cover the new blocks at the pool when not in use.

Child Development Center Manager Joan Ellis provided an update on center operations. Joan said that the fees for Fiscal Year 2021-2022 were included in the report and that they were based on a survey of other area day care providers. She noted that the park district's fees continued to remain in the middle of the range of those providers surveyed. Joan added that the park district received another grant for \$183,000 under the FFCRA covering January through March 2021 expenses to keep the center open. Commissioner Gentes noted that the 9:00 a.m. to 3:00 p.m. day care looked like a good option to offer. Joan stated that was added in the past to help working parents that did not need full-day care. Executive Director Newport stated that once the grant funding ends the challenge would remain to operate center and that staff is looking at going back to a nine-month program with a three-month summer camp. Katie thanked Joan for the Spring Break "Camp Play-cation" program that recently ran with twenty children enrolled.

Facilities Manager Matt Netrefa provided a summary of facility operations by noting that Building Services Supervisor Lyle Perry recertified as a Certified Pool Operator which is required to operate, manage, and handle chemicals at the Aquatics Facility over a two-day program where he scored high on his certification test. Commissioner Gentes asked for clarification on the information that the Guest Services rental permit chart was depicting, and Katie stated that it is to show rental use by location or function, per month, and that the colors used for each category would be changed for easier reading.

2. Parks Report

Superintendent of Parks Ane Olivares provided a written report. Ane stated that the pond work in front of the Rolek Community Center had been completed and the area seeded. She added that some final work would be completed once the area dried out and that the fountain would be installed toward the end of April or in early May.

3. Renwood Report

Golf course staff provided written reports. Executive Director Newport added that the recent warm weather resulted in a lot of play and staff was hoping some forecasted rain would help keep the course grass green. He added that a timer was being replaced at the driving range so that it could remain open longer into the evening.

**VIII. EXECUTIVE SESSION**

MOTION: Commissioner Metropulos moved to go into Executive Session at 6:55 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 Commissioner Pasternak.

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

The Executive Session adjourned at 7:01 p.m. and the Regular Board Meeting reconvened.

**IX. CONSIDERATION OF EXECUTIVE DIRECTOR'S ANNUAL EVALUATION**

The Board stated that they discussed a 3% merit increase in Executive Director Bob Newport's base pay retroactive to November 11, 2020 and to extend his contract. The Board also said they were to have a formal review discussion with Executive Director Newport at the May 2021 Regular Board Meeting.

MOTION: Commissioner Pasternak moved to approve the 3% increase in Executive Director Newport's base pay retroactive to November 11, 2020 and to extend his contract.

SECOND: By Commissioner Metropulos.

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

**X. ADJOURNMENT**

MOTION: Commissioner Metropulos moved to adjourn the Virtual Regular Board Meeting of April 8, 2021.

SECOND: By Commissioner Pasternak.

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

Park Board President Hollingsworth adjourned the Virtual Regular Board Meeting of April 8, 2021 at 7:03 p.m.

Respectfully Submitted.

/s/Paul Hollingsworth  
Paul Hollingsworth, Park Board President

/s/Carl Hauser  
Carl Hauser, Board Secretary

May 13, 2021  
Date Approved