

Round Lake Area Park District
Regular Board Meeting
November 10, 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 Timothy Pasternak called the meeting to order at 6:00 p.m. Commissioners in attendance were Christine Gentes, Sarah Green, and Nick Metropulos. Commissioner Paul Hollingsworth was absent. 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 Olivares, Superintendent of Recreation Ben Versnik, Human Resource Manager Jennifer Ruehrdanz, Guest Services Manager April Lohr, Marketing Manager Melissa Hollander, Golf Grounds Manager Sandy Bemis, and Recreation Supervisor Dena Krieger.

II. PLEDGE OF ALLEGIANCE

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

None.

IV. AUDIENCE COMMENTS

Mike Findley, a parent of a special needs child, stated that the outdoor bocce ball court built at the Sports Center was not useful for practicing for competitions, as Special Olympic courts are grass. He asked the board if they would consider putting in a grass court instead of a sand court. He stated that the organization he is with has about 25 special needs participants that currently use a grass area near a local business for practice. Findley added that more courts are needed in the community. Green asked when the bocce ball season runs. Findley said that it runs from the end of summer to early fall to qualify for the following spring's Special Olympics competition. Metropulos asked Newport if a grass court was considered instead of sand when the area was built. Newport said no, as the district was not a member of SRACLC at that time. Newport added that there was enough space in the park to install another court.

V. APPROVAL OF THE AGENDA

Newport stated that there were changes to the posted agenda.

MOTION: Gentes moved to approve the agenda for the Regular Board Meeting of November 10, 2022, as presented.

SECOND: By Green.

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

VI. DIRECTOR'S REPORTS

A. Hart Woods Pavilion Naming in Honor of Former Park Commissioner Jeanne Goshgarian

Gentes said she had no further updates on the request. The Board had no questions or comments.

MOTION: Gentes moved to approve the naming of the Hart Woods Pavilion in Honor of Former Park District Commissioner Jeanne Goshgarian.

SECOND: By Green.

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

B. Draft Tax Levy

Baker said that the draft of the levy would be posted after the meeting to meet the 20-day posting requirement before the adoption at the December meeting. Baker asked if there were any questions on the draft ordinance. Pasternak asked the basis of the numbers presented. Hauser stated that they were from estimates in the current budget, and that staff also looked at adjustments to the levy based on the Consumer Price Index and any estimates of growth in the community's Equalized Assessed Value.

C. IAPD Annual Meeting Credentials

Newport stated that as part of IAPD's annual meeting at the parks and recreation state conference in January 2023, the district would need to name a delegate and an alternate to vote on the district's behalf. Pasternak volunteered to be the delegate and Newport said he would be the alternate.

MOTION: Metropulos moved to approve Pasternak as the district's delegate and Newport as the alternate.

SECOND: By Gentes.

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

VII. NEW BUSINESS

A. Commissioner Comments

Pasternak thanked the board members for their input and indicated that he had met with Newport for his annual evaluation.

VIII. CONSENT AGENDA

- A. Approval of the Regular Board Meeting Minutes of October 13, 2022.
- B. Approval of, But Not Release of, Executive Session Board Meeting Minutes of September 8, 2022.
- C. Approval of, But Not Release of, Executive Session Board Meeting Minutes of October 13, 2022.
- D. Approval of Cash Expenditure Transactions for the Month of October 2022.

Metropulos stated that his name was misspelled in the October 13, 2022, regular meeting minutes. Hauser stated that the minutes could be approved contingent on corrections being made to the misspelling of “Metropulos”.

MOTION: Metropulos moved to approve the Consent Agenda of November 10, 2022, contingent on the corrected spelling of “Metropulos” in the October 13, 2022, regular board meeting minutes.

SECOND: By Green.

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

IX. COMMITTEE REPORTS

A. Finance

1) Monthly Statements

Baker provided the monthly financial statements for October 2022. Baker said that the draft of the audit had been received and reviewed by staff and changes sent to the auditors. Baker added that no changes were made to the audit figures and that an auditor would attend the December regular board meeting to present the completed audit. Metropulos asked if the new accounting software was in use. Baker said that the “go live” date was December 5. Hauser informed the board that Baker had paid the November 15, 2022, Series 2021 bond payment.

B. Program and Facility Monthly Reports

1. Risk Management/Human Resources

Staff provided a written report. Ruehrdanz had nothing further to add.

2. Renwood Report

Staff provided a written report.

Metropulos asked what the procedure was for weather closure. Bemis said that generally soil temperatures needed to be 40 degrees or higher for a projected period. Bemis added that once the grass goes to sleep and it is stepped on or rolled over the grass cells break, and if the grass is not actively growing then it cannot recover, which leads to the killing of the grass. Metropulos asked how the opening/closure is communicated. Bemis said through the website, Facebook, and email blasts. Gentes asked about the progress of the driving range covered bay project. Bemis said it was going well and they were waiting on the installation of doors and windows. Newport added that electrical work had been completed. Newport also noted that the second simulator was close to being installed. Pasternak asked if there is a process in place for use of the heated driving range bays. Newport said Golf Pro Rouse ran a simulation and determined that a 30-minute time slot could be reserved and included a bucket of 120 balls to be used in that time.

3. Recreation Operations Report

Staff provided a written report.

Gamroth introduced Recreation Supervisor Dena Krieger, who oversees the Neighborhood Museum area. Gentes complimented staff on the new look of the Neighborhood Museum area and said it was fun for children. Gamroth said that the house play piece staff was waiting on had been delivered and that the maintenance department staff was painting it prior to assembly. Gentes asked about hours of operation once the area opens after the sneak peek times end. Krieger said staff was looking at morning and early afternoon hours as well as Saturday mornings and then Saturday afternoons for rentals. Gentes asked if it would be possible to have a 3:30 p.m. to 5:30 p.m. time. Gamroth said that staff was also reviewing programs that were being offered in the gymnasium afternoons to minimize congestion of the area. Gamroth said staff was considering an evening session that could fit into the schedule. Pasternak asked how the check-in process was going. Krieger said it was going well. When patrons are greeted, they are encouraged to keep the area clean and help pick up toys. Pasternak asked what the capacity was for the area. Krieger responded 40 total people and added that some of the preview sessions were crowded.

Gamroth noted that the Trick-Or-Treat Trail went very well and that there were many vendors that participated by being on site to host a table or hand out candy. Gamroth thanked Hollander for recruiting the local businesses, organizations, and government units that participated.

Gamroth discussed with the board that the current printing contract had one more brochure printing remaining before going out to bid. Gamroth was looking for input from the board on how to move forward, as the district currently prints and mails 20,000 brochures per season. Gamroth said she was looking to reduce the district's footprint, cut back on the use of paper, printing, and mailing costs, and use more technology to communicate with residents. Gamroth would like to print less brochures and have them delivered to the community center. Residents who want a hard copy can stop in and pick one up. Gamroth added that an alternative would be to have the district mail a card to the community with a QR code saying that the brochure was available online or at the community center. Gamroth said that any changes to programs made after the brochure comes out can be updated and accessed through the QR code and the website. Metropulos asked if the saved funds would be repurposed, go toward environmental concerns, or removed from the budgets. Gamroth stated that staff would like to put funds toward technology upgrades, as the district already had to upgrade bandwidth with the website provider due to increased traffic. Pasternak asked if the brochure could also be downloaded. Gamroth said yes, and users could also click a link to access registration at ActiveNet's site. Gentes asked if there was a spike in registrations due to the brochures being sent. Gamroth said yes, but it could not be determined if it was that or the brochure being live on the website. Pasternak asked how many brochures are picked up at the community center. Gamroth said that currently there are only a couple hundred onsite and extras were not always distributed. Lohr said that many non-residents who do not receive a brochure sign-up for programs. Gentes asked the period the new contract would cover. Gamroth said one year, so staff could review the change and that the contract could include an option to extend with the vendor. The board agreed that staff should review options to move toward lower printing volumes and have some brochures available at the community center. Newport believed that a good starting point under the new process would be to have around 4,000 copies available for summer, with staff adjusting that number going forward.

Gamroth stated that the entry door replacement project was ongoing at the facilities and should be completed soon.

4. Parks Report

Staff provided a written report.

The board liked the heart-shaped, adult-aged outdoor fitness area installed by the parks department, as well as the wood siding and gutters at the community center, aquatics, and nature museum buildings. Gentes asked what the map area was in the picture provided. Olivares said that it was for a nine-hole disc golf course to be installed at North Shore Park.

X. EXECUTIVE SESSION

MOTION: Gentes moved to go into Executive Session at 6:45 p.m. in accordance with the Open Meetings Act Chapter 5ILCS Section 120/2 (c)(1) for the appointment, employment, compensation, discipline, performance, or dismissal of an employee.

SECOND: By Metropulos.

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

The Executive Session adjourned at 7:28 p.m. and the Regular Board Meeting reconvened.

XI. ACTION ON EXECUTIVE SESSION ITEMS AS RELATED TO EMPLOYMENT, DISCIPLINE, OR PERFORMANCE REVIEW OF EMPLOYEE

No action taken.

XII. ADJOURNMENT

MOTION: Gentes moved to adjourn the Regular Board Meeting of October 13, 2022.

SECOND: By Metropulos.

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

Park Board President Pasternak adjourned the Regular Board Meeting of October 13, 2022, at 7:29 p.m.

Respectfully Submitted.

/s/Timothy Pasternak
Timothy Pasternak, Park Board President

/s/Katie Gamroth
Katie Gamroth, Assistant Park Board Secretary

12/8/2022
Date Approved