

BOARD OF TRUSTEES Special MEETING MINUTES
Wednesday, January 17, 2024, 1:30 p.m.

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:

Jennifer Hermonson, Addison Park District
Anne Popek, Butterfield Park District (1:35 p.m.)
Maryfran Leno, Itasca Park District
Joe McCann, Lombard Park District
Steve Muenz, Medinah Park District
Shannon Eley, 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:

Phyllis Schmidt, Bensenville

Staff Present:

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

Guests Present: None

3. **Introduction of Guests and Staff.** Director Barton introduced and welcomed NEDSRA staff Goode, Marroquin and Lopez along with Lauterbach and Amen accountants Kozlowski and Crane. New Trustees McCann, Kaspar and Muenz were welcomed to the meeting.

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 December 7, 2023. Trustee Leno motioned to approve the meeting minutes, and Trustee Gola made a second. Without further discussion, the motion passed unanimously on a voice vote with 10 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 periods ending November 30, 2023. Trustee Leno made the motion, and Trustee Elsey 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 Popek, Butterfield Park District; Trustee Leno, Itasca Park District; Trustee Muenz, Medinah Park District; Trustee Elsey, Oakbrook Terrace Park District; Trustee McCann, Lombard Park District; Trustee Hermonson, Addison Park District; Trustee Marquardt, Wood Dale Park District; Trustee Gola, Village of Villa Park; Trustee Kaspar, Village of Schiller Park; Trustee Knautz, Village of Glendale Heights. Motion passed with 10 ayes and 0 nays.

7. Comments and Communications.

- a. Board Contact List. Director Barton asked Trustees to update the contact and alternate information on the handout being circulated.
- b. 2024 Board of Trustees Meeting calendar. Director Barton reminded Trustees of the meeting schedule included in the packet.

- 8. Agency Report.** Director Barton updated the Board on the open Office Manager position and indicated that he would be taking over grant responsibilities, having been in contact with the State several times. Barton informed Trustees to expect an email for DuPage County regarding the Statement of Economic Interests. Barton updated the Board on a compressor failing on one rooftop unit. The unit is back in service but will need repair before summer. Barton discussed damage to the building based on recent weather, indicating damage to program spaces and the need to relocate programs and services. Patching of the roof was completed. Barton mentioned his meetings with Trustee Hermonson regarding roof replacement and capital projects. Superintendent Goode thanked Lombard for hosting displaced NEDSRA programs and provided updates on programs due to snow and cold temperatures. Marketing and Communications Manager Marroquin noted the upcoming 7th Annual Patriot Dinner on February 3rd and donations received from the Lombard Knights of Columbus from the Tootsie Roll Days fundraiser. Marroquin invited Board members to have their photo taken for the NEDSRA website.

9. Chairman of the Board Comments. None.

10. New Business.

- a. NEDSRA Front Entry Project. Director Barton provided background on the project that went out to bid in 2022 and then again in 2023. The approved budget includes \$250,000 for capitals. Two bids were received for phase 1 of the project including demolition of

existing concrete, new concrete, landscaping, and footings/conduit for phase 2. Barton reviewed the bids, pricing and information contained in the memo. Barton mentioned other capitals that should be considered including the roof, program space and elevator. Trustee Leno stated she was not sold on the project when other capitals are more pressing. Leno asked staff to indicate if there is a need for covering from the front entrance from the front door to the drop off zone in the parking lot. Leno asked if providing program space on the first floor would be a better use of funds to enhance and improve programs access. Leno requested more information on the roof project and elevator modernization, stating a preference to be proactive on the elevator update.

Trustee Knautz stated the front entrance being a want and not a need. Knautz mentioned anticipation of costs being higher than anticipated and that with many projects coming, the minimum fund balance must be maintained. Knautz stated an original intent to provide protection from the elements for participants moving from cars to the front door. Trustee Leno asked if the current concrete and railings were up to ADA code, and if the area is hard for participants navigate.

Director Barton asked Trustee Hermonson to provide an update on the roof and other projects as those may impact the budget. Trustee Hermonson said the original timeline was pushed back with a bid opening planned for late February 2024. Hermonson provided a cost projection for NEDSRA's portion at \$670,000 - \$837,000 which includes air conditioning for the gym. Hermonson invited Director Barton to attend the bid opening. Trustee Leno asked for clarification on the project details and Trustee Hermonson described how the roof is divided, insulation, elevating HVAC units and other unknowns. Trustee Leno expressed surprise at the estimated cost based on original bids from several years ago.

Trustee Hermonson provided an update on the walking track, which is currently closed as the railings are evaluated for safety. Superintendent Goode mentioned that several NEDSRA programs use the track and that changes have been made, which includes participants walking on the gym floor. Trustee Leno suggested a review of the lease agreement, better definition of Addison and NEDSRA's relationship and commitment to shared facility use and maintenance costs.

Trustee Leno asked about the elevator project and suggested a list of needs that can be provided to legislators should funds become available. Hermonson agreed that a review of the lease is needed. Trustee Knautz agreed on the need to review the lease and provide more clarity.

Trustee Gola expressed that a covered drop off is more needed than a canopy and agreed to prioritizing capitals. Trustee Knautz asked for more information on the roof and water damage as an example of pressing capitals. Director Barton described water damage in multiple areas with disruptions to programs and professional meetings. Trustee McCann encouraged the Board to view the damage firsthand. Trustee Kaspar expressed concern about future damage and cost.

Kaspar expressed a need to be proactive with the elevator to continue providing services in NEDSRA's main program space on the second floor. Trustee Elsey mentioned that an out-of-service elevator will be a 12-month disruption and should be a focus. Trustee Leno offered to send her maintenance staff to help with small projects at NEDSRA and encouraged NEDSRA staff to continue with plans to convert first floor meeting space to multi-use/program space.

Chairperson Knautz asked for a motion. Trustee Leno made a motion not to accept any bids for the front entry renovation and Trustee Hermonson made the second. Chairperson Knautz asked if there was any need for discussion. There being no discussion, on a roll call vote, voting aye: Trustee Hermonson, Addison Park District; Trustee Muenz, Medinah Park District; Trustee Marquardt, Wood Dale Park District; Trustee Elsey, Oakbrook Terrace Park District; Trustee Kaspar, Village of Schiller Park; Trustee Leno, Itasca Park District; Trustee Gola, Village of Villa Park; Trustee Popek, Butterfield Park District; Trustee McCann, Lombard Park District; Trustee Knautz, Village of Glendale Heights. Motion passed with 10 ayes and 0 nays.

Trustee Knautz asked Director Barton to create a punch list of general maintenance needed throughout the building and provide it to the Board.

11. New Business.

- b. Director Barton updated the Board on policy review related to the Paid Leave for All Workers Act and established purchasing policies. Barton suggested a February meeting to further discuss.
- c. Cleaning Services. Director Barton updated the Board on the search for a cleaning service due to the expected retirement of NEDSRA's custodian. NEDSRA is reviewing the agreement and plans to secure services to start in January.
- d. Business Services Agreement Approval. Director Barton covered the included memo regarding business services and expense to continue with Lauterbach & Amen LLC for three fiscal years. Trustee Leno asked for a review of services provided by Lauterbach & Amen. Accountant Koslowski explained the roles provided by Lauterbach and Amen for NEDSRA. Chairperson Knautz asked for a motion to approve the 3-year agreement with Lauterbach & Amen LLC to provide business services to NEDSRA for the fiscal years 2024-2025, 2025-2026 and 2026-2027. Trustee Gola made the motion and Trustee Leno 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 Leno, Itasca Park District; Trustee Kaspar, Village of Schiller Park; Trustee Elsey, Oakbrook Terrace Park District; Trustee McCann, Lombard Park District; Trustee Gola, Village of Villa Park; Trustee Hermonson, Addison Park District; Trustee Muenz, Medinah Park District; Trustee Marquardt, Wood Dale Park District; Trustee Popek, Butterfield Park District; Trustee Knautz, Village of Glendale Heights. Motion passed with 10 ayes and 0 nays.
- e. Reappointment of Sikich LLP as independent auditors. Director Barton covered the included memo regarding audit services and expense to continue with Sikich LLP as NEDSRA's independent auditor for three years. Chairperson Knautz asked for a motion to reappoint Sikich LLP as the independent auditor for NEDSRA for the fiscal years

ending April 30, 2024, April 30, 2025 and April 30, 2026. Trustee Hermonson made the motion and Trustee McCann 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 Gola, Village of Villa Park; Trustee Marquardt, Wood Dale Park District; Trustee Popek, Butterfield Park District; Trustee Leno, Itasca Park District; Trustee McCann, Lombard Park District; Trustee Muenz, Medinah Park District; Trustee Eley, Oakbrook Terrace Park District; Trustee Kaspar, Village of Schiller Park; Trustee Hermonson, Addison Park District; Trustee Knautz, Village of Glendale Heights. Motion passed with 10 ayes and 0 nays.

- f. Resolution 01-17-2024-01 to Appoint Jerry Barton as Registered Agent. Director Barton explained the need to pass this resolution considering the recent resignation of the Office Manager and that NEDSRA needs this designation on file with the Illinois Secretary of State's Office. Chairperson Knautz asked for a motion to approve the passing of Resolution #01-17-2024-01 to update the Agency's Registered Agent to Jerry Barton, Executive Director. Trustee Eley made the motion and Trustee Hermonson made the second. There being no further discussion, on a roll call vote, voting aye: Trustee Hermonson, Addison Park District; Trustee Popek, Butterfield Park District; Trustee Leno, Itasca Park District; Trustee McCann, Lombard Park District; Trustee Muenz, Medinah Park District; Trustee Eley, Oakbrook Terrace Park District; Trustee Kaspar, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Marquardt, Wood Dale Park District; Trustee Knautz, Village of Glendale Heights. Motion passed with 10 ayes and 0 nays.

12. Other Business

13. Board of Trustees Comments

Trustee Eley mentioned a bid opening for work at Oakbrook Terrace facilities and updates to the theater. Trustee Leno congratulated Director Barton on his first meeting and thanked Trustee Hermonson for the roof and building updates and discussion. Trustee McCann was appreciative of his NEDSRA orientation and highlighted Rick Poole's retirement celebration. Trustee Marquardt mentioned funding that may be available to Wood Dale. Trustee Muenz discussed working on projects and OSLAD grants at Medinah. Trustee Hermonson discussed potential OSLAD grants and damage to the community building and Nike Park. Trustee Gola discussed the Sugar Creek Pond restoration. Trustee Knautz mentioned heating issues due to the cold weather. Knautz encouraged the Board to attend NEDSRA events this year.

14. Next Meeting Date. Wednesday, February 7, 2024, at 1:30 p.m., NEDSRA.

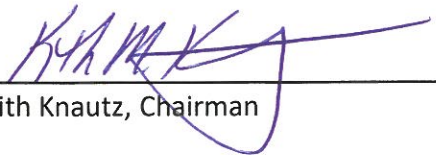
- 15. Adjournment.** Chairman Knautz said he would entertain a motion to adjourn without further business before the NEDSRA Board of Trustees. The motion was made by Trustee Hermonson and a second by Trustee McCann. On a voice vote, voting aye: Trustee Popek, Butterfield Park District; Trustee Leno, Itasca Park District; Trustee McCann, Lombard Park District; Trustee Muenz, Medinah Park District; Trustee Eley, Oakbrook Terrace Park District; Trustee Kaspar, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Marquardt, Wood Dale Park District; Trustee Hermonson, Addison Park District; Trustee Knautz, Village of Glendale

Heights. Motion passed with 10 ayes and 0 nays. The meeting was adjourned at 2:53 p.m.

Respectfully submitted,



Jerry Barton, NEDSRA Executive Director



Keith Knautz, Chairman



Michael Hixenbaugh, Board Secretary