

Round Lake Area Park District
Regular Board Meeting
August 11, 2016
6:00 p.m.

PLACE OF MEETING:

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

I. ROLL CALL

Park Board President Christine Gentes called the meeting to order at 6:00 pm. Commissioners in attendance were Paul Hollingsworth, Jennifer Blum, Timothy Pasternak and Christine Gentes. Staff in attendance included Executive Director Bob Newport, Recreation Services Director Ross Bertone, Finance Department Manager Karen Jackson, Recreation Program and Facilities Manager Scott McClaskey, Golf Grounds Manager Sandy Bemis, Parks Manager Ane Olivares, SRSNLC Program Manager Jessica Findley, Building Services Manager Lyle Perry, Registration Manager Sue Butler, Human Resources Manager Jennifer Bye, Senior Center Coordinator Marianne Heinz and Huebner Coordinator Christine Kustra.

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

MOTION: Commissioner Pasternak moved to approve the agenda for the Regular Board Meeting of August 11, 2016 as presented.

SECOND: By Commissioner Hollingsworth.

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

VII. DIRECTOR'S REPORTS

A. Huebner Fishery Management Foundation Check Presentation

Executive Director Newport introduced Sandra Shinsky from Wintrust Wealth Management Company and Reverend Lisle Kauffman. Ms. Shinsky and Reverend Kauffman are Trustees of the Huebner Fishery Management Foundation and Executive Director Newport stated that they were

in attendance to present a check to the board. Ms. Shinsky and Reverend Kauffman briefly discussed John Huebner's legacy and then presented a check to the board in the amount of \$100,000 to be used toward running programs and informing residents of ecosystems on Round Lake. A check presentation photo was taken to commemorate the event.

B. New Staff Introductions

Executive Director Newport had Recreation Services Director Ross Bertone introduce Sue Butler who accepted the position of Registration Manager. Recreation Program and Facilities Manager Scott McClaskey introduced Marianne Heinz who accepted the position of Senior Coordinator. Executive Director Newport introduced Jennifer Bye who accepted the position of Human Resources Manager. The Board welcomed the new staff to the Round Lake Area Park District.

C. Final Master Plan Presentation and Approval

Executive Director Newport presented the final Master Plan prepared by Hitchcock Design Group. He stated the most important piece of the Master Plan is the overview section of the report because this shows the district's roadmap to the future. Executive Director Newport stated that once approved, he would meet with the Directors first to review the plan and assign tasks to the staff. He then stated that staff will identify pieces of the Master Plan in the budget narratives as a piece of each year's budget. Commissioner Gentes asked where the trail around Hook Lake was identified. Executive Director Newport stated that it was identified in the trail connectivity section along with the development of Sports Center Park. He then stated that he would be leading a committee for trail connectivity with the area villages and partners. Executive Director Newport then thanked the Board of Commissioners for their time spent on the Master Plan and thanked the staff for their input given during the process.

MOTION: Commissioner Pasternak moved to adopt the Round Lake Area Park District Comprehensive Master Plan.

SECOND: By Commissioner Blum.

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

D. Update on Property Donation of Undeveloped Parcel Located Next to Cedar Valley Park

Executive Director Newport presented a memo describing areas of concern with the possibility of pursuing the property adjacent to Cedar Valley Park. The concerns include the property is owned in trust, so it needs to be confirmed the Olson's have authority to direct the sale of the property, some real estate taxes are delinquent, and there are two weed cutting liens filed against the property. After Executive Director Newport described the concerns listed in the memo, the Board of Commissioners agreed to pursue the property only if all items are corrected.

E. General Information

1. IAPD Updates

Executive Director Newport handed out information on the IAPD Legislative Picnic to the Board of Commissioners. He stated it is the responsibility of each individual commissioner to sign up for the picnic if interested.

2. NRPA Updates
Executive Director Newport wanted to confirm which commissioners were still planning on attending the NRPA Conference in St. Louis. Both Commissioner Blum and Commissioner Hollingsworth stated they will no longer be able to attend and would like to see their spot be used by a staff member.
3. New Law on Travel Information Sheet
Executive Director Newport included a Law Alert in the board packet in regards to the Local Government Travel Expense Control Act. Executive Director Newport stated this was for information purposes only and the District's lawyers were reviewing and he is waiting for the official guidelines.

VIII. NEW BUSINESS

None.

IX. CONSENT AGENDA

- A. Approval of Regular Board Meeting Minutes of July 14, 2016.
- B. Approval of Cash Expenditure Transactions for the month of July, 2016.

MOTION: Commissioner Hollingsworth moved to approve the Consent Agenda of August 11, 2016 as presented.

SECOND: By Commissioner Blum.

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

X. COMMITTEE REPORTS

A. Finance

1) Monthly Statements

Finance Department Manager Karen Jackson presented the monthly financial statements and a written report. Karen added that the external auditors were onsite on August 4 and will be returning in September 2016.

B. Program and Facility Reports

1) Recreation Quarterly Reports

Ross Bertone and the recreation staff provided written reports. Commissioner Gentes passed along an article from the Illinois Parks and Recreation magazine and highlighted the ideas of having a black Friday pool pass sale, putting a life guard chair in the lobby to remind people about the pool and having a mobile concession cart during the pool season. Commissioner Gentes also congratulated the dance studio staff who passed their Dance Master tests and the achievements of our Special Olympic Athletes.

Commissioner Blum complimented the Theater Program including its organization and the planning involved.

- 2) Golf Course Report
Brad Rouse provided a written report.
- 3). Golf Course Maintenance Report
Sandy Bemis provided a written report.
- 4). Ranger Report
Chief Keith Kalodimos provided a written report.
- 5). Parks Report
Jeff Lurquin provided a written report.
- 6). CDC Report
Joan Ellis provided a written report.
- 7). Marketing Report
Jill Ganan provided a written report.
- 8). Risk Management Report
Carl Hauser provided a written report.

XI. EXECUTIVE SESSION

MOTION: Commissioner Hollingsworth moved to go into Executive Session at 7:31pm in accordance with the Open Meetings Act Section 2(C)21 for the discussion of Minutes of Meetings lawfully closed to the public, whether for the purposes of approval by the body of the Minutes or semi-annual review of the Minutes.

SECOND: By Commissioner Pasternak.

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

The Executive Session adjourned at 7:32 p.m. and the Regular Board Meeting reconvened.

XII. CONSIDERATION OF RELEASE OF CLOSED SESSION MINUTES BASED ON SEMI-ANNUAL REVIEW

The Board determined in the Executive Session that no closed session meeting minutes were to be released for public inspection.

MOTION: Commissioner Blum moved that no previous executive session meeting minutes were to be released for public inspection.

SECOND: By Commissioner Pasternak.

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

XIII. CONSIDERATION OF DESTRUCTION OF CLOSED SESSION TAPES OLDER THAN 18 MONTHS BASED ON SEMI-ANNUAL REVIEW

The Board discussed in the executive session the destruction of executive session tapes in accordance with Ordinance 2004-01-04.

MOTION: Commissioner Hollingsworth moved to authorize the destruction of any closed session tapes older than 18 months.

SECOND: By Commissioner Blum.

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

XIV. ADJOURNMENT

MOTION: Commissioner Pasternak moved to adjourn the Regular Board Meeting of August 11, 2016.

SECOND: By Commissioner Blum.

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

Park Board President Gentes adjourned the Regular Board Meeting of August 11, 2016 at 7:34 p.m.

Respectfully Submitted.

\s\Ross Bertone
Ross Bertone, Assistant Park Board Secretary

September 8, 2016
Date Approved