

Round Lake Area Park District  
Regular Board Meeting  
May 12, 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 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, Director of Operations and Recreation Katie Gamroth, Finance Department Manager Jennifer Baker, Superintendent of Parks Ane Olivarres, Human Resource Manager Jennifer Ruehrdanz, Guest Services Manager April Lohr, Building Services Manager Lyle Perry, and Marketing Manager Melissa Hollander.

**II. PLEDGE OF ALLEGIANCE**

**III. AUDIENCE COMMENTS**

Nancy Wamser, who stated that she lived in Grayslake, and had a participant in SRSNLC - Round Lake Special Olympics because the programs were available closer to her home, and not in Vernon Hills where SRACLC was holding programs. She was disappointed that with the switch over to SRACLC that all of the Special Olympics programs were still only offered in Vernon Hills this summer.

**IV. APPROVAL OF THE AGENDA**

Executive Director Newport stated that the posted agenda included under VII – Consent Agenda, item B. - Approval of But Not Release of Executive Session Minutes of April 14, 2022. The Board packet agenda received by the commissioners did not have that item listed.

**MOTION:** Commissioner Pasternak moved to approve the agenda for the Regular Board Meeting of May 12, 2022 as amended.

**SECOND:** By Commissioner Green.

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

**V. DIRECTOR'S REPORTS**

**A. Annual Election of Officers**

Executive Director Newport stated per the park district's codes and policies that at the annual meeting held in May the Board would elect officer positions. He said that the President and Vice President positions were

elected by the members and that the Treasurer, Secretary, Assistant Treasurer and Assistant Secretary positions could then be appointed by the elected Board President.

MOTION: Commissioner Metropulos moved to open the nominations for Park District Board President.

SECOND: By Commissioner Gentes.

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

MOTION: Commissioner Gentes moved to nominate Commissioner Pasternak as Park District Board President.

SECOND: By Commissioner Metropulos.

There were no other nominations.

MOTION: Commissioner Green moved to close the nominations for Park District Board President.

SECOND: By Commissioner Metropulos.

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

MOTION: Commissioner Green moved to open the nominations for Park District Board Vice President.

SECOND: By Commissioner Pasternak.

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

MOTION: Commissioner Gentes moved to nominate Commissioner Metropulos as Park District Board Vice President.

SECOND: By Commissioner Green.

There were no other nominations.

MOTION: Commissioner Metropulos moved to close nominations for Park District Board Vice President.

SECOND: By Commissioner Green.

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

MOTION: Commissioner Green moved to elect Commissioner Pasternak as Park District Board President and Commissioner Metropulos as Park District Board Vice President.

SECOND: By Commissioner Metropulos.

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

Park Board President Elect Pasternak thanked Commissioner Hollingsworth for his work in leading the district the past two plus years and Commissioner Gentes as Vice President. Pasternak then appointed Commissioner Green as Treasurer, Finance Department Manager Baker as Assistant Treasurer, Director of Business Services Hauser as Board Secretary, and Director of Operations and Recreation Gamroth as Assistant Board Secretary.

The newly elected officers assumed their roles for the remainder of the May 12, 2022 Regular Board Meeting.

B. Parking Lot Construction IGA with the Village of Round Lake Beach

Executive Director Newport stated that the agreement included a project with the village to expand their parking lot north of village hall and widen Municipal Way that would include a right turn lane onto Hook Road to help alleviate traffic leaving the district's Sports Center facility. He added that the district would be allowed to use the expanded lot for parking. He said that the village would cover 2/3 of the cost for widening Municipal Way with the district paying 1/3, that an even 50/50 cost split for expanding the parking lot, and that the district's total cost would not exceed \$250,000.00. The board asked if a three-way stop sign would be included in the project and Newport said no. He passed around to the board a drawing of the project plan and noted a mid-summer start and projected completion of the project in the fall.

MOTION: Commissioner Gentes moved to approve the Parking Lot Construction IGA with the Village of Round Lake Beach at a cost not to exceed \$250,000.00.

SECOND: By Commissioner Hollingsworth.

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

C. Section 20 Board and Administration Manual: Independent Contractor Policy Review and Updates

Director of Operations and Recreation Gamroth stated that in review of the district's policy and current industry standards for independent contractor agreements that the policy needed to be updated. She said that the changes would go into effect on July 1, with the district's new budget cycle and that the current policy with an 80/20 is rare as most other agencies are at 70/30 and some have a 65/35 split with the agency receiving the lower percentage. Gamroth said that the 80/20 split would be used for programs held at the contractor's location, the 70/30 split for programs held at a Round Lake Area Park District facility or park and a 60/40 split for programs where park district staff are paid based on a percentage split and gross revenue is under \$15,000.

MOTION: Commissioner Gentes moved to approve the changes to Section 20 of the Board and Administration Policy Manual - Independent Contractor Policy and Guidelines.

SECOND: By Commissioner Green.

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

D. Section 32 Board and Administration Manual: Public Comment Policy Review and Updates

Commissioner Hollingsworth stated that in conversations he had with the district's law firm the changes and additions to the policy are noted and up to date with laws and court rulings. Commissioner Gentes asked if the policy was also recommended to their other clients and Hollingsworth said yes and that he instructed the attorney to include what is new within the laws and that included a total time limit of 30 minutes for public comment as reasonable. He added that the policy would also limit any employee or former employee employment matters unless it is a matter of public concern. Commissioner Metropoulos asked how the board would be able to enforce the time limit and Hollingsworth stated that the President can adjust limits of how long an individual speaks, but overall still limit public comments to 30 minutes. He added that before starting public comment, the president should notify the public that neither the Board or Executive Director would have dialog with the public during this time. Commissioner Pasternak said that he saw that public comment could be anywhere on the agenda and Executive Director Newport said that it could be moved to another spot on the agenda. Newport also noted that going forward his report section would change. Commissioner Metropulos asked about how staff

with any issue against the executive director could bring that to their attention. Newport stated that according to the attorney a staff can file through the Human Resources Manager that is the process included in the employee policy manual and that the Human Resources Manager and her supervisor, the Director of Business Services, would then bring any employee grievance against the executive director to the board. Newport stated that procedures are in the policy and that staff needed to follow the chain of command in the employee manual. Commissioner Pasternak asked if the attorney can train the board on some of these issues and Newport stated that only as part of a board evaluation with IAPD or other qualified lead trainer in attendance. Commissioner Metropulos asked how the board can stop any comment against an employee and both Newport and Pasternak stated that there would be some judgement to that by the Board President. Commissioner Metropulos asked how the board would communicate that the any comment is inappropriate. Pasternak said the president can stop the speaker and inform them comment is inappropriate and if they become belligerent to have them removed from the meeting as noted in the policy. Newport added that the president could also use the gavel to stop the meeting for a period of time until order is restored and continue on that night or move the completion of the meeting to another date. Pasternak asked how can the board follow-up and Newport said that the issue can be referred to the staff as noted at the previous meeting as one member of the board can not speak on behalf of the the whole board. Newport added that there are laws against disrupting a meeting and law enforcement could be called to escort a person out.

Newport asked the Board what the district's law firm could do to help the board and the agency more. He stated that he could set up a time to discuss whether they could create a training or education of board members that could be used at other agencies as well. The Board felt that such an educational program would be helpful to both new and experienced board members. Pasternak was concerned with the cost in billable hours to the district as other trainings were available through existing park district advocacy agencies. Metropulos asked how does the board let the public know they have heard or received comments. Hollingsworth said that they could have staff follow-up and answer questions but the board members are not to give decisions. Hollingsworth asked Human Resources Manager Ruehrdanz if she had any comments. Ruehrdanz stated that no employee had come to her to make a complaint about their manager or supervisor. Ruehrdanz added that since Gamroth's arrival at the district that staff's comfort level changed as Gamroth started to make changes and asked staff to do more. Gentes said that in her years of service with the park district she did not recall ever having an employee come forward to discuss misbehavior of a manager or supervisor. Ruehrdanz added that staff are required to have annual harassment training which in the past had been done in person through a contractor with skit actors followed by discussion sessions and virtually when in-person training was not achievable during Covid-19 restrictions.

**MOTION:** Commissioner Gentes moved to approve changes to Section 32 of the Board and Administration Policy Manual – Public Comment and Participation Policy.

**SECOND:** By Commissioner Hollingsworth.

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

#### E. Summer Program Updates

Superintendent of Parks Olivares stated that the grand opening ceremony for the Sports Center OSLAD park project and the skate park renovation would be on June 11, 2022. Olivares added that fitness equipment for adults to be installed on the Rolek Center grounds would be in the shape of a heart. She added that the equipment was being installed as adults were using the previously installed children's fitness equipment and breaking the components.

Director of Operations and Recreation Gamroth said that the summer brochures were out and the programs were also available online for registration. She noted that the 7-9 year old summer camp program was popular. She added that as of May 1, 2022, the date the district was officially a member of SRACLC, registration was available for SRACLC summer programs at the Sports Center and that Special Olympics were not offered this year due to SRACLC programming having been completed prior to Round Lake joining.

## **VI. NEW BUSINESS**

### **A. Commissioner Comments**

Commissioner Gentes thanked Commissioner Hollingsworth for the two plus terms he served as president and his handling of meetings within the guidelines of the open meetings act as well as maintaining his composure during recent public comment portion of the meetings.

Commissioner Hollingsworth thanked the board as well as staff for their support over the time he served as president.

## **VII. CONSENT AGENDA**

- A. Approval of the Regular Board Meeting Minutes of April 14, 2022.
- B. Approval of But Not Release of Executive Session Minutes of April 14, 2022.
- C. Approval of Cash Expenditure Transactions for the Month of April 2022.

MOTION: Commissioner Metropulos moved to approve the Consent Agenda of May 12, 2022 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 April 2022. Baker outlined the fiscal year 2022-2023 budget presentation schedule starting with the first reading at the June meeting and the second reading in July. Commissioner Metropulos asked if the budget would contain funding for a master plan and Executive Director Newport said that it would not as the lead time to prepare is 6 to 8 months so looking at the 2023-2024 budgets.

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

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

Recreation staff provided written reports. Director of Operations and Recreation Gamroth stated that the swimming pool had been filled and lifeguard hiring by Jeff Ellis Management was going better than last year. Executive Director Newport added that next year the Ellis electronic assisted system would be implemented along with guard staff to monitor pool activity.

Gamroth then congratulated staff member Margaret Kissner who was hired by SRACLC to continue work she had been doing with the SRSNLC Today program. Gamroth added that Kissner had been a positive influence in the transition and fit in well with the special needs programming.

Gamroth said that work had begun on constructing the play elements in the Neighborhood Museum at the Rolek Center now that the painting of the walls was completed.

Gamroth stated that season passes for sale at the pool were all individual passes, that the price was lowered, and that the pass could be used for each daily session. She added that each day would have two sessions allowing for cleaning in-between. Commissioner Metropulos asked if there was area to add an additional shade structure at the pool. Superintendent of Parks Olivares said that she would look. Commissioner Gentes asked about concessions and Gamroth said that Guest Services staff would again sell pre-packaged food and water. Executive Director Newport added that outside vendors have been unwilling to place machines at the facility as it is not a year-round operation with enough volume.

2. Parks Report

Superintendent of Parks Ane Olivares provided a written report.

3. Renwood Report

Golf course staff provided written reports.

**IX. ADJOURNMENT**

MOTION: Commissioner Gentes moved to adjourn the Regular Board Meeting of May 12, 2022.

SECOND: By Commissioner Hollingsworth.

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

Park Board President Pasternak adjourned the Regular Board Meeting of May 12, 2022 at 7:17 p.m.

Respectfully Submitted.

/s/Timothy Pasternak  
Timothy Pasternak, Park Board President

/s/Carl Hauser  
Carl Hauser, Park Board Secretary

June 9, 2022  
Date Approved