

Round Lake Area Park District
Regular Board Meeting
December 9, 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 Sarah Green, 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 and Superintendent of Parks Ane Olivares.

II. PLEDGE OF ALLEGIANCE

III. AUDIENCE COMMENTS

Joe Prindle, a volunteer coach for special recreation sports, asked if there was anything else to do to support the special recreation program going forward that he could help with to let him know. Commissioner Pasternak asked those in attendance what they liked about the special recreation program and if they had any ideas to improve programs. Ashley Pollard stated that she felt the hiring of interns would help staff, serve the community, and provide work experience for people interested in the field as she herself had gotten a start through an internship. Joe Prindle liked the community built around the programs and would like to bring more people into special recreation including those who speak Spanish. Daisy Perez liked the positive feelings of the programs and the warm environment for the participants.

The Board thanked them for attending the meeting and volunteering.

IV. APPROVAL OF THE AGENDA

No changes to the posted agenda.

MOTION: Commissioner Pasternak moved to approve the agenda for the Regular Board Meeting of December 9, 2021, as presented.

SECOND: By Commissioner Metropulos.

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

V. DIRECTOR'S REPORTS

A. Approval of FY 2020-2021 Annual Financial Audit

Jamie Wilkey of Lauterbach & Amen, LLP thanked the District's Finance Department staff for their hard work through-out the year, that the audit is a six-month process and went smooth, was clean and with no deficiencies. Jamie noted in the auditor's report section, pages 4 and 5, that the park district received an unmodified opinion, which is the highest level she said an auditor can give an audit, and that the financial statements were materially correct. Jamie added that there were no issues or findings regarding relevant internal controls as they related to the preparation and fair presentation of the financial statements. Jamie then provided a high-level overview of the 2020-2021 financial statements highlighting the following items that she felt were important for the Board to review:

- Management's Discussion and Analysis Section
Jamie noted that the park district's equity had increased and that the General Fund balance increased by \$62,270, that the Recreation Fund increased by \$493,668, and that capital asset investment helped to increase overall equity.
- Illinois Municipal Retirement Fund pages 53 and 54.
Jamie said that the district's retirement plan was well funded at 99% and that the funding level would need to be 90% by the year 2040.
- General and Recreation Fund Budget versus Actual Schedules pages 55 and 56.

Commissioner Metropulos asked about the GASB 34 reporting model being used from 1999 and asked if any newer model had been made since then. Jamie stated that there had been many additional GASB pronouncements used for financial reporting and that the most recent, GASB 87 – Leases, noted in the Management Letter would be implemented with staff for the Fiscal Year Ending June 30, 2022. Jamie then reviewed the Management Letter and said other than the implementation of GASB 87, no new comments were added. The previous items regarding funds with deficit balances, and those funds not within the District's Fund Balance Policy from June 30, 2020, would go away and are just there for review as prior year recommendations.

The Board thanked the District's Finance Department staff and Jamie Wilkey for her presentation of the annual financial audit.

- MOTION: Commissioner Green moved to approve the Annual Financial Audit for the Fiscal Year Ended June 30, 2021.
- SECOND: By Commissioner Metropulos.
- VOTE: By roll call. All ayes. Motion passed.

B. Tax Levy Ordinance

Executive Director Newport presented the annual Tax Levy Ordinance and noted that a draft had been posted as required by law prior to its passage. The Board had no further questions regarding the information in the ordinance.

MOTION: Commissioner Metropulos moved to adopt the annual Tax Levy Ordinance 2021-12-04.
SECOND: By Commissioner Pasternak.
VOTE: By roll call. All ayes. Motion passed.

C. 2021 Brochure Print Bid Results and Recommendations

Superintendent of Recreation Gamroth presented the bid results for seasonal brochure printing that covers the 2022 Summer through the 2023 Spring catalogs. Gamroth stated that K.K. Stevens was the low bidder in the amount of \$26,473. She added that staff had worked with K.K. Stevens the last two years on the brochure and recommended accepting their bid. Commissioner Pasternak asked how the cost of the bid is determined. Gamroth stated that the overall cost was up over the previous bid and was based on the number of brochures printed per season. Gamroth said that each seasonal catalog in the past had a standard number of pages printed and if more pages are used, or the number of brochures printed was higher than quoted, then the district would pay any difference. The district pays for only the number of brochures printed each season.

MOTION: Commissioner Pasternak moved to accept the low bid of K.K. Stevens in the amount of \$26,473.00 for the seasonal brochure printing.
SECOND: By Commissioner Green.
VOTE: By roll call. All ayes. Motion passed.

D. Whistleblower Protection Policy

Executive Director Newport reviewed the Illinois Whistleblower Act and the protections that employees in Illinois are afforded in engaging in activities described in the act and from any employer retaliation against an employee who discloses information to a government or law enforcement agency, if the employee had reasonable cause to believe that the information disclosed a violation of state or federal laws, rules, or regulations. Commissioner Gentes asked who in the district would oversee the policy and Newport said that it would be the Human Resources Manager as that position had access to the district's law firm and the Park District Risk Management Agency lawyers. Commissioner Pasternak asked if the policy would be formatted and included in the policy manual. Newport stated it would.

MOTION: Commissioner Pasternak moved to approve the Illinois Whistleblower Protection Policy
SECOND: By Commissioner Green.
VOTE: By roll call. All ayes. Motion passed.

E. Sports Center Park Update

Superintendent of Parks Olivares stated the park was opened for use. Commissioner Gentes asked if the improvements at Whitewood Park were completed, and Olivares stated that the district was waiting on the standards for the pickleball court nets to be delivered and installed into the ground.

VI. NEW BUSINESS

A. Commissioner Comments

None.

VII. CONSENT AGENDA

- A. Approval of Amended Regular Board Meeting Minutes of October 14, 2021.
- B. Approval of Regular Board Meeting Minutes of November 11, 2021.
- C. Approval of Cash Expenditure Transactions for the Month of November 2021.

MOTION: Commissioner Metropulos moved to approve the Consent Agenda as presented.

SECOND: By Commissioner Green.

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

VIII. COMMITTEE REPORTS

A. Finance

1. Monthly Statements

Finance Department Manager Baker provided the monthly financial statements for November 2021.

B. Program and Facility Monthly Reports

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

Recreation staff provided written reports. Superintendent of Recreation Gamroth noted that the theater program had their first performance since 2019 at the Rolek Community Center and that they were working on a spring performance. Gamroth thanked the Parks Department staff for their assistance in the upcoming "Santa in the Park" winter event and noted that they built Santa's sleigh. Gamroth also noted that the laser light show would be set to music and broadcast on WRLR radio.

2. Parks Report

Superintendent of Parks Olivares provided a written report. Olivares said that the skate park has a few more items to complete and the goal was to have it open in the next week or two. Commissioner Pasternak asked about drainage for the bowl element and Olivares stated that there was no

drain in the bottom of the bowl, but water would drip through the seams.

3. Renwood Report

Golf course staff provided written reports.

Executive Director Newport said that the course would open for a few days the following week due to the prediction of unusual warm temperatures for December, that the new golf simulator had been busy, and that the permitting process had begun for the addition of the heated driving range bay project.

4. Safety Report

No items to report.

IX. ADJOURNMENT

MOTION: Commissioner Green moved to adjourn the Regular Board Meeting of December 9, 2021.

SECOND: By Commissioner Pasternak.

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

Park Board President Hollingsworth adjourned the Regular Board Meeting of December 9, 2021, at 6:49 p.m.

Respectfully Submitted.

/s/Paul Hollingsworth
Paul Hollingsworth, Park Board President

/s/Katie Gamroth
Katie Gamroth, Assistant Board Secretary

1/13/2022
Date Approved