

## **BOARD OF TRUSTEES REGULAR MEETING MINUTES**

**Wednesday, September 7, 2022, 1:30 p.m.**

1. **Call to Order:** Chairman Ellmann called the meeting to order at 1:30 p.m.

2. **Roll Call:** The following Roll Call was taken:

**Members Present:** Michael Hixenbaugh, Butterfield Park District  
Keith Knautz, Village of Glendale Heights  
Paul Friedrichs, Lombard Park District  
Bruce Baum, Medinah Park District  
Randy Splitt, Village of Schiller Park  
Greg Gola, Village of Villa Park  
Matthew Ellmann, Wood Dale Park District

**Members Absent:** Leslie DeMoss, Addison Park District  
Phyllis Schmidt, Bensenville Park District  
Maryfran Leno, Itasca Park District  
Cathy Fallon, Oakbrook Terrace Park District

**Staff Present:** Rick Poole, Executive Director  
Jerry Barton, Superintendent of Recreation  
Sue Martellotta, Executive Assistant/Recording Secretary  
Carlos Marroquin, Marketing and Communications Manager  
Ana Salazar, Office 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.**

Chairman Ellmann requested a motion to approve Board of Trustees regular meeting minutes of June 1, 2022 and Special Meeting minutes of August 24, 2022. Motion to approve the meeting minutes was made by Trustee Gola and a second made by Trustee Friedrichs. There being no further discussion, motion passed unanimously on a voice vote with 7 ayes and 0 nays.

6. **Comments and Communications.** None.

**7. Consent Agenda – Financial Reports.**

- a. Chairman Ellmann requested a motion to approve the NEDSRA Disbursements and Financial Statements as presented for the periods ending May 31, 2022 (unaudited); June 30, 2022; July 31, 2022. The motion was made by Trustee Knautz and the second was made by Trustee Splitt. Chairman Ellmann asked if there was any need for discussion. There being none, on a roll call vote, voting aye: Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District. Motion passed with 7 ayes and 0 nays.

- 8. Chairman of the Board Comments.** Chairman Ellmann pointed out that NEDSRA Board of Trustees Meeting attendance this year has been light even though a quorum has been maintained. He will be reaching out to the agencies that have had multiple absences.

- 9. NEDSRA Annual Financial Report, Year Ending April 30, 2022.** 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. Chairman Ellmann asked for examples that are encompassed in miscellaneous income. Mr. LeFerve noted that they are such items as PDRMA reimbursements for the theft of the catalytic converters. Chairman Ellmann inquired how NEDSRA's IMRF employer percentage funding compares to other agencies. Mr. LeFerve explained that NEDSRA is a difficult agency to compare to due to the relatively short time of membership in IMRF and the smaller number of employees. However, he indicated no concerns with the figures in this regard. There being no further questions or comments, Chairman Ellmann entertained a motion to approve the Annual Financial Report for Fiscal Year Ending April 30, 2022. The motion was made by Trustee Knautz and the second was made by Trustee Friedrichs. On a roll call vote, voting aye: Trustee Knautz, Village of Glendale Heights; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Hixenbaugh, Butterfield Park District; Trustee Ellmann, Wood Dale Park District. Motion passed with 7 ayes, 0 nays. Chairman Ellmann thanked Brian LeFevre, Sikich, the Board and staff for their hard work in preparing the Annual Financial Report.

- 10. Agency Report.** Director Poole reported that the HR Generalist position has not been filled yet and the search continues for candidates through multiple avenues. The NEDSRA Community Needs Survey has been mailed out to 5,000 NEDSRA residents with a target of having at least 1,100 responses. Office Manager Salazar communicated that the DCEO grant for the state's fiscal year ending June 30, 2022, has been completed and all payments have been received by NEDSRA. The DCEO grant application for the state's current fiscal year ending June 30, 2023 has been received and staff has begun work on that. She also noted that the final Member Partner statements for 2022 are scheduled to be sent out in the beginning of December. Recording Secretary Martellotta noted that staff is sensitive to the



timeline of partners that are in fiscal calendar years. Superintendent Barton gave a few highlights from the summer season and remarked that participation is trending in the right direction. Fall registration numbers have been higher than in past years. He was pleased to announce a new life skills program, Self-Advocacy Independent Life Skills, S.A.I.L.S., will be starting this fall. Pro League, the cooperative sports program is returning. EXCEL programs with schools are continuing. He added that member partner communication regarding Inclusion was another summer highlight. He listed programming and member partner events that NEDSRA provided support for over the summer. Reach for the Stars is Wednesday, November 9 and plans to remain in November going forward. Applications for the Jeena Greenwalt Scholarship are being accepted and the winner will be presented at Reach for the Stars. Recreation Specialist, Nicole Walderbach, completed her C.P.I. instructor training. NEDSRA now has two fulltime staff members that can provide C.P.I. training. The Addison Police Department will be at NEDSRA Wednesday, September 7 to provide an active shooter training for part-time staff. Manager Marroquin gave an update for the upcoming Golf Classic event. Currently, 124 golfers have registered and over 30 sponsors have signed up. He thanked Glendale Lakes Golf Course, 390 Golf Experience and Links and Tees for donating raffle items or golf packages.

**11. Old Business.**

- a. Update and Discussion of Community Needs Survey and Project. Director Poole will confirm the due date of the survey responses and will work with Manager Marroquin to put together an announcement for member partners to send out informing their communities of the survey.

**12. New Business.**

- a. Van Bids. Superintendent Barton provided a history of the van bid process and the status of the fleet including the van that will be traded in with the new van purchase. He went over the three van bids submitted by Midwest Transit, Central States and Best Bus. The bid from Midwest Transit provided what NEDSRA is looking for. Chairman Ellmann questioned the bid process regarding fee increases due to potential additional supplier costs. It was the recommendation of staff to move forward with the bid from Midwest Transit for a Ford chassis Starcraft Allstar bus, equipped with a lift, and capacity for 14-seated passengers for \$121,035 (includes alternate 1) while also accepting the trade-in amount of \$4,000. There being no further questions or comments, Chairman Ellmann asked for motion to approve the purchase of a 2023 or newer Ford chassis Starcraft Allstar 14-Passenger Paratransit bus from Midwest Transit in the amount not to exceed \$121,035. The motion was made by Trustee Knautz 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 Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Ellmann, Wood Dale Park District. Motion passed with 7 ayes, 0 nays.
- b. LARPA Program Agreement. Chairman Ellmann explained that DuPage County has required a resolution be adopted in order for the proceeds to be disbursed. Trustee Friedrichs asked if anyone that has applied for the LARPA Program received payment yet.

Chairman Ellmann informed everyone that the county is withholding all distributions until all resolutions have been received. There being no further questions or comments, Chairman Ellmann asked for a motion to authorize Executive Director Poole to sign and return the attached IGA Grant agreement between the county of DuPage and the Northeast DuPage Special Recreation Association dated June 28, 2022 was made by Trustee Friedrichs and the second was made by Trustee Knautz. On a roll call vote, voting aye: Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Ellmann, Wood Dale Park District. Motion passed with 7 ayes, 0 nays

**13. Board of Trustees Comments.** Trustee Gola said that Villa Park received their OSLAD grant. The \$1.2-million project at Lufkin Park and the new 41,000 square foot recreation center construction projects will be starting next year. They now have a new village manger. Trustee Knautz said Glendale Heights continues to work on closing out their OSLAD grant. They are in the process of installing a mandatory emergency phone at their splash pad. Trustee Friedrichs said they are also concluding the OSLAD grant and working on another grant. They closed the Lombard pool for the season. Trustee Baum announced they are having their Fall Fest this Saturday. Trustee Hixenbaugh said their pool has closed for the season and have closed out on their OSLAD grant. They are beginning to work on their Green Briar project. Trustee Splitt said they have Schiller Park Fest this weekend and announced he has now been working at the Village of Schiller Park for one year. The gym renovation continues and their pool has also closed for the season. Chairman Ellmann congratulated Trustee Splitt on his one -year anniversary and announced that he closed on a new park property on August 31 and commented that the closing was conducted completely by a remotely closing process. A public meeting was held that had positive feedback for their upcoming new park project.

**14. Next Meeting Date.** Wednesday, October 5, 2022 at 1:30 p.m. at the NEDSRA office.

**15. Adjournment.** Chairman Ellmann wished everyone well then stated that there being no further business before the NEDSRA Board of Trustees, he would entertain a motion to adjourn. The motion was made by Trustee Knautz and a second by Trustee Gola. There being no further discussion, motion passed unanimously on a voice vote with 7 ayes and 0 nays. The meeting was adjourned at 2:47 p.m.

Respectfully submitted,

  
Susan Martellotta, Recording Secretary

  
Matthew Ellmann, Chairman

  
Greg Gola, Board Secretary