Round Lake Area Park District
Regular Board Meeting
July 13, 2017
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 p.m. Commissioners in attendance were Michael Blum, Paul Hollingsworth, Jennifer Blum, Timothy Pasternak and Christine Gentes. Staff in attendance included Executive Director Bob Newport, Business Services Director Carl Hauser, Recreation Services Director Ross Bertone, Building Services Director Jeff Lurquin, Finance Department Manager Karen Jackson, Human Resources Manager Jennifer Bye, Chief of Ranger Police Keith Kalodimos, Child Development Center Manager Joan Ellis, Special Recreation Services Manager Jessica Findley, Marketing Manager Jill Ganan, Golf Course Pro/Manager Brad Rouse, Golf Grounds Manager Sandy Bemis and Parks Manager Ane Olivares.

II. PLEDGE OF ALLEGIANCE

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

None.

IV. CORRESPONDENCE

a) Village School Thank You Card

V. AUDIENCE COMMENTS

None.

VI. APPROVAL OF THE AGENDA

No changes were made to the posted agenda.

MOTION: Commissioner Hollingsworth moved to approve the agenda for the Regular Board Meeting of July 13, 2017 as presented.
SECOND: By Commissioner Michael Blum.
VOTE: By roll call. All ayes. Motion passed.

VII. DIRECTOR'S REPORTS

A. Budget and Appropriation Hearing

MOTION: Commissioner Jennifer Blum moved to open the Budget and Appropriation Hearing at 6:03 p.m.
SECOND: By Commissioner Pasternak.
VOTE: By roll call. All Ayes. Motion passed.

Executive Director Bob Newport read aloud the budgeting process, how the ordinance related to the District's tax levy and that the ordinance was the district's legal document for expenditure limits. He explained that the Budget and Appropriation Ordinance in its tentative form had been posted for a minimum of thirty days and that publication of the notice of the Budget and Appropriation Hearing was made in accordance with State of Illinois Statutes. He added that after passage the ordinance is then required to be filed with the Lake County Clerk's office.

The Board provided an opportunity for public comment and questions; and as there were none, a motion was made to adjourn the hearing.

MOTION: Commissioner Hollingsworth moved to adjourn the Budget and Appropriation Hearing at 6:05 p.m.
SECOND: By Commissioner Michael Blum.
VOTE: By roll call. All Ayes. Motion passed.

B. Budget and Appropriation Ordinance 2017-07-03

Executive Director Newport stated that no changes had been made to the previously posted draft of the ordinance. He recommended adopting the ordinance as presented. The Board did not have any questions.

MOTION: Commissioner Michael Blum moved to adopt the 2017-2018 Budget and Appropriation Ordinance 2017-07-03.
SECOND: By Commissioner Pasternak.
VOTE: By roll call. All Ayes. Motion Passed.

C. Scheduling of BINA Hearing

Business Service Director Hauser stated that the amount requested in the order for the public hearing covered three years and that the aggregate of $3,000,000 would be sufficient to cover the existing debt payments over that time. He recommended setting the hearing date on August 10, 2017 as part of the Regular Meeting Agenda.

MOTION: Commissioner Hollingsworth moved to establish the BINA hearing as part of the Regular Meeting Agenda on August 10, 2017.
SECOND: By Commissioner Jennifer Blum.
VOTE: By roll call. All Ayes. Motion Passed.

VIII. NEW BUSINESS

None.

IX. CONSENT AGENDA

A. Approval of Regular Board Meeting Minutes of June 8, 2017.
B. Approval of Cash Expenditure Transactions for the month of June, 2017.

Commissioner Michael Blum asked what caused the late payment fee of $73.41 to the Illinois Department of Revenue. Finance Department Manager Karen Jackson stated that the State of Illinois had made changes to the website and payment process and the payroll clerk had an unexpected illness on date payment was due. She added that the district has had a clean payment record and sent a letter requesting the fee to be waived and the amount credited to the district's account.

Commissioner Gentes asked what service TruGreen provides and Jeff Lurquin stated that it was for fertilizer and broadleaf weed control in the parks.

Commissioner Pasternak asked about the two payments to De Lage Landen for the golf cart lease in June and Karen Jackson stated that the June 29, 2017 check was for the month of June and was paid before the fiscal year end but that she would review to make sure only twelve payments were charged to the budget. She added that if thirteen payments were recorded she would reverse the June 29th check as part of the year- end audit process.

MOTION: Commissioner Pasternak moved to approve the Consent Agenda of July 13, 2017 as presented.
SECOND: By Commissioner Hollingsworth.
VOTE: By roll call. All ayes. Motion passed.

X. COMMITTEE REPORTS

A. Finance

1) Monthly Statements

Finance Department Manager Karen Jackson provided the monthly financial statements and a written report. Karen handed out adjusted pages for the Recreation Fund, Special Recreation Fund and Child Development Center Funds as an entry had been made for a budgeted transfer for the 2016 pool season that was needed before the fiscal year-end audit.

Commissioner Gentes asked about the difference in revenue for the CDC Site II School Age Summer Camp of $15,614.00 actual versus $69,470.00 budget. Child Development Center Manager Joan Ellis stated that enrollment was lower than expected and had been declining the last couple years at the site. Executive Director Newport added that the district may not be able to offer the convenience of having summer

camps at both locations in the future which would also reduce busing costs to bring campers to the pool on swim days. Commissioner Michael Blum asked about the CDC Full Time salaries being higher than budgeted and Child Development Center Manager Joan Ellis stated that enrollment was higher and needed more staff. Recreation Services Director Ross Bertone added that the center also had a staff out on paid leave.

B. Program and Facility Reports

1) Recreation Report
Ross Bertone and the recreation staff provided written reports.
Jessica Findley stated that the Superhero Fun Run was upcoming on August 6, 2017 which was earlier than last year so that more Special Olympic athletes could attend the event as well as trying to get more camp families to attend. Jessica also noted that the Bocce Ball team won the gold medal at the state competition.

Commissioner Gentes asked about possible causes when compared to the similar quarter in 2016 for the neighborhood open-hours decrease in attendance and Ross stated that in 2016 there was a Groupon promotion and also that weather in April 2017 was nice enough where people would want to be outside. Commissioner Michael Blum stated that the "Little Shop of Horrors" performance was good but was concerned that the same staff was also running the summer camp program and camp attendees were not receiving the level of instruction due to staff's competing interests. Ross stated that he would discuss with staff and see if the timing of the programs could be changed to not over burden staff. Commissioner Michael Blum stated that the fireworks was a decent show and he asked what happened at the end after the finale where a few additional fireworks went off. Executive Director Newport stated that by law all must be fired off even if they did not go off when planned during the show. Commissioner Jennifer Blum asked if the district could coordinate with another area special event to have the fireworks as part of their event for a wider community style program even if it is not on the fourth of July. Executive Director Newport also noted that it would be better for attracting food vendors to a multi-day event. The Board asked staff to investigate having the fireworks show with another area event even if it was not on the fourth of July. Commissioner Jennifer Blum volunteered to be on a committee if needed. Executive Director Newport stated that he would start with the Village of Round Lake Beach as they annually run a multi-day community event before the fourth of July.

2) Golf Course Report
Brad Rouse provided a written report.
Golf Grounds Manager Sandy Bemis answered, when the board asked about the course condition with the recent rain and flooding in the community, that staff was still unable to get to some parts of the course to evaluate because of standing water, that sand had washed away from many of the bunkers and that there was six inches of water in the pesticide storage building but no product was ruined. Executive Director Newport stated that Human Resources Manager Jennifer Bye had started a claim with PDRMA

insurance which would cover damage to tee boxes, putting greens and sand traps as well as working with other area agencies on an overall county wide disaster claim.

3). Golf Course Maintenance Report
Sandy Bemis provided a written report.
Executive Director Newport stated that the golf course would re-open soon and he felt that it would be in better shape than other area courses.

4). Ranger Report
Chief Keith Kalodimos provided a written report.
Keith provided a recap of an incident at the swimming pool where three children were being bullied by five other children who reportedly had a BB gun in a backpack. A search was made but the BB gun was not found and the five children were banned from the pool for the remainder of the season. Keith also reported that they had only six children for the first Reach One event. Commissioner Michael Blum asked who was monitoring the entrance areas of the fireworks and Keith stated that his staff were posted at each side looking through coolers for any alcohol trying to be brought into the area.

5). Parks Report
Jeff Lurquin provided a written report.
Jeff added that most of the standing water in the area has receded but there still were a couple of park sites that flood waters were an issue. Commissioner Gentes asked about water at the Sports Center. Recreation Services Director Ross Bertone said that water had enter the Sports Center in the past also due to the wooded area behind the building being on higher ground but that there was no damage inside as a result of the recent rain. Jeff Lurquin concluded by stating that some park equipment would need power washing and sanitizing.

6). CDC Report
Joan Ellis provided a written report.
Joan added that the Traveling Camp Program was having good attendance at the parks that were selected.

7). Marketing Report
Jill Ganan provided a written report.
Commissioner Hollingsworth asked what logo was used for the vehicle decals and Executive Director Newport stated that the logo was not used and that only "Round Lake Area Park District" wording with striping was used.

8). Risk Management Report
Jennifer Bye provided a written report.

XI. EXECUTIVE SESSION

MOTION: Commissioner Michael Blum moved to go into Executive Session at 7:02 p.m. in accordance with the Open Meetings Act Chapter 5ILCS Section 120/2(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 Jennifer Blum.
VOTE: By roll call. All ayes. Motion passed.

The Executive Session adjourned at 7:04 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 Hollingsworth moved that no previous executive session meeting minutes were to be released for public inspection.
SECOND: By Commissioner Jennifer Blum.
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 closed session audio tapes in accordance with Ordinance 2004-01-04.

MOTION: Commissioner Michael Blum moved to authorize the destruction of any closed session meeting tapes older than 18 months in accordance with Ordinance 2004-01-04.
SECOND: By Commissioner Pasternak.
Vote: By roll call. All ayes. Motion passed.

XIV. ADJOURNMENT

MOTION: Commissioner Michael Blum moved to adjourn the Regular Board Meeting of July 13, 2017.
SECOND: By Commissioner Pasternak.
VOTE: By Roll Call. All Ayes. Motion passed.

Park Board President Christine Gentes adjourned the Regular Board Meeting of July 13, 2017 at 7:05 p.m.

Respectfully Submitted.

/s/Christine Gentes
Christine Gentes, Park Board President

/s/Carl Hauser
Carl Hauser, Park Board Secretary

8/10/2017
Date Approved