

Round Lake Area Park District
Special Board Meeting
December 17, 2018
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 Jennifer Blum called the meeting to order at 6:00 p.m. Commissioners in attendance were Christine Gentes, Timothy Pasternak, Paul Hollingsworth, and Jennifer Blum. Commissioner Michael Blum was absent. Staff in attendance included Executive Director Bob Newport, Business Services Director Carl Hauser, Parks and Building Services Director Jeff Lurquin, Finance Department Manager Jennifer Baker, and Superintendent of Recreation Katie Gamroth.

II. PLEDGE OF ALLEGIANCE

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

None.

IV. CORRESPONDENCE

None.

V. AUDIENCE COMMENTS

None.

VI. APPROVAL OF THE AGENDA

No changes were made to the posted agenda.

MOTION: Commissioner Christine Gentes moved to approve the agenda for the Special Board Meeting of December 17, 2018.

SECOND: By Commissioner Hollingsworth.

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

VII. DIRECTOR'S REPORTS

A. Apparel Bid Summary and Staff Recommendation

Executive Director Bob Newport stated that three sealed bids were received for pricing on apparel for the park district's programs and staff. He said that the low bid was submitted by Express Press from Springfield, Missouri with whom the district has not used in the past. He added that the difference between the lowest and next lowest bid was about \$1,600.00 and staff recommended the Express Press bid as references were favorable. Commissioner Paul Hollingsworth asked about shipping costs for the apparel. Superintendent of Recreation Katie Gamroth said that the cost of shipping was included in the price except for any items not specified in the bid or add-on amounts to orders as staff would not be able to pick-up any orders from Express Press. The Board had concerns that any additional apparel needs would cost the district more in shipping cost than the difference between the two lowest bidders and decided to reject the low bid.

MOTION: Commissioner Timothy Pasternak moved to accept the bid of American Outfitters in the amount of \$20,765.95 for the park district's apparel for 2019 as outlined in the bid specifications.

SECOND: By Commissioner Christine Gentes.

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

B. Tax Levy Ordinance 2018-12-06

Executive Director Bob Newport read the ordinance description and presented the annual Tax Levy Ordinance in its final form to the Board. He noted that the document was posted for the required 20 days and that the only change made was to reflect the new meeting date and as a special board meeting. He added that the ordinance, once adopted, would be filed with the Lake County Clerk's office. The Board had no questions.

MOTION: Commissioner Christine Gentes moved to adopt Ordinance 2018-12-06, the 2018 Tax Levy Ordinance.

SECOND: By Commissioner Paul Hollingsworth.

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

VIII. NEW BUSINESS

A. Commissioner Comments

There were no commissioner comments.

IX. CONSENT AGENDA

A. Approval of the Regular Board Meeting Minutes of November 8, 2018.

B. Approval of Cash Expenditure Transactions for the month of November, 2018.

MOTION: Commissioner Paul Hollingsworth moved to approve the Consent Agenda of December 17, 2018 as presented.

SECOND: By Commissioner Timothy Pasternak.

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

X. COMMITTEE REPORTS

A. Finance

1) Monthly Statements

Finance Department Manager Jennifer Baker provided the monthly financial statements. Commissioner Timothy Pasternak asked if the financial data was for the month of November instead of December as the headings indicated. Jennifer Baker said the results were for November. Executive Director Bob Newport wanted to thank Jennifer for her work doing the monthly financial statements and also preparing information for the annual audit for the Special Recreation Services of Northern Lake County.

B. Program and Facility Reports

1) Recreation Report

Katie Gamroth and the Recreation Department staff provided written reports. Commissioner Christine Gentes asked about the Open Art Studio program. Katie Gamroth said that staff member Margaret Kissner runs the program for the Children's Museum during the day. The Board wanted to express their congratulations to the Special Olympic athlete bowlers that competed at the sectionals and won one Gold and one Silver medal as well as a fourth place ribbon on their accomplishments. Katie Gamroth pointed out that there were additional photos on the website of the SRSNLC participant's trip to Florida to primarily visit the Magic Kingdom and Universal Studios and that the upcoming theater performance of Madagascar sold out and that fifty additional seats were added for the performance at Park School.

2) Golf Course Report

Brad Rouse and Sandy Bemis provided a written report.

3) Ranger Report

Chief Keith Kalodimos provided a written report. Executive Director Newport noted that Chief Kalodimos handled encroachment and graffiti issues at a couple parks outlined in the report in Round Lake Beach and recently gave a warning citation to a Round Lake Beach resident who was disposing garbage and recyclables in the Rolek Community Center dumpsters.

4) Parks Report

Jeff Lurquin provided a written report. Jeff added that the Village of Round Lake had started work on their pumping station at Raymond Park where the district had previously granted them an easement.

- 5) CDC Report
Joan Ellis provided a written report.
- 6) Risk Management Report
Jennifer Bye provided a written report.

XI. ADJOURNMENT

MOTION: Commissioner Christine Gentes moved to adjourn the Special Board Meeting of December 17, 2018.

SECOND: By Commissioner Paul Hollingsworth.

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

Park Board President Jennifer Blum adjourned the Special Board Meeting of December 17, 2018 at 6:22 p.m.

Respectfully Submitted.

/s/Jennifer Blum
Jennifer Blum, Park Board President

/s/Carl Hauser
Carl Hauser, Board Secretary

1/10/2019
Date Approved