

Round Lake Area Park District  
Regular Board Meeting  
January 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, Michael Blum and Christine Gentes. Commissioner Timothy Pasternak was absent. Staff in attendance included Executive Director Bob Newport, Business Services Director Carl Hauser, Finance Department Manager Jennifer Baker, Superintendent of Recreation Katie Gamroth, Golf Pro/Manager Brad Rouse and Golf Grounds Superintendent Sandy Bemis.

**II. PLEDGE OF ALLEGIANCE**

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

**MOTION:** Commissioner Michael Blum moved to approve Commissioner Timothy Pasternak's participation in the meeting via telephone at 6:01 p.m.  
**SECOND:** By Commissioner Nick Metropulos.  
**VOTE:** By roll call. All Ayes. Motion passed.

**IV. CORRESPONDENCE**

None.

**V. AUDIENCE COMMENTS**

None.

**VI. APPROVAL OF THE AGENDA**

Executive Director Bob Newport moved Item A – 2020 P.A.R.C. Grant Review and Resolution after Director's Report Item Alcohol and Drug Procedure Policy Update.

**MOTION:** Commissioner Michael Blum moved to approve the agenda for the Regular Board Meeting of January 9, 2020 as amended.  
**SECOND:** By Commissioner Nick Metropulos.  
**VOTE:** By roll call. All ayes. Motion passed.

## VII. DIRECTOR'S REPORTS

### A. 2020 Seasonal Brochure Printing Bid Summary and Staff Recommendation

Executive Director Bob Newport noted the bid opening time was 10:30 a.m. instead of 10:3 a.m. Superintendent of Recreation Katie Gamroth said the bids received were for the printing of the three seasonal brochures that the district mails to residents and recommended accepting the low bid from Stevens in the amount of \$22,398.01. Commissioner Christine Gentes asked if the brochure was done in-house and Katie said that it is contracted out to a designer who then sends the approved completed brochure to the printer. Commissioner Pasternak asked approximately how many brochures are produced and Executive Director Bob Newport said about 68,000 – 73,000 annually with most being mailed directly to residents with mailing costs being the final expense.

MOTION: Commissioner Christine Gentes moved to accept the low Alternate 1 bid from Stevens in the amount of \$22,398.01.

SECOND: By Commissioner Michael Blum.

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

### B. Annual Golf Committee Report

Golf Pro/Manager Brad Rouse and Golf Grounds Superintendent Sandy Bemis presented the Annual Golf Committee Report. Brad started with proposed changes to fees for the 2020 golf season with season passes increasing \$20.00, the employee guest rate raised by \$5.00 to \$10.00, and no rate changes to the daily fees. Commissioner Michael Blum asked that since weather had been warm if a winter pass was sold and Executive Director Bob Newport said no as daily rates are charged when Brad and Sandy determine that the course is playable where major damage would not be done by allowing golfers on the course. Commissioner Michael Blum asked if temporary greens could be used and Sandy stated that golfers do not like to play on temporary greens. Brad added that the condition of the greens determined if the course is opened to prevent damage to the putting surface. Sandy added that if the greens are too soft a golfer standing on them would damage the surface by leaving an impression. Commissioner Christine Gentes asked about golf lessons and Executive Director Bob Newport said that Golf Pro/Manager Brad Rouse would have a pro shop staff person working additional hours this year that would allow him to be involved in offering lessons. Golf Pro/Manager Brad Rouse added that he would spend part of the lessons on the course with them so they would feel comfortable and that they would earn a frequent player card so that they could come back to play. Commissioner Nick Metropulos asked for a recap on the Skytrak system and Golf Pro/Manager Brad Rouse said that the player hits a golf ball into netting in the pro shop and the shot is then displayed on a television screen. He added that the system is available for use all year and that Renwood is also an authorized dealer if someone wishes to buy a unit for at home play. Executive Director Bob Newport said that staff is also looking at some changes to the driving range, as two ranges in the area closed within the last eighteen months, to try and attract more users to the range. Commissioner Michael Blum asked about changes to the marketing plan to promote the driving range and Executive Director Bob Newport said staff would look into

ways to do that. Commissioner Paul Hollingsworth thanked Golf Pro/Manager Brad Rouse and Golf Grounds Superintendent Sandy Bemis for assembling and presenting the information in the report.

MOTION: Commissioner Michael Blum moved to approve the rates for the 2020 golf season.  
SECOND: By Commissioner Nick Metropulos.  
VOTE: By roll call. All ayes. Motion passed.

#### C. Non-Discrimination and Anti-Harassment Procedure Policy Update

Executive Director Bob Newport presented an update to the park district's policy manual Appendix D: Non-Discrimination and Anti-Harassment Procedure. He said that under Heading C) Reporting Procedure paragraph 4 was added to address any alleged harassment by a Commissioner against another elected official and how the reporting process would work. He said that the update was required due to recent legislation adopted by the State of Illinois and noted in IAPD's newsletter that was included in the packet about annual training as part of the legislation.

MOTION: Commissioner Michael Blum moved to approve the update to the park district's policy manual Appendix D: Non-Discrimination and Anti-Harassment Procedure Policy.  
SECOND: By Commissioner Timothy Pasternak.  
VOTE: By roll call. All ayes. Motion passed.

#### D. Alcohol and Drug Procedure Policy Update

Executive Director Bob Newport presented an update to the policy as a result of the legalization of marijuana for recreational use by the State of Illinois that went into effect on January 1, 2020. Commissioner Christine Gentes asked why page forty-five and forty-six were all crossed out and Executive Director Bob Newport said that a new Reasonable Suspicion Observation Form was included. He added that the park district's Smoke/Tobacco/Vapor Free Parks Administrative Policy covers marijuana smoke but that the golf course would need to be addressed as smoking is allowed on the course itself away from the pro shop area. He also stated that prescribed medical marijuana use presents different challenges especially when operating equipment and driving a park district vehicle.

MOTION: Commissioner Michael Blum moved to approve the recommended changes to the park district's policy manual Appendix G – Alcohol and Drug Procedure.  
SECOND: By Commissioner Nick Metropulos.  
VOTE: By roll call. All ayes. Motion passed.

#### E. 2020 P.A.R.C. Grant Review and Resolution

Executive Director Bob Newport distributed a document containing drawings and estimates and stated that the document was put together quickly for the purpose of applying for the grant. He noted that an annex to the building would be required if the park district

wanted to add a second indoor soccer field as another field would not fit within the current Sport Center's building footprint. Commissioner Michael Blum asked if there was a better way to use the existing building without adding to it for the cost proposed in the document and Executive Director Bob Newport said that the building is currently under-utilized and annually loses money so the park district needs to figure out what is right for the community program wise and financially. Commissioner Michael Blum asked if the project could be done in phases and Executive Director Bob Newport said that it could be done in phases if funding was available and that phase one would be to change the mezzanine level into dance studios as staff had previously discussed since dance programs run at the same time as soccer and other open gyms at the Sports Center.

Andy Dogan of Williams Architect arrived at 6:35 p.m. and led further discussion into the drawings and options presented in the document. Andy said that adding an addition to the building's north side would result in losing parking and with the Village of Round Lake Beach's zoning code another 56 spots would be required as the square footage of the building would increase. He said the drawings tried to keep parking as close to the existing main entrance as possible. He added that additional restrooms close to the new field area would be done by converting one of the existing first floor multi-purpose rooms to a public restroom on one side and at the same time add a private restroom area for the preschool classroom. Commissioner Michael Blum asked about viewing area for the new field and Andy Dogan said that the field could be shifted to allow for bleachers. Andy then discussed the plan to change the second level mezzanine area to have three dance studios, a waiting area for class change-over, storage areas for each studio and restrooms. Commissioner Michael Blum asked if the studio rooms were separated by dividers and Executive Director Bob Newport said that fixed walls would be needed that are thicker than dividers as the dance studios get noisy with music and movement. Andy Dogan added that a drop ceiling may also be needed for acoustics as well as new lighting. Commissioner Timothy Pasternak asked if the main entrance would be enlarged to allow for more foot traffic and Andy Dogan stated that the existing entrance could be changed to two sets of double doors if needed. Andy Dogan reviewed the line item cost estimates for this option and said the total project cost range was seven and one-half to eight and one-half million dollars which qualified the project for the full grant amount of two and one-half million dollars. Andy said the district's portion would be between six million six hundred thousand to seven million five hundred thousand dollars. Commissioner Michael Blum asked about bonding for the project and Executive Director Bob Newport said that the district would discuss that with the external financial advisors if the grant was awarded to the Park District.

Andy Dogan then discussed an alternative project option that did not include a building addition but removed the existing basketball and volleyball court area which allowed for a practice soccer field area and also do the second level renovations for the dance studios. He said that with this option the total project cost would be between one million four hundred twenty thousand and one million five hundred seventy-seven thousand dollars that would make this alternative project eligible for the seventy-five percent grant funding of approximately one million sixty-five thousand to one million one hundred eighty-three thousand

dollars. Andy added that the park district's portion would be between three hundred fifty-five thousand to three hundred ninety-four thousand dollars.

Commissioner Christine Gentes asked how much grant funding was available and Andy Dogan said the total was twenty-five million dollars with Chicago getting five million dollars. Commissioner Michael Blum stated that previously when the building was built there were assumed usage figures and he asked if there any projections that would show additional revenue generation from either option. Executive Director Bob Newport said that soccer was the main use of the facility so additional use would come from that and dance would just be shifted over from the Rolek Center and that dance programs ran well within the park district but these would not fix revenue issues. Superintendent of Recreation Katie Gamroth said that the park district is currently turning away rentals as there is not enough space at prime times. Commissioner Michael Blum asked if there is a need for the facility or these types of facilities within communities and Andy Dogan said from his experience with the other agencies and communities they represent that there was. Executive Director Bob Newport stated that another option to those presented would be to sell the facility. Commissioner Michael Blum stated that he was against the bigger project.

The Board discussed the two options and asked if the project size could be changed after grant funds were awarded. Andy Dogan said that he has seen circumstances where that was allowed where during the planning of the project local code issues or other obstacles are unable to be overcome and the project's scope was allowed to be changed. Executive Director Bob Newport added that many agencies will be applying for these funds and that the park district may not be selected but needed to get involved in seeking these funding opportunities as these funds are not available that often as funds from the last cycle in 2013 were just recently released due to the State of Illinois fiscal issues. The Board agreed by consensus to try for the building annexation option.

**MOTION:** Commissioner Michael Blum moved to adopt the Resolution authorizing staff to apply for the 2020 P.A.R.C. Grant in the amount of \$2,500,000.00 for the building annexation project option.

**SECOND:** By Commissioner Nick Metropulos.

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

## **VIII. NEW BUSINESS**

### **A. Commissioner Comments**

Commissioner Michael Blum asked the difference between the board and staff packets for the meeting and Executive Director Bob Newport stated that commissioner packets include executive session items and any executive session minutes from a prior meeting.

## **IX. CONSENT AGENDA**

- A. Approval of the Regular Board Meeting Minutes of December 12, 2019.
- B. Approval of but Not Release of Regular Board Meeting Executive Session Minutes of December 12, 2019.
- C. Approval of Cash Expenditure Transactions for the month of December, 2019.

Commissioner Christine Gentes asked about the Amazon Fraud Credit invoice item and Finance Department Manager Jennifer Baker said that a park district credit card had been compromised and that was the refunded amount.

**MOTION:** Commissioner Michael Blum moved to approve the Consent Agenda of January 9, 2020 as presented.

**SECOND:** By Commissioner Nick Metropulos.

**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. Commissioner Christine Gentes asked why the actual revenue for After School Programs was so much higher than the budgeted amount and Finance Department Manager Jennifer Baker said that the park district had received two months of subsidy payments from the State of Illinois.

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

#### **1) Recreation Report**

Superintendent of Recreation Katie Gamroth and the Recreation Department staff provided written reports.

#### **2) Golf Report**

Golf Pro Brad Rouse and Golf Course Superintendent Sandy Bemis provided a written report. Commissioner Timothy Pasternak asked what information is provided to receive a prescribed burn permit from the State of Illinois and Golf Course Superintendent Sandy Bemis stated that the square footage of the area, a map of the area showing the closest schools, homes and local fire departments and wells and why burning is the recommended procedure for the issue. She added that a document is sent back once approved stating the dates approved for the burn and then staff checks with the local fire department as the date approaches to ensure no other conditions exist that would preclude the burn from happening.

- 3) Parks Report  
Ane Olivares and Lyle Perry provided a written report.
- 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. ADJOURNMENT**

MOTION: Commissioner Michael Blum moved to adjourn the Regular Board Meeting of January 9, 2020.

SECOND: By Commissioner Nick Metropulos.

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

Park Board President Paul Hollingsworth adjourned the Regular Board Meeting of January 9, 2020 at 7:48 p.m.

Respectfully Submitted.

/s/Paul Hollingsworth  
Paul Hollingsworth, Park Board President

/s/Carl Hauser  
Carl Hauser, Board Secretary

March 12, 2020  
Date Approved