

BOARD OF TRUSTEES REGULAR MEETING MINUTES
Wednesday, February 7, 2024, 1:30pm

1. **Call to Order:** Chairman Knautz called the meeting to order at 1:30pm.

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

Members Present: Phyllis Schmidt, Bensenville Park District
Micheal Hixenbaugh, Butterfield Park District (1:37pm)
Maryfran Leno, Itasca Park District (1:50pm)
Joe McCann, Lombard Park District
Steve Muenz, Medinah Park District
Lauren Jevaney, Oakbrook Terrace Park District
Brian Kaspar, Village of Schiller Park
Greg Gola, Village of Villa Park
Jon Marquardt, Wood Dale Park District
Keith Knautz, Village of Glendale Heights

Members Absent: Jennifer Hermonson, Addison Park District

Staff Present:

Jerry Barton, Executive Director
Carlos Marroquin, Marketing and Communications Manager
Maggie Goode, Superintendent of Recreation
Rosario Lopez, H.R. Generalist
Sydney Ross, Recreation Specialist
Sam Crane, Accountant

Guests Present: None

3. **Introduction of Guests and Staff.** Sam Crane, Accountant, Lauren Jevaney, alternate Trustee from Oak Brook Terrace Park District and Sydney Ross, NEDSRA Recreation Specialist.

4. **Public Comments.** None.

5. **Approval of Meeting Minutes.**

- a. Chairman Knautz requested a motion to approve the Board of Trustees regular meeting minutes of January 17, 2024. Trustee McCann motioned to approve the meeting minutes, and Trustee Gola made a second. Without further discussion, the motion passed unanimously on a voice vote with 8 ayes and 0 nays.

6. Consent Agenda – Financial Reports.

- a. Chairman Knautz requested a motion to approve the NEDSRA Disbursements and Financial Statements as presented for the period ending December 31, 2023. Trustee Gola made the motion, and Trustee Muenz made the second. Chairman Knautz asked if there was any need for discussion. There being no further discussion, on a roll call vote, voting aye: Trustee Muenz, Medinah Park District; Trustee Jevaney, Oakbrook Terrace Park District; Trustee McCann, Lombard Park District; Trustee Marquardt, Wood Dale Park District; Trustee Schmidt, Bensenville Park District; Trustee Gola, Village of Villa Park; Trustee Kaspar, Village of Schiller Park; Trustee Knautz, Village of Glendale Heights. Motion passed with 8 ayes and 0 nays.

7. Comments and Communications.

- a. Director Barton highlighted the upcoming Huskies Sports Banquet.
- b. Director Barton highlighted the new fundraiser “Flippin’ into Summer.”
- c. Director Barton highlighted the upcoming cryotherapy fundraiser.

8. Agency Report.

Director Barton highlighted a DCEO capital grant in the amount of \$75,000. Staff are conducting interviews for the open Recreation Manager position and reviewing applications for the open Office Manager position. Three Partners were reminded that they have access to ADA funds. Board orientations were offered to Trustees that have not received one.

Superintendent Goode highlighted athletes attending Special Olympics Winter Games in Galena. A grant was received for the purchase of a travel AED and new/existing AED's were installed throughout the building.

Manager Marroquin highlighted the upcoming Cryo-Plunge fundraiser at Restore in Oakbrook Terrace. The pancake breakfast will be June 1. Spring brochures will be delivered to Partner facilities the week of February 19.

9. Chairman of the Board Comments.

Chairperson Knautz encouraged Trustees to schedule a Board orientation.

10. Unfinished Business

- a. PLAWA: Director Barton reviewed some main points of the Act and suggested an Executive Committee meeting to discuss in more detail. Trustee Leno asked for clarification on how hours are accrued and the approval process. Trustee Gola asked for clarification regarding staff absences. Trustee Kaspar asked for clarification on accrual vs. front loading hours. Trustee McCann asked about paying out unused hours and carryover limit. Chairperson Knautz encouraged Director Barton to discuss this with local legislators, including written communication.
- b. Purchasing Policies: Director Barton mentioned that purchasing thresholds, and pre-

approval limits should be reviewed in more detail at Executive Committee.

c. **Roof/Building:** Director Barton plans to attend the contractor walkthrough on February 9 and the bid opening later in February. Barton did have Malcor Roofing out a second time for patching to stop new leaks in the roof.

11. New Business

a. **Budget Workshop:** Director Barton reminded the Board that the March 6 meeting will include a fiscal year budget workshop. Barton asked Partners to return wage surveys sent to all Partners. Barton reviewed the Member Contributions formula.

b. **Vehicle Bid Update:** Director Barton has been in contact with the bid winner and attorney to explore a change to the proposed trade-in vehicle, which could impact the budget.

c. **Appointment of Treasurer and Recording Secretary:** Director Barton reviewed the memo. Chairperson Knautz asked for a motion to appoint Executive Director Barton as Treasurer and Recording Secretary for the fiscal year ending April 30, 2024. Trustee Leno made the motion and Trustee McCann made the second. There being no further discussion, on a roll call vote, voting aye: Trustee Leno, Itasca Park District; Trustee Kaspar, Village of Schiller Park, Trustee Jevaney, Oak Brook Terrace Park District; Trustee McCann, Lombard Park District; Trustee Schmidt, Bensenville Park District; Trustee Gola, Village of Villa Park; Trustee Muenz, Medinah Park District, Trustee Marquardt, Wood Dale Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights. Motion passed with 10 ayes and 0 nays.

12. Other Business

Chairperson Knautz requested the Executive Committee meet in late February and a date of February 28 was confirmed.

13. Board of Trustees Comments

Trustee Gola mentioned Villa Park was awarded an OSLAD grant. Trustee Kaspar highlighted renovations to the fitness center and hiring of parks staff. Trustee Hixenbaugh discussed bids and varying prices. Trustee Jevaney discussed construction meetings for playground, flooring and theater projects and ePact. Trustee Muenz discussed staff hiring and playground bid opening. Trustee Leno discussed grants and projects within her district, including installation of a wheelchair accessible swing. Trustee Schmidt discussed Bensenville's OSLAD grant and new staff. Trustee McCann discussed helping with small projects at NEDSRA, congratulated the NEDSRA athletes and congratulated the staff that presented at conference. McCann also mentioned grants and construction projects. Trustee Marquardt gave an update on Central Park and Recreation Park. Trustee Leno asked for an update on the walking track which is out of commission. Barton answered that NEDSRA hopes to have an update within a week.


14. Next Meeting Date: Wednesday, March 6, 2024 at 1:30pm, NEDSRA

15. Adjournment. Chairman Knautz said he would entertain a motion to adjourn without further business before the NEDSRA Board of Trustees. The motion was made by Trustee McCann and a second by Trustee Schmidt. Without further discussion, the motion passed unanimously on a voice vote with 10 ayes and 0 nays. The meeting adjourned at 2:08pm.

Respectfully submitted,



Jerry Barton, NEDSRA Executive Director



Keith Knautz, Chairman



Michael Hixenbaugh, Board Secretary