

Round Lake Area Park District  
Regular Board Meeting  
July 9, 2020  
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 Nick Metropulos, Timothy Pasternak, and Christine Gentes. Staff in attendance included Executive Director Bob Newport, Business Services Director Carl Hauser, Superintendent of Recreation Katie Gamroth, Finance Department Manager Jennifer Baker, Superintendent of Parks Ane Olivares and Parks Manager James Braun.

**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**

No change were made to the posted agenda.

**MOTION:** Commissioner Metropulos moved to approve the agenda for the Regular Board Meeting of July 9, 2020 as presented.

**SECOND:** By Commissioner Pasternak.

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

**VII. DIRECTOR'S REPORTS**

**A. Staff Introductions**

Executive Director Newport introduced Ane Olivares who was promoted to the position of Superintendent of Parks and James Braun who was promoted to the Parks Manager position. The Board congratulated both on their promotions and expressed their appreciation for the work they

had done for the park district. Executive Director Newport stated that Ane had earned the promotion through her work since the position became vacant and that both Ane and James had the support of the Parks Department staff.

#### B. Covid-19 Update

Executive Director Newport provided a document for the Board's information from the Illinois Department of Commerce and Economic Opportunity on the State of Illinois' Phase IV guidelines that the park district had been following to re-open facilities and run programs.

#### C. Budget Timetable Update

Executive Director Newport discussed with the Board the proposed budget presentation schedule and stated that staff would have the first reading of the budget for the August 13, 2020 meeting. He said that based on the required posting timeline of 30 days for the Budget and Appropriation process that there will be the need to schedule at least one special meeting in September to pass the budget. He added that the August meeting would have the BINA hearing for the issuance of rollover bonds in the fall and the Board could discuss if a special meeting would be needed in August for another budget reading.

#### D. Open/Vacant Commissioner Position

Park Board President Hollingsworth led a discussion on the vacant board seat and the options the agency had to fill the vacancy. He said that an appointment could be made, an advertisement notice could be posted for 45 days followed by interviews or wait until the election in April 2021. Commissioner Gentes stated that she did not want to wait until the election and was in favor of appointing a new commissioner. Executive Director Newport suggested that the Board be consistent in the approach they use which per policy is the 45 day notice process outside of extraordinary circumstances as happened with the last election where the elected individual resigned before being sworn in. Commissioner Metropulos as for clarification on the policy and Executive Director Newport said that an ad for a commissioner is posted for 45 days followed by interviews with the Board at meetings whereby the Board could then appoint a new member. The Board decided by consensus after discussion to leave the seat vacant and wait for the election in April 2021.

### **VIII. NEW BUSINESS**

#### A. Commissioner Comments

None.

### **IX. CONSENT AGENDA**

- A. Approval of the Regular Board Meeting Minutes of June 4, 2020.
- B. Approval of Cash Expenditure Transactions for the month of June, 2020.

MOTION: Commissioner Pasternak moved to approve the Consent Agenda of July 9, 2020 as presented.

SECOND: By Commissioner Metropulos.

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

## **X. COMMITTEE REPORTS**

### **A. Finance**

#### **1) Monthly Statements**

Finance Department Manager Baker provided the monthly financial statements for June of 2020, the end of the park district's fiscal year. Executive Director Newport wanted to publicly thank Finance Department Manager Jennifer Baker for her work and effort for not only the park district's budget and financials but also those of the Special Recreation Services of Northern Lake County.

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

#### **1. Recreation Report**

Superintendent of Recreation Gamroth stated that the virtual dance recitals were completed and that staff would continue to offer virtual dance classes in the fall as well as in-person classes, with a limit of five participants, in the basement studio at the Aquatics Center. Commissioner Hollingsworth asked if the virtual class lessons could be recorded and Superintendent of Recreation Gamroth said that as part of the virtual class the instructor provides feedback to the dancers so recording would not work for this class format.

#### **CDC Monthly Summary**

Superintendent of Recreation Gamroth stated that staff was waiting to hear as to whether schools would be open in the fall to determine programming options. Executive Director Newport said that the school district had contacted the park district regarding a corporate rate for their teachers for day care and that park district staff had started researching options, but at the present time there was no indication from the school as to whether they would open in the fall.

#### **2. Golf Report**

Executive Director Newport noted from the included staff report that it was the busiest month in history for the course for revenue in both rounds played and driving range.

#### **3. Parks Report**

Superintendent of Parks Ane Olivares said that the Cranberry Lake park renovation project was complete and that the rock for the pavilion pole supports was scheduled to be installed on Friday, July 10, 2020 to complete the two new Rolek Center pavilions.

## **XI. EXECUTIVE SESSION**

**MOTION:** Commissioner 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)(21) for the discussion of minutes of meetings lawfully closed to the public, whether for 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 6:47 p.m. and the Regular Board Meeting reconvened.

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

The Board, as part of the semi-annual review process and staff recommendation, determined that there were no closed session meeting minutes to be released for public inspection.

**MOTION:** Commissioner Metropulos moved, based on the semi-annual review 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 as part of the semi-annual review considered the destruction of closed session audio tapes in accordance with Ordinance 2004-01-04.

**MOTION:** Commissioner Pasternak moved, based on the semi-annual review, to authorize the destruction of any closed session meeting tapes older than 18 months in accordance with Ordinance 2004-01-04.

**SECOND:** By Commissioner Gentes.

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

## **XIV. ADJOURNMENT**

**MOTION:** Commissioner Gentes moved to adjourn the Regular Board Meeting of July 9, 2020.

**SECOND:** By Commissioner Metropulos.

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

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Park Board President Hollingsworth adjourned the Regular Board Meeting of July 9, 2020 at 6:48 p.m.

Respectfully Submitted.

/s/Paul Hollingsworth  
Paul Hollingsworth, Park Board President

/s/Carl Hauser  
Carl Hauser, Board Secretary

August 13, 2020  
Date Approved