

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
February 24, 2016
1:30 p.m.**

Call to order

Kelly Rajzer called the meeting to order at 1:32 p.m.

Roll Call

Board Members Present:

Kelly Rajzer, Village of Romeoville
Sue Micklevitz, Lockport Township Park District
Lockport Township Park Commissioners –
Jeff Rigoni
Don Bauer

Additions or Revisions

None

Approval of Consent Agenda

All items listed in Section 4 are included in the Consent Agenda by the Board and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the items will be removed from the Consent Agenda.

- A. Approval of January 27, 2016 Board Meeting Minutes
- B. Approval of January 31, 2016 Treasurer's Report
- C. Approval of Pay for Action for January, 2016
- D. Approval of Final Bills for Action for January, 2016
- E. Approval of Recommended Bills for Action through February 24, 2016
- F. Approval of FY 2016/2017 Budget Workshop Meeting on February 19, 2016

Motion to approve the Consent Agenda as presented by Board Member Micklevitz and seconded by Board Member Kelly Rajzer.

Roll Call

Ayes: Rajzer, Micklevitz

Nays: None

The Motion Carried

Community Comments

None

Attorney Report

None

Correspondence

The agency received a very nice Thank You card from Ms. Gloria Kern.

Director's Report

Director Davis reported that the agency received their yearly donations from the Knights of Columbus of Romeoville and Lemont.

Romeoville Knights of Columbus donated \$2000 to NWCSRA for our volunteerism with the Tootsie Roll Drive and the Lemont Knights of Columbus presented a check in the amount of \$3503.63 at their annual meeting.

The Board reviewed the registration report.

Director Davis reported that Sherwin Williams Paint Corporation is furnishing all of the paint that NWCSRA will need to spruce up the building once we take ownership. The Romeoville Sherwin Williams store is donating all of the supplies needed to complete the job. The Edward Jones group from Romeoville is donating their time to paint the building.

Director Davis polled several Park Districts and SRA's asking what their annual raise was going to be for 2016/2017. Several agencies responded. Davis handed out the results at the meeting.

Staff Report

The Board Members each received and reviewed the staff report.

Unfinished Business

None

New Business

A. Director Davis stated that the copier lease was going to expire in December. Director Davis asked for approval to go with Proven Business Solutions which will save us money on the lease, our unused usage of copies will carry over from month to month and the over usage costs is lower than what Illinois Paper is charging. Proven Solutions will buy out the lease for the copier that we currently have.

Motion to approve the new copier leasing company as presented by Board Member Micklevitz and seconded by Board Member Kelly Rajzer.

Roll Call

Ayes: Rajzer, Micklevitz

Nays: None

The Motion Carried

B. Director Davis asked for Board approval to change Shelley Fell's job description from Recreation Specialist to Program Coordinator. The position that Shelley holds with NWCSRA was originally a Program Coordinator. The past director changed the description to read Recreation Specialist when Allysa Feulner resigned. No additional salary will be added to the position. Motion to change the job description was approved with the understanding that Director Davis will present all Program Coordinator's job descriptions at the April 6, 2016 Board Meeting.

Motion to approve the change of job description for Shelley Fell presented by Board Member Micklevitz and seconded by Board Member Kelly Rajzer.

Roll Call

Ayes: Rajzer, Micklevitz

Nays: None

The Motion Carried

C. The Board Meeting Calendar was presented for FY16/17. There was one change made. Instead of a May meeting, the Board approved a June 15th meeting instead.

Motion to approve the new FY16/17 Board Meeting Calendar with the changed date as presented by Board Member Micklevitz and seconded by Board Member Kelly Rajzer.

Roll Call

Ayes: Rajzer, Micklevitz

Nays: None

The Motion Carried

D. Resolution 2016-01 to purchase 10 Montrose Drive, Romeoville, IL was presented to the Board for approval.

Motion to approve and sign the resolution to purchase 10 Montrose Drive, Romeoville, Illinois as presented by Board Member Rajzer and seconded by Lockport Township Park District President Jeff Rigoni.

Roll Call

Ayes: Rajzer, Rigoni

Nays: None

The Motion Carried

E. Director Davis spoke of the building purchase and moving forward with the required testing and documents needed for PDRMA. NWCSRA has a 90 day due diligence to complete all inspections.

F. Director Davis presented the Board with a new proposed FY16/17 budget. The Board was happy to see that the budget balanced without having to go into the reserve funds. The Board will look over the new proposed budget and if no questions then the budget will be passed at the April 6, 2016 Board Meeting.

Announcements

Lockport Park Township Park District is busy working on their new community facility. The staff is very busy working on all of the Easter activities coming up.

Romeoville announced that the SSPRPA expo was taking place on February 24th at the Romeoville Rec Center.

The Daddy/Daughter Ball had over 335 people in attendance. It was a huge success.

Romeoville Rec Staff are busy working on their upcoming budget.

Summer brochures are in the work and Romeoville will be hosting 5 concerts, 2 movies, and cruising night this summer.

Executive Session

None

Adjournment

Motion to adjourn the meeting by Board Member Kelly Rajzer and seconded by Board Member Sue Micklevitz.

Roll Call:

Ayes: Kelly Rajzer, Sue Micklevitz

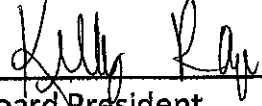
Nays: None

Motion carried.

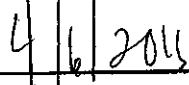
Meeting adjourned:

2:27 p.m.

**Minutes approved by Northern Will County Special Recreation Association
Board of Directors.**



Board President



Date