

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
July 28, 2021
1:30 p.m.**

Call to order

Kelly Rajzer called the meeting to order at 1:31 p.m.

Roll Call

Board Members present:

Kelly Rajzer, Director, Village of Romeoville (President)
Ron Oestreich, Director, Bolingbrook Park District (Vice President)
Bill Riordan, Director, Lockport Township Park District (Treasurer)

Absent:

Carlo Capalbo, Director, Plainfield Park District (Secretary)

Also present were:

Mike Selep, Executive Director, NWCSRA
Jill Mukushina, Director of Recreation and Facility Operations, NWCSRA
Gina Madden, NWCSRA Attorney
Andy Dunfee, Director of Facilities and Recreation, Plainfield Park District

Additions or Revisions

None

Annual Appointment of Board Alternates

In accordance with NWCSRA by-laws, each member agency has the opportunity to appoint an alternate each year. The alternate has the opportunity to attend and vote on behalf of the member agency in absence of the appointed Board Member for each member agency.

Motion to approve the following slate of alternates representing each member agency for FY2021/22 by Board Treasurer Bill Riordan, seconded by Board Vice President Ron Oestreich:

Bolingbrook Park District – Mike Baiardo
Lockport Township Park District - Dave Herman
Plainfield Park District – Andy Dunfee
Village of Romeoville Parks & Recreation Department - Marissa Cardoni

Roll Call:

Ayes: Kelly Rajzer Ron Oestreich, Bill Riordan

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Andy Dunfee was welcomed to join the meeting to serve as Plainfield Park District alternate board member for today's meeting at 1:35pm.

Approval of Consent Agenda

Consent Agenda

All items listed in Section 6 are included in the Consent Agenda by the board and will be enacted by 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 July 7, 2021 Board Meeting Minutes

Motion to approve consent agenda item A by Board Vice President Ron Oestreich, seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Ron Oestreich, Bill Riordan, Kelly Rajzer

Nays:

Abstain: Andy Dunfee

Motion Carried.

Action Items

A. Approval of June 30, 2021 Treasurer's Report

Motion to approve action item A by Board Vice President Ron Oestreich, seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Bill Riordan, Andy Dunfee, Kelly Rajzer, Ron Oestreich

Nays: None

Motion Carried.

B. Approval of Pay for Action for June 2021

Motion to approve action item B by Board Treasurer Bill Riordan, seconded by Board Vice President Ron Oestreich.

Roll Call:

Ayes: Andy Dunfee, Kelly Rajzer, Ron Oestreich, Bill Riordan

Nays: None

Motion Carried.

C. Approval of Recommended/Final Bills for Action, June 30, 2021

Motion to approve action item C by Board Treasurer Bill Riordan, seconded by Board Vice President Ron Oestreich.

Roll Call:

Ayes: Kelly Rajzer, Ron Oestreich, Bill Riordan, Andy Dunfee

Nays: None

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. Filling of fall seasonal program and special event positions is currently underway. Initial response from current staff has left a number of active openings. Recruitment of staff is underway with incentives offered for current staff to assist with recruitment. Based on discussions with other SRA Directors and HR Managers, NWCSRA is currently in as good or better position with staffing in most part-time staff areas.

B. Recreation

1. Summer Camp 2021 was extremely successful; however, it ended on July 22 (six days early) due to a camper testing positive for COVID-19. Staff is in the process of wrapping up site and equipment clean up, staff evaluations, and participant/parent communication/survey process.

C. Marketing & Fundraising

1. Follow up conversation on initial logo redesign concepts is scheduled with Campfire Concepts on July 26 to review initial designs created. Work is currently underway on developing agency logo and brand style guidelines.
2. Seasonal program guide will be distributed digitally with a number printed and distributed to those that do not have internet access. Postcards will be sent seasonally to remind participants and their families of upcoming registration period. NWCSRA will produce and send an annual brochure that will highlight each of the programs and services offered throughout the year.

D. Technology & Finance

1. Drafts of the FY2020/21 audit with Lauterbach & Amen were shared on July 23 and are currently under staff review. A presentation of this year's audit will be made at the August 25 Board Meeting.
2. Have been in conversation with SmartRec and Gina Madden regarding the agreement for recreation software. The agreement should be finalized within the next several weeks. The goal will be to begin setup and training of the software at the start of 2022 with registration going live for the Summer 2022 program season.

E. Facility & Member Agencies

1. Some work will be done in August to the building's electrical system to properly identify building locations in the circuit box as well as align critical electrical needs with backup generator.
2. Discussions have continued with the Village of Romeoville for the inclusion of an adapted softball and sports field in phase III of new Romeoville park facility. The Village has agreed to having NWCSRA place an initial payment for the project and then spreading the remainder of the project funds over a 10-year period of time to finance the project. Staff has provided additional information regarding available financial resources, different grants and fundraising opportunities, and items to include in the Intergovernmental Agreement.

This type of field could provide great impact for growing a vibrant adapted sports program. The Village of Romeoville has requested that a decision be made if NWCSRA wishes to move forward with the field by the end of July. A Letter of Intent has been drafted to provide to the Village of Romeoville if it is decided to move forward on the project. In addition, the Board has the opportunity to authorize the Executive Director and legal counsel to negotiate the terms of an Intergovernmental Agreement regarding the Field of Dreams project. The goal would be to finalize

the terms of the Intergovernmental Agreement for approval at an upcoming NWCSRA Board of Directors Meeting.

Staff Report

Executive Director Mike Selep provided an update regrading recreation programs and services. Several special events are open to staff from our member agencies to stop by and say hello – Family Bingo on August 13 at Romeoville Recreation Center and Family Movie Night on August 20 at the NWCSRA Office. Exciting to have other SRA participants travel to our agency to participate in the ITRS Softball Tournament at Bulldog Park and Bolingbrook on July 18. NWCSRA took third place in the tournament. The low incidence Day Program will be starting up on August 2 in Bolingbrook. This is the last group to start due to the variety of medical challenges experienced by the participants. We are exploring the option of conducting a virtual trivia fundraiser this winter to help reach a broader audience. Progress has been made regarding the design of the Bolingbrook Sensory Room. Design will be finalized in August with the goal of being able to start utilizing the room for programming in the second quarter of 2022.

Unfinished Business

- A. Village of Romeoville Cemetery Property Concept Plan – Possible Inclusion of NWCSRA Adapted Sports Field

Information regarding the project scope, goals, objectives and financial plan was shared and discussed.

New Business

- A. Approval of the Contribution of Funds Toward the Field of Dreams Project with the Village of Romeoville for the Field of Dreams Project

Motion to approve the contribution of \$300,000 from the NWCSRA Reserve fund and \$30,000 per year out of operating fund to the Village of Romeoville for the development of an adapted softball and sports field within the Dioceses Park Project pending an approved Intergovernmental Agreement by Board Vice President Ron Oestreich, seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Bill Riordan, Andy Dunfee, Ron Oestreich

Nays: None

Abstain: Kelly Rajzer

Motion Carried.

- B. Approval of the Letter of Intent to the Village of Romeoville for the Field of Dreams Project.

Motion to approve a letter of intent from NWCSRA to the Village of Romeoville for the development of an adapted softball and sports field within the Dioceses Park Project at a cost not to exceed \$600k pending an approved Intergovernmental Agreement by Board Treasurer Bill Riordan, seconded by Board Vice President Ron Oestreich.

Roll Call:

Ayes: Andy Dunfee, Ron Oestreich, Bill Riordan

Nays: None

Abstain: Kelly Rajzer

Motion Carried.

C. Authorize the Executive Director and Legal Counsel to Negotiate the Terms of an Intergovernmental Agreement Regarding the Field of Dreams Project for Board Approval.

Motion to authorize Executive Director Selep and legal counsel to negotiate the terms of an intergovernmental agreement between NWCSRA and The Village of Romeoville regarding the adapted softball and sports field for final board approval by Board Treasurer Bill Riordan, seconded by Board Vice President Ron Oestreich.

Roll Call:

Ayes: Ron Oestreich, Bill Riordan, Andy Dunfee

Nays: None

Abstain: Kelly Rajzer

Motion Carried.

Announcements

Lockport – Movie Friday in the park – Jurassic Park Drive In. Large car show at Dellwood Park on August 15 with 800-1000 cars. Military Appreciation Weekend coming up September 11-12 with Civil War, WWII and Vietnam reenactments.

Bolingbrook – Pool is running smoothly. Great attendance at summer concerts! Heading into budget season. Entering into strategic plan process to plan for the next 5 years.

Plainfield – Summer Camp and pool surpassed totals from 2019. Larger scale special events coming up – Drive in Movie on Aug. 6 and Party at PARC on Aug. 14. Have met expectations of set conservative budget.

Romeoville – Mini Romeo Fest coming Sept 16-19. Rotary Park Ribbon Cutting in August. Working with bids for new pool as initial bids came in higher than anticipated.

Adjournment

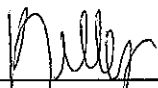
Motion to adjourn the meeting was made by Board Treasurer Bill Riordan, seconded by Board Vice President Ron Oestreich, and it was approved unanimously.

Meeting adjourned:


2:09 pm

Minutes approved by Northern Will County Special Recreation Association

Board of Directors.



Board President



Date

8/25/21

