Round Lake Area Park District
Regular Board Meeting
April 14, 2016
6:00 p.m.

PLACE OF MEETING:

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

I. ROLL CALL

Park Board President Paul Hollingsworth called the meeting to order at 6:00 pm. Commissioners in attendance were Scott Nickles, Tim Pasternak, Christine Gentes and Paul Hollingsworth. Staff in attendance included Executive Director Bob Newport, Recreation Services Director Ross Bertone, Parks and Buildings Services Director Jeff Lurquin, Finance Department Manager Karen Jackson, Marketing Manager Jill Ganan, Recreation Facilities Manager Scott McClaskey, CDC Manager Joan Ellis, Golf Grounds Manager Sandy Bemis, Chief of Ranger Police Keith Kalodimos, Parks Manager Ane Olivares, SRSNLC Program Manager Jessica Findley and Children's Neighborhood Museum Coordinator Margaret Kissner.

II. PLEDGE OF ALLEGIANCE

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

MOTION: Commissioner Gentes moved to approve Commissioner Jennifer Blum's participation in the meeting via telephone.
SECOND: By Commissioner Pasternak.
VOTE: By roll call. All ayes. Motion passed.

Commissioner Blum then participated in the meeting via telephone at 6:01 p.m. per Board Policy as a quorum was present. Commissioner Blum was unable to attend in person due to business travel.

IV. CORRESPONDENCE

None.

V. AUDIENCE COMMENTS

None.

VI. APPROVAL OF THE AGENDA

No changes were made to the posted agenda.

MOTION: Commissioner Nickles moved to approve the agenda for the Regular Board Meeting of April 14, 2016 as presented.
SECOND: By Commissioner Pasternak.

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

VII. DIRECTOR'S REPORTS

A. Staff Introduction

CDC Manager Ellis introduced Margaret Kissner, Children's Neighborhood Museum (CNM) Coordinator. A written report was provided which included her background information. Commissioner Pasternak asked CNM Coordinator Kissner what she has learned with having four children that could help her in her job. She stated the variety of activities her children have been involved in will help bring ideas to her job. Commissioner Pasternak then asked what challenges she will face. CNM Coordinator Kissner stated that she will be challenged by all aspects of her position, but mostly by finding ways to expand the Children's Neighborhood Museum programming in the future.

B. Draft Regular Meetings Ordinance 2016-04-01

Executive Director Newport presented ordinance number 2016-04-01 Regular Meetings Ordinance for 2016-2017.

MOTION: Commissioner Pasternak moved to approve ordinance number 2016-04-01 Regular Meetings Ordinance for 2016-2017.
SECOND: By Commissioner Nickles.
VOTE: By roll call. All ayes. Motion passed.

C. Board Policy Manual Section 10 Update

Executive Director Newport presented the recommended Board Policy Manual Section 10 Military Discount update. Commissioner Gentes asked if the discount would apply to either childcare or the Aquatics Center. Executive Director Newport stated that the language within the policy would allow the discount for non-contractual programs and passes which would include the aquatic center passes. Commissioner Pasternak asked how the 15% compared to other park districts and what is considered immediate family. Executive Director Newport said that through his research the 15% discount was comparable to other districts and the District has a clear definition of immediate family that has been used in the past. Commissioner Pasternak asked if all branches were included. Executive Director Newport stated that all branches are included and military personnel must present valid military identification.

MOTION: Commissioner Blum moved to accept the Military Personnel Program Discount Policy Update within the Board Policy Manual Section 10.
SECOND: By Commissioner Nickles.
VOTE: By roll call. All ayes. Motion passed.

D. Discussion on Cancellation of April 28, 2016 Regular Board Meeting

The Board of Commissioners discussed and decided to cancel the April 28, 2016 Regular Board Meeting.

MOTION: Commissioner Gentes moved to cancel the April 28, 2016 Regular Board Meeting.
SECOND: By Commissioner Pasternak.
VOTE: By roll call. All ayes. Motion passed.

VIII. NEW BUSINESS

None.

IX. CONSENT AGENDA

A. Approval of Regular Board Meeting Minutes of March 10, 2016.
B. Approval but Not Release of Regular Board Meeting Executive Session Minutes of March 10, 2016.
C. Approval of Cash Expenditure Transactions for the month of March, 2016.

MOTION: Commissioner Nickles moved to approve the Consent Agenda of April, 2016 as presented.
SECOND: By Commissioner Pasternak.
VOTE: By roll call. All ayes. Motion passed.

X. COMMITTEE REPORTS

A. Finance

1) Monthly Statements

Finance Department Manager Karen Jackson presented the monthly financial statements and a written report. She also added the interviews for the full-time accounting position have begun. Commissioner Gentes asked if this was a new position or if this was replacing someone. Finance Department Manager Karen Jackson stated this was an additional full-time position. Executive Newport stated this is a position the auditors have recommended in the past. He also stated that Katie Kristan will become the purchasing agent for the District, another position recommended by the auditor. Commissioner Nickles asked where the position was advertised. Finance Department Manager Karen Jackson said it was advertised in the Chicago Tribune Career Builder.

B. Program and Facility Reports

1) Recreation Quarterly Reports
Ross Bertone and the recreation staff provided written reports. Ross wanted to point out the Splash Pad will be opening on May 16 depending on the weather.

2) Golf Course Report

Brad Rouse provided a written report. Executive Director Newport added that the Thursday night league began tonight and tomorrow is the $10.40 tax day golf special. Commissioner Gentes asked how the golfers are handling the front and back nine switch. Executive Director Newport stated most of the golfers understand why it was done and are getting used to the switch.

3). Golf Course Maintenance Report
Sandy Bemis provided a written report. Sandy added the Spring Scramble was cancelled because of snow.

4). Ranger Report
Chief Keith Kalodimos provided a written report.

5). Risk Manager Report
Sherry Koch provided a written report. Executive Director Newport added that staff will be meeting with Tim Lenac from PDRMA to discuss what the District needs in a safety coordinator. He also stated that the District needs a full-time human resources position and a part-time safety coordinator. Commissioner Gentes asked if a part-time safety coordinator was common. Executive Director Newport stated he has seen the safety coordinator position both in a full-time and part-time capacity.

6). Parks Report
Jeff Lurquin provided a written report. Commissioner Gentes asked if we received any pictures of the playgrounds that have been donated to Kids Around the World. Jeff stated that we have not received any pictures, but he will try to get some. Commissioner Gentes asked what the white flag area was outside of the Sports Center. Recreation Program and Facilities Manager Scott McClaskey stated it was the safety net for the new archery range that will be used for classes. Commissioner Pasternak asked if staff could get pictures of the before and after of the Hart's Woods Park clearing. Jeff stated that he would provide pictures.

7). CDC Report
Joan Ellis provided a written report. Commissioner Gentes complimented staff on the Egg Scramble event.

8). Marketing Report
Jill Ganan provided a written report.

9). Registration Report
Dawn Rhoades provided a written report.

XI. ADJOURNMENT

MOTION: Commissioner Gentes moved to adjourn the Regular Board Meeting of April 14, 2016.
SECOND: By Commissioner Pasternak.
VOTE: By Roll Call. All Ayes. Motion passed.

Park Board President Hollingsworth adjourned the Regular Board Meeting of April 14, 2016 at 6:36 p.m.

Respectfully Submitted.

\s\Ross Bertone
Ross Bertone, Assistant Board Secretary

May 12, 2016
Date Approved