

Round Lake Area Park District
Regular Board Meeting
December 12, 2019
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 Paul Hollingsworth called the meeting to order at 6:00 p.m. Commissioners in attendance were Timothy Pasternak, Michael Blum and Christine Gentes. Staff in attendance included Executive Director Bob Newport, Business Services Director Carl Hauser, Finance Department Manager Jennifer Baker and Superintendent of Recreation Katie Gamroth.

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 Michael Blum moved to approve the agenda for the Regular Board Meeting of December 12, 2019 as presented.
SECOND: By Commissioner Timothy Pasternak.
VOTE: By roll call. All ayes. Motion passed.

VII. DIRECTOR'S REPORTS

A. Appointment of Commissioner

Park Board President Paul Hollingsworth asked for a motion to appoint Nick Metropolis to fill the vacant board seat.

MOTION: Commissioner Christine Gentes moved to appoint Nick Metropolis to fill the vacant board seat.
SECOND: By Commissioner Michael Blum.
VOTE: By roll call. All ayes. Motion passed.

B. Swearing in of Newly Appointed Commissioner

Park Board Secretary Carl Hauser administered the oath of office to Nick Metropolis who then participated in the remainder of the meeting.

C. Tax Levy Ordinance 2019-12-05

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. Business Services Director Carl Hauser stated that a public hearing was not required as the district's proposed levy was two percent and not over five percent that would require a hearing. He added that the number of funds levied for was reduced by three. One was the Police Fund which was eliminated and that two smaller funds levies were rolled up into the Corporate and Recreation funds, those being the Audit and Paving and Lighting funds.

MOTION: Commissioner Michael Blum moved to adopt the annual Tax Levy Ordinance 2019-12-05.

SECOND: By Commissioner Nick Metropolis.

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

D. Apparel Bid Summary and Staff Recommendation

Superintendent of Recreation Katie Gamroth said that two bids were received that were separated by less than seven hundred dollars. She added that the park district had worked with both American Outfitters, who won the apparel bid last year, and Johnny Tees in the past without issues and recommended accepting the low bid of Johnny Tees. Executive Director Bob Newport said that next year the park district could do a request for proposal or a one year bid with two rollover years built in and that both vendors support park district programs throughout the year. Commissioner Timothy Pasternak asked what line items were used for the bottom line figures and Katie said that the alternate line items were not used. Commissioner Nick Metropolis asked if the bids were usually this close and Executive Director Bob Newport said no and that t-shirts are a common item and markup is usually the difference.

MOTION: Commissioner Michael Blum moved to accept the low bid of Johnny Tees in the amount of \$21,226.51.

SECOND: By Commissioner Nick Metropolis.

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

E. General Information

1. Ancel, Glink Conference Dinner

VIII. NEW BUSINESS

A. Commissioner Comments

Commissioner Paul Hollingsworth stated that he had discussed with Executive Director Bob Newport a staff proposal to apply for a PARC facility grant program offered through the State of Illinois. Executive Director Bob Newport stated that staff was looking at the Sports Center facility and with the help of Hitchcock Design Group to apply for the stimulus grant that has not been offered since 2014. He stated that the park district had plans to convert the mezzanine area to dance studios, adding upstairs restrooms and another turf field on the lower level by removing the basketball and volleyball courts. He added that having two fields would allow for the ability to have soccer field rentals and open play at the same time. He noted that it would not be a fix all for the Sports Center finances and that it would cost the district between seven and eight thousand dollars for plan drawings. Commissioner Michael Blum recommended that the district keep a list of facility projects to have available as grant funds or other stimulus money becomes available in the future. Executive Director Bob Newport stated that since the plan was to not replace the Superintendent of Parks position at this time he was looking at Sport Center Facility Manager Matt Netrefa to oversee all park district buildings. He added that the grant requests are due by the end of January, 2020 and he would like to bring back to the Board at the January meeting any drawings and cost estimates.

Commissioner Michael Blum apologized to the Board for missing the candidate interviews for the vacant seat.

IX. CONSENT AGENDA

- A. Approval of the Regular Board Meeting Minutes of November 14, 2019.
- B. Approval of but Not Release of Regular Board Meeting Executive Session Minutes of November 14, 2019.
- C. Approval of the Special Board Meeting Minutes of November 25, 2019.
- D. Approval of but Not Release of Special Board Meeting Executive Session Minutes of November 25, 2019.
- E. Approval of Cash Expenditure Transactions for the month of November, 2019.

MOTION: Commissioner Michael Blum moved to approve the Consent Agenda of December 12, 2019 as presented.

SECOND: By Commissioner Timothy Pasternak.

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

X. COMMITTEE REPORTS

A. Finance

1) Monthly Statements

Finance Department Manager Jennifer Baker provided the monthly financial statements.

B. Program and Facility Reports

1) Recreation Report

Superintendent of Recreation Katie Gamroth and the Recreation Department staff provided written reports. Commissioner Christine Gentes asked how the Winterwalk event attendance was and Superintendent of Recreation Katie Gamroth said it was low as the event was indoors, not outside, and that staff was looking to change the event next year. Katie added that the Grinch event a couple of days prior had a good draw. Katie said that the park district Marketing Department offered for the first time a Black Friday and Cyber Monday event where a few pool passes were sold and that gift cards are now available for sale online.

2) Golf Report

Golf Pro Brad Rouse and Golf Course Superintendent Sandy Bemis provided a written report. Executive Director Bob Newport stated that the course was closed but that the golf simulator in the pro shop had new courses available on the software.

3) Parks Report

Ane Olivares and Lyle Perry provided a written report. Executive Director Bob Newport said that staff was waiting on weather for projects currently scheduled and that he was working with Parks Manager Ane Olivares on these capital projects and general park operations.

4) CDC Report

CDC Manager Joan Ellis provided a written report.

5) Risk Management Report

Human Resources Manager Jennifer Bye provided a written report.

XI. EXECUTIVE SESSION

MOTION: Commissioner Nick Metropolis moved to go into Executive Session at 6:35 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 Commissioner Michael Blum.

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

The Executive Session adjourned at 7:15 p.m. and the Regular Board Meeting reconvened.

XII. CONSIDERATION OF EXECUTIVE DIRECTOR'S ANNUAL EVALUATION

The Board stated that they were meriting a 4% increase in Executive Director Bob Newport's base pay retroactive to November 11.

MOTION: Commissioner Michael Blum moved to approve the 4% increase in Executive Director Bob Newport's base pay retroactive to November 11.

SECOND: By Commissioner Timothy Pasternak.

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

XIII. ADJOURNMENT

MOTION: Commissioner Michael Blum moved to adjourn the Regular Board Meeting of December 12, 2019.

SECOND: By Commissioner Nick Metropolis.

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

Park Board President Paul Hollingsworth adjourned the Regular Board Meeting of December 12, 2019 at 7:16 p.m.

Respectfully Submitted.

/s/Paul Hollingsworth
Paul Hollingsworth, Park Board President

/s/Carl Hauser
Carl Hauser, Board Secretary

January 9, 2020
Date Approved