

Round Lake Area Park District  
Regular Board Meeting  
July 14, 2022  
6:00 p.m.

**PLACE OF MEETING:**

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

**I. ROLL CALL**

Park District President Timothy Pasternak called the meeting to order at 6:00 p.m. Commissioners in attendance were Paul Hollingsworth, Christine Gentes, and Nick Metropulos. Commissioner Sarah Green was absent. Staff in attendance included Business Services Director Carl Hauser, Director of Operations and Recreation Katie Gamroth, Finance Department Manager Jennifer Baker, Superintendent of Parks Ane Olivares, Superintendent of Facilities Matt Netrefa, Guest Services Manager April Lohr, Child Development Center Manager Joan Ellis, Marketing and Communications Specialist Melissa Hollander, Golf Grounds Manager Sandy Bemis, Building Services Manager Lyle Perry, and Parks Manager James Braun.

**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**

Director of Operations and Recreation Gamroth stated that there were no changes to the posted agenda.

**MOTION:** Commissioner Gentes moved to approve the agenda for the Regular Board Meeting of July 14, 2022, as presented.

**SECOND:** By Commissioner Hollingsworth.

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

**VI. DIRECTOR'S REPORTS**

**A. Second Reading of 2022-2023 Operating Budget**

Finance Department Manager Baker read aloud the Introduction section of the budget document and stated that this was the second reading of the budget. Baker noted that total salaries are up over the prior fiscal year

due to an extra bi-weekly pay period falling within the 2022-2023 fiscal year, mandatory increases in the State of Illinois minimum wage, and the increased cost of hiring staff. The actual cost to attract staff is in the \$15-\$16 per hour range versus minimum wage being \$12 per hour. Baker then reviewed capital projects and noted some technology upgrades to facility data wiring, firewall replacement, multi-factor authentication requirement for insurance purposes, and switching accounting software in December. She said additional projects included the parking lot expansion and road improvements by the Sports Center with the Intergovernmental Agreement with the Village of Round Lake Beach for \$250,000.00, new siding and gutters at the Aquatic and Nature Museum building, and siding at the Rolek Community Center. Baker added that in addition to the approximately 7,800 square feet of out-of-play area at the golf course converted to pollinating plants that golf course maintenance staff was looking to convert other areas around the course to wildflowers for pollinating insects. Commissioner Metropulos asked about staffing levels going forward compared to 2019. Baker stated that prior to Covid-19, the district had 45 full-time staff compared to 39 currently and that minimum hourly wages were also lower in 2019. Gamroth noted that the Recreation Department was budgeted to increase by two full-time staff in addition to other areas in the district. Commissioner Gentes asked about seasonal staff changes and Baker said that seasonal staff was increasing as more programs run, such as summer camp. Gamroth stated that summer camp had a waiting list, as there was not enough staff to cover additional campers. Commissioner Gentes asked how Jeff Ellis Management was doing with pool staffing. Gamroth replied it is doing very well with staffing the hours that the pool is open as well as retaining staff. Commissioner Hollingsworth asked about the increased costs and the effect on operating and Baker stated that the burden was to try to keep costs low to the community with other costs increasing, also. Gamroth said that staff would need to look at program pricing more often than in the past. Gamroth added that the district was also competing against the private sector for staff and may need to increase hourly wages going forward.

The Board thanked staff for their work on the budgets and decided a third reading would not be necessary.

#### B. Schedule – Budget and Appropriation Hearing

Baker stated that staff recommended scheduling the Budget and Appropriation Hearing for August 11, 2022, at 6:00 p.m. as part of the Regular Board Meeting to approve the budget.

**MOTION:** Commissioner Gentes moved to approve the scheduling of the Budget and Appropriation Hearing at 6:00 p.m. on August 11, 2022, as part of the Regular Board Meeting agenda.

**SECOND:** By Commissioner Hollingsworth.

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

#### C. Renwood Golf Course Driving Range Shelter Bid Results and Recommendation

Gamroth presented the bid results and recommendations of project manager Camosy Construction for the Renwood Golf Course Driving Range Shelter project.

Gamroth stated that Camosy's recommendation for the Excavation and Site Utility work was to accept the only bid submitted from Leo J. Fox Trucking & Excavation, Inc. in the amount of \$28,475.00. The board had no questions.

MOTION: Commissioner Hollingsworth moved to accept the bid of Leo J. Fox Trucking & Excavation, Inc. in the amount of \$28,475.00 for Bid Package – 2.30 Excavation & Site Utilities.

SECOND: By Commissioner Gentes.

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

Gamroth stated that Camosy's recommendation for the Concrete Work & Asphalt Patching was to accept the only bid submitted from Camosy Construction in the amount of \$59,000.00. The board had no questions.

MOTION: Commissioner Gentes moved to accept the bid of Camosy Construction in the amount of \$59,000.00 for Bid Package – 3.30 Concrete Work & Asphalt Patching.

SECOND: By Commissioner Hollingsworth.

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

Gamroth stated that Camosy's recommendation for the General Trades work was to accept the only bid submitted from Camosy Construction in the amount of \$189,000.00. The board had no questions.

MOTION: Commissioner Gentes moved to accept the bid of Camosy Construction in the amount of \$189,000.00 for Bid Package – 6.01 General Trades.

SECOND: By Commissioner Metropulos.

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

Gamroth stated that Camosy's recommendation for the Shingle Roofing & Architectural Sheet Metal work was to accept the low bid submitted from JF Chiatello in the amount of \$21,900.00. Commissioner Pasternak asked what was included in the Architectural Sheet Metal work. Golf Grounds Manager Bemis stated it was the flashing work. The Board also asked if the district had worked with JF Chiatello, and Bemis said no but that Camosy had vetted the company and did reference checking.

MOTION: Commissioner Hollingsworth moved to accept the bid of JF Chiatello in the amount of \$21,900.00 for Bid Package – 7.30 Shingle Roofing & Architectural Sheet Metal.

SECOND: By Commissioner Gentes.

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

Gamroth stated that Camosy's recommendation for the Painting work was to reject the two bids submitted that ranged from \$17,690.00 to \$22,548.00. Commissioner Pasternak asked what work was involved in the painting bid. Bemis stated that it was just to paint the inside area of the six bays, as the outside was pre-engineered with color included. Bemis said that district staff would do the work instead.

MOTION: Commissioner Gentes moved to reject the bids for Bid Package – 9.90 Painting.

SECOND: By Commissioner Metropulos.

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

Gamroth stated that Camosy's recommendation for the Electrical work was to accept the low bid plus the alternate bid submitted from Pieper Power Inc. in the amount of \$38,560.00. The board asked if the district had worked with Pieper Power Inc. previously and what the alternate work covered. Bemis stated no, as to prior use of Pieper Power Inc. and that Camosy did the required background check on the company. She added that the

actual overall bid pricing of the project versus the budget allowed for the alternate to be accepted that covered the work for the heating of the bays.

MOTION: Commissioner Hollingsworth moved to accept the Base Bid plus Alternate #1 of Pieper Power Inc. in the amount of \$38,560.00 for Bid Package – 16.01 Electrical

SECOND: By Commissioner Gentes.

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

## **VII. NEW BUSINESS**

### **A. Commissioner Comments**

Commissioner Metropulos stated that the Sports Center Grand Opening event was amazing. Commissioner Gentes said that the July 3 fireworks show was good and well-attended. Commissioner Pasternak asked how the transition and programming was going with SRACLC. Gamroth said the transition was going well and that the camp numbers had increased in July.

## **VIII. CONSENT AGENDA**

A. Approval of the Regular Board Meeting Minutes of June 9, 2022.

B. Approval of Cash Expenditure Transactions for the Month of June 2022.

MOTION: Commissioner Hollingsworth moved to approve the Consent Agenda of July 14, 2022, as presented.

SECOND: By Commissioner Gentes.

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

## **IX. COMMITTEE REPORTS**

### **A. Finance**

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

Baker provided the monthly financial statements for June 2022. Commissioner Hollingsworth asked if the district was experiencing any problems with the merger of First Midwest Bank and Old National Bank as other customers had. Baker said no and that transactions were being processed and accessing their website did improve after the initial switch-over to Old National's platform.

### **B. Program and Facility Monthly Reports**

#### **1. Recreation Services Report**

##### **a. General**

Gamroth said that it was nice to see summer camp and the pool busy. She noted that the stand-up paddleboard yoga program was also going well. Gamroth added that the dance recitals went well at the civic center, that online ticketing was used with performers being able to purchase a set number of tickets before releasing for general sales. Gamroth explained that the seating was approximately

150, which was less than when the high school was used for performances. The board commented that they liked the pictures showing the progress in the interactive neighborhood museum. Commissioner Gentes said she noted how well the Huebner Fund programs were doing. Gamroth said that Recreation Supervisor Kathy Paczynski was doing excellent and capitalizing on the interest of the community in outdoor programming. Commissioner Hollingsworth asked if the district could offer pontoon boat rentals to the public for tours of the lake with staff operating the boat. Gamroth said she would research what would be required.

b. Child Development Center

Staff provided a written report. Ellis added that the mini programs quickly filled this summer and that the Half-day program at the Sports Center had 18 children enrolled. She added that the Half-day program was held on Tuesdays and Thursdays and went from 9:00 a.m. to 11:30 a.m.

c. Guest Services

Staff provided a written report. Commissioner Metropulos asked if staff could add figures from 2019 to the monthly report as a comparison. Lohr said she would provide those number in the next report. Lohr added that the pool Guest Services staff has been doing a great job, covered operating hours, and work well together. Lohr said that the online payment option when registering for programs was popular with the community.

d. Marketing

Staff provided a written report.

e. Facilities

Staff provided a written report. Netrefa stated that the Sports Center flooring was scheduled to be upgraded to match the flooring at the Rolek Community Center. He said that the flooring company had been great to work with and were flexible in accommodating the park district's operating times. Netrefa said that the flooring company would also replace the laminate flooring used for dance at the Aquatic and Nature Center building. Commissioner Gentes asked how the indoor soccer field surface was holding up. Netrefa said that during the Covid-19 closure the field vendor was out to do a few small repairs and said the field was holding up well. Netrefa added that getting the materials needed for repairs to the dasher boards was an issue.

2. Parks Report

Staff provided a written report.

3. Renwood Report

Staff provided a written report.

4. Safety

Staff provided a written report.

**X. ADJOURNMENT**

MOTION: Commissioner Hollingsworth moved to adjourn the Regular Board Meeting of July 14, 2022.

SECOND: By Commissioner Gentes.

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

Park Board President Pasternak adjourned the Regular Board Meeting of July 14, 2022, at 7:09 p.m.

Respectfully Submitted.

/s/Timothy Pasternak  
Timothy Pasternak, Park Board President

/s/Carl Hauser  
Carl Hauser, Park Board Secretary

August 11, 2022  
Date Approved