

Round Lake Area Park District
Regular Board Meeting
May 14, 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. Commissioner Michael Blum was absent. Staff in attendance included Executive Director Bob Newport, Business Services Director Carl Hauser, Superintendent of Recreation Katie Gamroth, and Finance Department Manager Jennifer Baker.

II. PLEDGE OF ALLEGIANCE

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

None.

IV. CORRESPONDENCE

- a) Village of Round Lake TIF District Letter

V. AUDIENCE COMMENTS

None.

VI. APPROVAL OF THE AGENDA

No change were made to the posted agenda.

MOTION: Commissioner Christine Gentes moved to approve the agenda for the Regular Board Meeting of May 14, 2020 as presented.

SECOND: By Commissioner Nick Metropulos.

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

VII. DIRECTOR'S REPORTS

A. Annual Election of Officers

Executive Director Bob Newport stated per the park district's codes and policies that at the annual meeting the Board would elect officer positions. He said that the President and Vice President positions were elected by the members and that the Treasurer, Secretary, Assistant Treasurer and Assistant Secretary positions could then be appointed by the elected Board President.

MOTION: Commissioner Christine Gentes moved to open the nominations for Park District Board President.

SECOND: By Commissioner Timothy Pasternak.

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

MOTION: Commissioner Christine Gentes moved to nominate Commissioner Paul Hollingsworth as Park District Board President.

SECOND: By Commissioner Timothy Pasternak.

There were no other nominations.

MOTION: Commissioner Nick Metropulos moved to close the nominations for Park District Board President.

SECOND: By Commissioner Christine Gentes.

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

MOTION: Commissioner Timothy Pasternak moved to open the nominations for Park District Board Vice President.

SECOND: By Commissioner Nick Metropulos.

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

MOTION: Commissioner Timothy Pasternak moved to nominate Commissioner Christine Gentes as Park District Board Vice President.

SECOND: By Commissioner Nick Metropulos.

There were no other nominations.

MOTION: Commissioner Nick Metropulos moved to close nominations for Park District Board Vice President.

SECOND: By Commissioner Timothy Pasternak.

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

MOTION: Commissioner Nick Metropulos moved to elect Commissioner Paul Hollingsworth as Park District Board President and Commissioner Christine Gentes as Park District Board Vice President.

SECOND: By Commissioner Timothy Pasternak.

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

Park Board President Paul Hollingsworth then appointed Commissioner Nick Metropulos as Treasurer, Director of Business Services Carl Hauser as Park District Board Secretary followed by the appointments of Superintendent of Recreation Katie Gamroth as Assistant Park District Board Secretary and Finance Department Manager Jennifer Baker as Assistant Treasurer.

The newly elected officers assumed their roles for the remainder of the May 14, 2020 Regular Board Meeting.

B. Ordinance 2020-05-01 Regular Board Meetings for 2020-2021

Executive Director Bob Newport presented the regular board meeting ordinance for fiscal year 2020-2021 and asked if there were any conflicts that would require a change in the proposed dates. The Board discussed the dates and there were no firm conflicts. Since there were no date changes proposed he recommended adopting the ordinance as presented.

MOTION: Commissioner Nick Metropulos moved to adopt the Regular Meetings Ordinance 2020-05-01 for fiscal year 2020-2021.

SECOND: By Commissioner Christine Gentes.

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

C. Community Center Pavilion Bid Results and Recommendation

Executive Director Bob Newport presented the bid summary for installation of two shade shelters at the Rolek Community Center. He noted that nine bids were received with a wide range of base and alternate bid amounts. He stated the according to the recommendation of RHMGE Engineers, Inc., Hacienda Landscaping was found to be the low, responsive, responsible bidder and they recommended awarding them the Base Bid plus the Additive Alternate bid with a total amount of \$128,800.00. He said that Hacienda Landscaping had successfully completed similar projects with the park district and other park and recreation agencies over the past seven years. He added that the total bid amount was lower than the budgeted amount provided by RHMGE Engineers, Inc. and recommended that the Board accept their base and alternate bids.

MOTION: Commissioner Christine Gentes moved to accept the low Base and Additive Alternate bids of Hacienda Landscaping in the total amount of \$128,800.00 for the installation of two shade shelters and improvements to an existing shade shelter.

SECOND: By Commissioner Nick Metropulos.

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

D. Covid 19 Information and Discussion

1. Revenue Update

Business Services Director Carl Hauser reviewed an additional handout that included the budgeted program revenue for April through June 2020. He noted that with the current tee time schedule guidance, the golf course is limited to approximately one-third of normal capacity and therefore potentially limiting the amount of revenue derived from the golf course as driving ranges are not open, no inside pro shop merchandise sales, limited food and beverage service, and restricted golf cart use. Executive Director Bob Newport added that at this time it was still uncertain as to what summer programming the park district would be able to offer.

2. Guest Services Changes

Superintendent of Recreation Katie Gamroth reviewed changes being performed in the Guest Services lobby areas in preparation for when the park district is able to open to the

facilities. She stated that the goal was to provide a safe environment for staff and customers during the stages of reopening as outlined by the Center for Disease Control, Federal, and State guidelines for social distancing. She said that these include promoting more use of online and telephone registration, modified walk-in hours, registration appointments, and temporary social distancing barriers at the Guest Service stations and along with social distancing signage.

3. Current and Future Staffing Levels

Commissioner Paul Hollingsworth began by saying that he had been having conversations with Executive Director Bob Newport regarding any plans for bringing staff back once cleared by Illinois Governor Pritzker to re-open facilities. Executive Director Bob Newport said that currently the park district is covering full-time furloughed staff's medical insurance through May as approved by the carrier and waiting to see whether the park district can cover staff or not through June. The options going forward include permanent layoffs if unable to cover through June and there is limited or no options to run programs, or if additional health coverage is available to continue to pay them as many positions are tax supported and wait to see what programs can be run, or bring full-time staff back in a different capacity and use them to go out into the community in pairs to offer programs in the parks, two parks per day, based on limited enrollment and social distancing limitations. He added that right now he would like to hold off on a decision until the June meeting to hear what Illinois Governor Pritzker announces as the latest shelter in place order extension ends on May 29, 2020. Commissioner Christine Gentes said that the staff had been so loyal to the park district that and she felt it was a great idea if there would be a way to bring them back to work as soon as possible. Executive Director Bob Newport said that staff would bring back a plan to the June meeting with program options that could possibly be offered and what registration guidelines would need to be implemented. Commissioner Paul Hollingsworth stated that the park district needed to reinvent programming and that this is a good time to start.

4. IMRF Benefit Protection Leave

Business Services Director Carl Hauser said that if the park district adopts an authorizing resolution, furloughed staff covered by IMRF would be able to receive service credit for a maximum of twelve months over their entire career for periods of time the IMRF member was on unpaid leave. He stated that certain IMRF benefits are based on continuous service and this resolution allowed the IMRF member to voluntarily pay their monthly cost plus interest only for the months they are on unpaid leave and receive no service credit while an active IMRF member. He noted that it would also provide IMRF members who could retire to have those months of service credit. He added that the employer cost would be added to future employer contribution rates based on the amount of time purchased by staff.

MOTION: Commissioner Christine Gentes moved to adopt IMRF Resolution 2020-05-01 Benefit Protection Leave of service for Covid-19 furlough time.

SECOND: By Commissioner Timothy Pasternak.

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

5. Parks Report

Executive Director Bob Newport said that he had the parks staff put mulch on the Rolek Community Center skate park surface as the orange fencing surrounding the park was being climbed over or crawled under that was being used to close the park. He added that when staff asked those who did enter the area to leave since it was closed they were being disrespectful toward staff. He added that staff researched what other agencies were doing and found they were using mulch around the skate park elements to prevent use of equipment as those to be closed as identified under Illinois Governor Pritzker's executive order covering playgrounds. He also notified the Board that one staff member was tested for Covid-19 which came back negative and that staff continues to follow social distancing guidelines.

6. Golf Operations Report

Commissioner Paul Hollingsworth asked if there was any backlash regarding golf fees or the inability to use golf carts. Executive Director Bob Newport said that there was not and that staff was looking at ways to isolate and use the restrooms at the clubhouse since they would be the easiest for staff to keep cleaned and sanitized. He added that some golfers were able to certify their use of a golf cart by their doctor, that two part-time staff were brought back to help in the pro shop, and that the course had been following the guidelines established by the Illinois Department of Commerce and Economic Opportunity. Commissioner Nick Metropulos asked if there were any hand sanitizing stations and Executive Director Bob Newport said there were some the park district rented around the course and by the clubhouse and that staff had a plan to install hand dryers to the restroom building on the north side of the course between holes four and five so that they could be opened for use.

7. Recreation Report

Superintendent of Recreation Katie Gamroth reviewed the virtual programs that were being offered to the community and results of a survey to determine what the community would welcome in online/virtual programming and program needs and safety concerns customers would have for when the park district re-opens.

a) Swimming Pool Discussion

Executive Director Bob Newport said that he recommended not to open the pool like many other district's had done already as he was not sure if there were any guidelines that would allow for social distancing to allow the pool to open. He stated that the pool gutter project was still ongoing and that there was still no permit to install the pool liner as many Lake county offices were also closed and that the vendor would not guarantee that the pool would hold water until the liner was installed. He added that staff had also been in contact with Jeff Ellis Management and the swim team program would not be offered as they were unsure how to offer it safely. Commissioner Christine Gentes asked if the splash pad could be opened and Executive Director Bob Newport said no as it was basically playground equipment with water. He concluded the discussion by saying that he wanted to hold off on a final decision regarding the opening of the pool sometime during the summer until the June meeting so that staff could see what the Illinois Department of Public

Health guidelines are based on Illinois Governor Pritzker's decision as the latest shelter in place order ends on May 29, 2020 and to see what progress is made on the pool gutter and liner projects.

b) Summer Camps Discussion

Executive Director Bob Newport said that the park district would probably not be able to offer traditional summer day camp programs this year but staff is reviewing options that could include staff going out to neighborhood parks. He added that any Summer camp programs, if they are allowed to be offered and can be done safely, may not be able to start until July.

c) 4th of July Discussion

Executive Director Bob Newport stated the he had spoken with Village of Round Lake Beach staff and was informed that they had cancelled their annual summer festival due to social gathering guidelines and moved their concert series to the fall. He added that they had offered the park district the opportunity to do fireworks after one of the concerts instead of with their summer festival like in 2019. Commissioner Paul Hollingsworth asked if the fireworks could be done during the Winter Wonder Walk event and Executive Director Bob Newport said that smaller shells would need to be used and he was unsure if the fire department would give their approval for the Rolek Community Center site with the houses, businesses and school buildings nearby. The Board asked Executive Director Bob Newport to inform Village of Round Lake Beach staff that the park district was waiting on the governor's guidelines for offering summer activities.

d) Miscellaneous Program Discussion

Commissioner Christine Gentes asked about the annual dance recital and Superintendent of Recreation Katie Gamroth said that staff was looking at a way to show the performances virtually with groups of ten if the park district was able to re-open as outlined in Phase III of the State of Illinois plan. Commissioner Nick Metropulos asked if there was an application that would allow for smart phone registration. Superintendent of Recreation Katie Gamroth said she would asked the park district's ActiveNet account manager. Commissioner Paul Hollingsworth asked about Tik-Tok and Superintendent of Recreation Katie Gamroth said she would look into the platform.

e) Brochure Discussion and Recommendation

Superintendent of Recreation Katie Gamroth started the discussion that the fall brochure production typically began in the month of May and that she did not believe a full brochure was needed and that she had discussed with the printer about mailing out a 6x9 card with information on programs or producing a sixteen page or smaller brochure. Commissioner Timothy Pasternak asked about sending out a tri-fold flyer. Superintendent of Recreation Katie Gamroth said they were expensive to do and she asked about just doing a virtual brochure. The Board discussed the options and decided to do a smaller printed brochure as the best way at this point to stay in touch with the community.

E. General Information

1. NRPA Annual Congress and Expo 2020 Cancelled
2. OSLAD Notification

Executive Director Bob Newport said that he had received notification from the state and the grants were still going forward and that staff recommended continuing. He asked the Board if they still wanted to do the project and they responded that they did. He also informed the Board about another recently introduced \$25,000,000 Illinois infrastructure grant and that he would see if any of the park district's projects would qualify and if it these grant funds could be used in conjunction with the OSLAD Sports Center park project.

VIII. NEW BUSINESS

A. Commissioner Comments

Commissioner Timothy Pasternak asked if there was any word on Commissioner Michael Blum's status as a commissioner and whether he had returned a state conference per diem. Commissioner Paul Hollingsworth said he had spoken with him regarding the per diem and that no further discussion would be needed. Executive Director Bob Newport said that he had received a text message from Commissioner Michael Blum at 12:41 p.m. that afternoon saying that he was officially resigning as a commissioner and Executive Director Bob Newport asked him to send an email or letter as backup for reporting the resignation to the Lake County Clerk's office.

Commissioner Paul Hollingsworth stated that he had kept in touch with staff throughout the pandemic and asked if there was an update on the misting cleaning machine that staff was looking to purchase. Executive Director Bob Newport said that staff was looking into a backpack style where you walk around and spray or a pull behind model. He added that the pull behind model had issues when staff asked other agencies that owned one. Commissioner Paul Hollingsworth also said that in conversations with Executive Director Bob Newport as there was no budget document at this point as a result of the pandemic that there was no need for the second May meeting. He added that it would also be better to move the June 11, 2020 meeting to June 4, 2020 as the governor should have revealed the next steps in opening the Illinois economy and to add a second June meeting. The Board discussed the dates and they agreed to move the meeting as a quorum would be available. Commissioner Paul Hollingsworth told the Board that he had been part of the staff virtual meetings and that he liked the positivity and that they were an amazing staff. The Board thanked all staff for their efforts during the ongoing pandemic.

Commissioner Nick Metropulos asked about doing a branded hand sanitizer bottle and hand out to the community. Executive Director Bob Newport said staff had order small bottles with the park district logo and that Human Resource Manager Jennifer Bye had partnered with another park district to receive sixty one gallon containers of hand sanitizer. Commissioner Timothy Pasternak asked if there was any liability in filling the bottles. Commissioner Paul Hollingsworth said there was no liability as the small branded

bottles were coming filled directly from the factory and Executive Director Bob Newport clarified by saying that the one gallon containers were for a different purpose and not to fill the small bottles.

IX. CONSENT AGENDA

- A. Approval of the Regular Board Meeting Minutes of March 12, 2020.
- B. Approval of Cash Expenditure Transactions for the months of March and April, 2020.

MOTION: Commissioner Christine Gentes moved to approve the Consent Agenda of May 14, 2020 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 for March and April of 2020. Jennifer said that approximately 1,300 accounts payable checks were processed over the past few weeks including program refunds of approximately \$167,000.00 when approximately 150 checks are done in a normal monthly cycle. Jennifer added that the auto payment feature was stopped in the registration system to prevent further refund processing.

XI. ADJOURNMENT

MOTION: Commissioner Nick Metropulos moved to adjourn the Regular Board Meeting of May 14, 2020.

SECOND: By Commissioner Timothy Pasternak.

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

Park Board President Paul Hollingsworth adjourned the Regular Board Meeting of May 14, 2020 at 7:37 p.m.

Respectfully Submitted.

/s/Paul Hollingsworth
Paul Hollingsworth, Park Board President

/s/Carl Hauser
Carl Hauser, Board Secretary

June 4, 2020
Date Approved