

**NISRA BOARD OF DIRECTOR'S  
MEETING  
NISRA Office, Crystal Lake  
February 20, 2019**

**Meeting Minutes**

**1.00 Call to Order:** The meeting was called to order at 1:30PM by Thom Palmer

**Roll Call:** Dan Jones (Cary), Dave Peterson (Dundee), Laura Schraw (Hampshire), Ryan Knop (Harvard), Thom Palmer (Huntley), Megan Croy (Lake In The Hills), Nancy Burton (Wauconda), Dave Zinnen (Woodstock)

**After Roll Call:** Jason Herbster (Crystal Lake) at 1:45PM

**Staff Present:** Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Gergana Minchev, Senior Manager of Finance & Administration as Recording Secretary

***2.00 Recognition of Visitors & Matters from the Public:***

None

***3.00 Superintendent's Report:***

In addition to her board report, Superintendent Jenkins reported on the currently on-going winter season and the progress of the registrations for the spring season. She shared information about outcome and results from recently conducted workplace satisfaction survey. The feedback will help identifying areas for improvement and use as a base to develop trainings. Jenkins also summarized the fall participation statistical information included with the board report.

***4.00 Director's Report:***

Director Wiseman reported on his attendance at the annual Top Cats Illinois dinner, where the NISRA Foundation was awarded with a check for \$5,000 from the 2018 Bike For Dreams motorcycle event. Wiseman distributed flyers and informed of the 2019 Ride For Dreams date set for June 9, 2019. Next in his report, he informed the Sage Legacy Fund has yet to set a date for the official ribbon cutting ceremony of the newly installed Snoezelen® Sensory Room. NISRA will be doing a marketing push for the room in its summer seasonal brochure. Wiseman also informed of the new date of the Rotary Club of Crystal Lake Dawnbreakers annual Western Charity Auction Fundraising event. The date is set for May 11, 2019 and NISRA, as a core charity, will be purchasing a table. He asked if any of the member district would be able to donate an item to the event's Silent Auction.

***5.00 Presentation & Acceptance of Consent Agenda Items:***

*A motion to approve the January 16, 2019 Meeting Minutes, January 31, 2019 Financial Reports, Warrant #10 FY 18/19*

*Motion by: Knop                      2nd by: Croy*

*Roll Call: Jones, Peterson, Schraw, Knop, Palmer, Croy, Burton, Zinnen*

*Ayes: 8*

*Nays: 0*

*Motion carried.*

## **6.00 Old Business**

### **6.10 Parking Lot Renovation Project Update**

The bid notice for the Parking Lot project will be posted this upcoming Friday 22, 2019. The Caldwell Engineering firm will be overseeing the contract content, as well as reviewing received bids. A pre-bid meeting will be hosted at the NISRA office on March 7, and the final deadline to submit bids is set to be April 4, 2019. Recommendation for selecting a contractor will be presented at the April 17, 2019 Board Meeting.

## **7.00 New Business**

### **7.10 Proposed FY 2019/20 Budget:**

Director Wiseman referred to the enclosed with the Board Packet FY 2019/20 Budget document which was reviewed by the Finance Committee at its January 16, 2019 Committee meeting. The biggest expense listed is the Parking Lot renovation project. Per recommendation of the Finance Committee, the outline of how net income and expenditures were listed in the budget was changed to combine operating and capital expenses.

*A motion to approve the proposed FY 2019/20 Budget.*

*Motion by: Zinnen                      2nd by: Schraw*

*Roll Call: Jones, Peterson, Schraw, Knop, Palmer, Croy, Burton, Zinnen*

*Ayes: 8*

*Nays: 0*

*Motion carried*

### **7.20 Biennial Review of Salary Ranges:**

Director Wiseman explained the changes to the salary ranges structure. They were done to keep the agency compatible with other similar agencies. Information from the IPRA salary survey was taken into account as well.

*A motion to approve the Biennial Salary Ranges.*

*Motion by: Zinnen                      2nd by: Burton*

*Ayes: 9*

*Nays: 0*

*Motion carried*

### **7.30 NISRA Office/Sage TR Center Roof Shingling Project:**

Director Wiseman gave a brief overview of the project and specified the current roof shingles are past their life. He answered questions from the board members, and clarify the roof shingles are only around the outer portion of building and lobby. He estimated the big variance in bid prices was based on the fact that not all of the bidders came to inspect the site in person.

*A motion to approve recommendation to award the project to C.P.R. Roofing Inc for the said amount of \$45,700.*

*Roll Call: Jones, Herbster, Peterson, Schraw, Knop, Palmer, Croy, Burton, Zinnen*

*Motion by: Burton                      2nd by: Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried*

## **8.00 NISRA Foundation Report**

Director Wiseman reported details of the Bunco Bash event that took place in January. He was excited to share the 23rd Annual Holiday Fashion Show netted over \$40,000. The foundation is exploring different locations for

hosting the event in November. Annual Appeal will go out in the mail very soon. Upcoming also is the 2019 Bowl-A-Thon event. Lastly, Wiseman reported on donations received from the Knights of Columbus.

**9.00 Comments from the Directors:**

Jason Herbster asked if any of the board members had been contacted by the IAPD asking about how park districts issue debt. Herbster also shared he was approached by a candidate for a park district commissioner position with a question. He was asked about the Crystal Lake Park District maintenance crew working at NISRA site, and how much the district charges for the work. He specified he explained the relationship between the Park District and NISRA.

**10.00 Executive Session:**

*No need for Executive Session.*

**11.00 Action Regarding Executive Session Items:**

*N/A.*

**12.00 Adjournment:**

*A motion to adjourn the meeting at 2:03PM.*

*Motion by: Zinnen* 2nd by: *Knop*

*Ayes: 9*

*Nays: 0*

*Motion carried.*

Minutes respectfully submitted by: \_\_\_\_\_  
 Jim Wiseman

Minutes recorded by Gergana Minchev.