

**BOARD OF TRUSTEES REGULAR MEETING MINUTES**  
**Wednesday, March 17, 2021**  
**Via Video Conference**

1. **Call to Order:** Chairman Baum called the meeting to order at 1:30 p.m.
2. **Roll Call:** The following Roll Call was taken:

**Members Present:** Leslie DeMoss, Addison Park District  
Phyllis Schmidt, Bensenville Park District (2:19 p.m.)  
Michael Hixenbaugh, Butterfield Park District  
Keith Knautz, Village of Glendale Heights  
Maryfran Leno, Itasca Park District  
Paul Friedrichs, Lombard Park District  
Bruce Baum, Medinah Park District  
Cathy Fallon, Oakbrook Terrace Park District  
Barb Cremin, Village of Schiller Park  
Matt Ellmann, Wood Dale Park District

**Members Absent:** Greg Gola, Village of Villa Park

**Staff Present:** Rick Poole, Executive Director  
Jerry Barton, Superintendent of Recreation  
Sue Martellotta, Executive Assistant/Recording Secretary  
Kristen Seefurth, Marketing/Fund Development Manager  
Nicole Kozlowski, Business Services, Lauterbach & Amen

3. **Introduction of Guests and Staff.** Director Poole introduced Wes Levy from Lauterbach & Amen, LLC who would be speaking on the PPP Loan, Second Draft.
4. **Public Comments.** None.
5. **Approval of Meeting Minutes.**
  - a. Chairman Baum requested a motion to approve the Board of Trustees regular meeting minutes of February 24, 2021. Motion to approve was made by Trustee Leno and a second made by Trustee Knautz. On a roll call vote, voting aye: Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Cremin, Village of Schiller Park; Trustee Ellmann, Wood Dale Park District; Trustee DeMoss, Addison Park District. Motion passed with 9 ayes and 0 nays.
6. **Consent Agenda.**
  - a. Chairman Baum requested a motion to ratify NEDSRA's Disbursements and Financial Statements for the period ending February 28, 2021. The motion was made by Trustee Leno and a second was made by Trustee Hixenbaugh. There being no further discussion, on a roll call vote, voting aye: Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum,

Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Cremin, Village of Schiller Park; Trustee Ellmann, Wood Dale Park District; Trustee DeMoss, Addison Park District. Motion passed with 9 ayes and 0 nays.

7. **Agency Report.** Director Poole thanked the Board for their assistance in securing vaccines for the NEDSRA staff. He also noted that Trustee Leno is working with a pharmacy to obtain vaccinations for participants and caregivers. Staff continues to communicate with DCEO on grant status and it remains on hold, however it is in the state's budget. The PPP Loan second draft funds have been deposited and staff will soon work on the documents to apply for forgiveness. This Friday WT Engineering will be in to work on bids for the second floor bathroom remodel to be ADA compliant on current standards. Superintendent Barton stated that staff was working with students from Elmhurst and COD colleges to work collaboratively with NEDSRA. He believes programs are on the upswing and enrollment is looking strong. He is looking forward to the coming year. Manager Seefurth is working on grants for specific needs such as the sensory room and hopes to have answers this spring. Trustee Ellmann inquired about the status of the Golf Marathon. Manager Seefurth stated that she is working with staff to hold that event this spring. Trustee Hixenbaugh commented that Butterfield Park District will have an outdoor amphitheater that NEDSRA could use for any events or performances.
8. **New Business, Overview and Discussion of 2021/2022 Budget.** Director Poole gave an overview of the budget direction for fiscal year 2021/2022. He shared a screen with the highlights. NEDSRA is expected to achieve an operational net positive. Capital improvements were listed including four significant undertakings that will be carried over from fiscal year 2020/2021, which were not able to be completed. The capital improvements are projected to be a cost of \$590,410. There is no van purchase budgeted in 2021/2022. The NEDSRA unrestricted fund balance is projected to be \$1,597,309 at fiscal year-end 2022. With this fund balance, Director Poole introduced a proposal to distribute funds from the balance to Member Partners for their home agency ADA projects. The amount he proposed was \$150,000 to \$250,000. Amounts to be distributed to Member Partners would be a percentage of the amount decided upon by the Board and that percentage would be directly proportionate to the share of their respective contributions to the total. These percentages range from 4% to 19%. After much discussion, the Board came to a consensus that there should be a \$500,000 placeholder for this and that amount would allow for a healthy fund balance. This would be a one-time distribution for projects with expenses incurred within the year so as to not hold a liability on the NEDSRA financials. This will be addressed each year as the fund balance changes. Trustee Knautz asked how the PPP Loan is listed in the budget to which Director Poole and Accountant Kozlowski stated the first amount of \$258,400 has been forgiven and is in as revenue and the second amount of \$149,000 is listed as a liability until it is forgiven. Chairman Baum requested that the budget be sent out earlier than the packet so that it can be reviewed. The target date to send it out is April 7.
9. **Comments and Communications.** None.
10. **Chairman of the Board Comments.** Chairman Baum congratulated Recreation Coordinator Colleen Cline on the award she received during the virtual IPRA/IAPD Conference. He also asked that the Trustees submit their evaluation of the Executive Director to him by March 22, 2021.
11. **Board of Trustees Comments.** Trustee DeMoss stated that Addison Park District received a public infrastructure grant for the roof. Trustee Schmidt said that Bensenville has WT Group presenting an ADA audit of the district and they are creating a ten year plan to make all parks ADA accessible. Trustee Knautz said that the vaccine clinics are almost finished. Trustee Leno said the bathhouse is expected to be completed by June 12 and that Itasca is hosting a vaccine clinic for seniors. Trustee Friedrichs

said that Lombard is also hosting vaccine clinics. Trustee Fallon requested that Director Poole call her to discuss the ADA swings for the park. Trustee Ellmann said that Wood Dale may also have a vaccine clinic. He also stated that they are looking forward to the opening of the 390 Golf Experience. Director Poole gave a shout out to the Member Partners for getting vaccine clinics up for citizens.

**12. Next meeting date** is April 14, 2021 at 1:30 p.m. via video conference.

**13. Adjournment:** Chairman Baum stated that there was no further business before the NEDSRA Board of Trustees and requested a motion to adjourn. A motion was made by Trustee Ellmann and a second by Trustee Friedrichs. On a roll call vote, voting aye: Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Cremin, Village of Schiller Park; Trustee Ellmann, Wood Dale Park District; Trustee DeMoss, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee Hixenbaugh, Butterfield Park District. The motion passed unanimously on a voice vote with 10 ayes and no nays. The meeting was adjourned at 2:39 p.m.

Respectfully submitted,



Susan Martellotta, Recording Secretary



Bruce Baum, Chairman



Keith Knautz, Board Secretary