

**BOARD OF TRUSTEES REGULAR MEETING MINUTES**  
**Wednesday, September 1, 2021**  
**At NEDSRA Offices**

1. **Call to Order:** Chairman Ellmann called the meeting to order at 1:34 p.m.
2. **Roll Call:** The following Roll Call was taken:  
  
**Members Present:** Leslie DeMoss, Addison Park District  
Phyllis Schmidt, Bensenville Park District (via telephone conference call)  
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  
Matt Ellmann, Wood Dale Park District  
  
**Members Absent:** Cathy Fallon, Oakbrook Terrace Park District  
Randy Splitt, Village of Schiller Park  
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  
  
**Guests Present:** Brian LeFevre, Partner, Sikich LLP Auditors
3. **Introduction of Guests and Staff.** Chairman Ellmann introduced and welcomed Brian LeFevre from Sikich LLP who is attending to present the NEDSRA Annual Financial Report.
4. **Public Comments.** None.
5. **Approval of Meeting Minutes.**
  - a. Chairman Ellmann requested a motion to approve Board of Trustees regular meeting minutes of June 9, 2021 and the Executive Committee meeting minutes of July 20, 2021. Motion to approve the minutes from both meetings was made by Trustee Knautz and a second made by Trustee Baum. On a roll call vote, voting aye: Trustee Schmidt, Bensenville Park District; 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 DeMoss, Addison Park District; Trustee Ellmann, Wood Dale Park District. Motion passed with 8 ayes, 0 nays.
6. **Comments and Communications.** None.

**7. Consent Agenda.**

- a. Chairman Ellmann requested a motion to approve the financial statements for the periods ending May 31, 2021 and June 30, 2021. The motion was made by Trustee Baum and the second was made by Trustee Knautz. 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 DeMoss, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Ellmann, Wood Dale Park District. Motion passed with 8 ayes, 0 nays.

- 8. Chairman of the Board Comments.** Chairman Ellmann welcomed everyone back. He said that he took time to visit NEDSRA summer camps and programs. He stated that they were all pleasant and looked good for the participants. He expressed his hope that everyone had a good summer.

- 9. Agency Report.** Director Poole said the bathroom project has slowed due to material delivery delays. He conveyed that with the new PDRMA health portal, the plan for 2022 must be chosen by October 22, therefore there is a need for an October Board meeting. The consensus of the Board was that October 13 worked best. Chairman Ellmann then stated that with the support of the Trustees, a Special Meeting of the Board is called for Wednesday, October 13 at 1:30 p.m. Director Poole requested that if there were to be any other agenda items other than the health plan, he would need to know before the Public Notice is published. Marketing/Fund Development Manager Seefurth gave an overview of the upcoming Golf Classic event. She believes this year we are on track to meet the budgeted goals. Superintendent Barton informed the Board that summer programs have ended and he would report the service numbers at the next Regular Board meeting in November. He thanked the Member Partners for their facility accommodations this summer. Regarding Reach for the Stars, NEDSRA is moving it to November and plans to have limited attendees in person along with live streaming of the event. The Jeena Greenwalt Scholarship recipient will also be presented. Fall registration has begun and NEDSRA is planning to bring back transportation for participants. Staff is meeting with PDRMA to discuss the next Risk Management Assessment. Chairman Ellmann asked what the vision is for the Reach for the Stars event for the Member Partners and their respective Boards. The plan is to have Member Partner representatives attend with a table for each Partner, award winners with their families and staff which would accommodate around 200 attendees.

**10. New Business.**

- a. **NEDSRA Annual Financial Report.**

Chairman Ellmann introduced Brian LeFerve from Sikich to present the Annual Financial Report. Mr. LeFerve was pleased to report that NEDSRA was given an unmodified opinion on the Financial Report, which is the highest level of opinion that can be received on a financial statement. He then directed the Board to significant items in the report. Trustee Leno asked why the allotted \$500,000 discussed at the April Budget Meeting for Member Partners to be used for ADA projects was not shown anywhere in the Audited Financial Report. Mr. LeFerve said that he could make the revision and would email a revised electronic copy of the Audit to staff. Trustee Leno also requested that the Jeena Greenwalt Scholarship Fund be reported as a separate line item in the Financial Report. Ms. Martellotta stated that it is separated on the monthly financials statements and agreed that it should be as such on the Annual Financial Report. Mr. LeFerve said he would make that revision, as well. Staff will send the detailed information and documentation to Mr. LeFerve to make the adjustments. There being no further questions or comments, Chairman Ellmann entertained a motion to accept the Annual Financial Report for Fiscal Year Ending April 30, 2021 amended with the two alterations as discussed; one reflecting the \$500,000 funds

designated to be used by Member Partner's ADA projects for the Fiscal Year 2021/2022 and the other adding a line item for the Jeena Greenwalt Scholarship Fund. The motion was made by Trustee Friedrichs and the second was made by Trustee Knautz. On a roll call vote, voting aye: Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee DeMoss, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Ellmann, Wood Dale Park District. Motion passed with 8 ayes, 0 nays. Chairman Ellmann thanked Brian LeFevre, Sikich, the Board and staff for their hard work in preparing the Annual Financial Report.

- b. NEDSRA Community Needs Survey. Chairman Ellmann reported that over the summer the Executive Committee met to discuss strategies to address the performance of a NEDSRA membership community needs assessment. Director Poole presented an overview of the results from the meetings, the list of deliverables and a potential timeline. It is the Executive Committee's recommendation that NEDSRA utilize a professional organization to conduct a community survey. Chairman Ellmann reiterated the goal of this assessment is to be sure NEDSRA is fulfilling its mission and to see if communities are aware of our services. He stated that this is a daunting task when involving eleven separate communities. The general consensus of the group was to put out a Request for Proposal (RFP). The Board discussed what the contents should be in an RFP and if it is required. Chairman Ellmann said that Director Poole and he asked the NEDSRA attorney, and there is no legal requirement to go out to an RFP for this project. The RFP can be sent out by the Executive Committee or brought back to the full Board for approval first. There was more discussion on types of RFP's, the process and the desired outcomes. After discussion, Chairman Ellmann requested a motion to allocate funds not to exceed \$60,000 to issue an RFP of a simplified manner, making sure it is available to the general public as well as identified providers, to conduct a community needs assessment. The motion was made by Trustee Leno and the second was made by Trustee Friedrichs. On a roll call vote, voting aye: Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee DeMoss, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Ellmann, Wood Dale Park District. Motion passed with 8 ayes, 0 nays. Chairman Ellmann asked if this should then go to the Executive Committee or the full Board. Trustee Leno volunteered to join the Executive Committee. The consensus was to have the Executive Committee bring their recommendations to the Board at the November 3 meeting. The Chairman asked that any Trustees with recommendations of firms they have worked with, please send their names to Director Poole.
- c. Toilet Room Change Order. Director Poole recommended an addition of one bathroom door with an electronic pad opener. The cost is \$8,413.58 and includes the door, the panel and all electrical. It is below the contingency amount from the bid. The motion was made by Trustee Leno to approve the change order as stated and the second was made by Trustee Knautz. On a roll call vote, voting aye: Trustee Baum, Medinah Park District; Trustee DeMoss, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Ellmann, Wood Dale Park District. Motion passed with 8 ayes, 0 nays.


11. Board of Trustees Comments. Trustee Hixenbaugh said that Butterfield had a very exciting summer and held three outdoor concerts. Trustee Leno said summer has been good and they are starting COVID vaccination clinics again on September 13. She announced that she has a new Superintendent

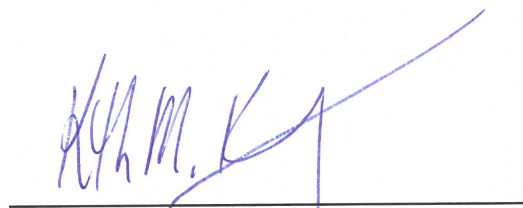
starting September 13. Her name is Sandy Harris. Trustee Baum said the Medinah Nordic Park development has begun. Medinah has submitted a number of OSLAD grants. They are holding their inaugural Food Truck Festival on Friday, September 24 in the evening; "Trucks at the Tracks." Trustee Friedrichs asked if the personnel issue with another partner was rectified. Chairman Ellmann said it is rectified for NEDSRA and could not speak for the other party. Trustee Friedrichs said that Lombard has an OSLAD project going on now and has applied for phase two of that project. He asked the Board which of them offers money to employees that decline health coverage. The amount varied. Trustee Friedrichs asked if any members were going to mandate vaccines. There was discussion on this type of mandate. Trustee Knautz thanked everyone that is a part of PDRMA and IAPD for sharing information. He said the pool is closing Labor Day and that they have lost a lot of staff and have shortened hours. Glendale Heights is also working on vaccination clinic dates. His OSLAD project has come to a halt due to material shortages. They hope to be complete by Christmas. Trustee DeMoss said that Addison has also applied for an OSLAD grant for one of their parks. Things have been rough due to staff leaving, however they are almost back to being fully staffed. There is nothing new on the Centennial roof. Trustee Schmidt said Breiter-Palm Park project is underway. It will be home to an ADA accessible playground, include five fitness areas and be more native. They have new lighting at the driving range and hopes that possibly NEDSRA can offer a family program to use it too. Bensenville fall programs are underway, and their Heritage Event is at Fischer Farms on September 25. Trustee DeMoss added that Addison Park District has replaced over 1000 lights with LED lighting at no cost due to incentive rebates. Chairman Ellmann said that Wood Dale had done a complete lighting program at the "390 Golf Experience" facility, with the estimated savings over ten years being \$500,000. The grand opening of the "390 Golf Experience" is deferred due mostly to staffing shortage and also golf clubs not received yet. Land transfer closing was last Friday. Wood Dale relinquished property along Route 83 and acquired property next to the recreation center. They will send out invitations to the "390 Golf Experience" opening when there is a date set.

- 12. Adjournment:** Chairman Ellmann stated that the next meeting date was a Special Meeting on October 13, 2021 at 1:30 p.m. and that there being no further business before the NEDSRA Board of Trustees, he would entertain a motion to adjourn. A motion was made by Trustee Friedrichs and a second by Trustee Knautz. There being no further discussion on a roll call vote, voting aye: Trustee DeMoss, Addison Park District; Trustee Schmidt, Bensenville Park District; 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 Ellmann, Wood Dale Park District. Motion passed with 8 ayes, 0 nays. The meeting was adjourned at 3:10 p.m.

Respectfully submitted,

  
Susan Martellotta, Recording Secretary

  
Matthew Ellmann, Chairman

  
Keith Knautz, Vice-Chairman