

**NISRA BOARD OF DIRECTOR'S  
MEETING  
NISRA Office, Crystal Lake  
April 17, 2019**

**Meeting Minutes**

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

**Roll Call:** Teresa Jennings (Barrington), Dan Jones (Cary), Jason Herbster (Crystal Lake), Laura Schraw (Hampshire), Ryan Knop (Harvard), Thom Palmer (Huntley), Megan Croy (Lake In The Hills), Dave Zinnen (Woodstock)

**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 Respite Funding, which NISRA is currently administering. Total of sixty-three participants submitted applications for funding. Approximately 78-80% of the funds comes back to NISRA in the form of program registrations. Jenkins informed of continuing member district superintendent meetings. The new Illinois Minimum Wage Law and Inclusion will be some of the topics discussed at upcoming meetings. The agency hired the Spring Intern, Steven Heiss as Part Time Recreation Specialist replacing Jessica Montaigne. He will be starting April 29, 2019.

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

In addition to his board report, Director Wiseman reported on the nearly completed roof re-shingling. He commended the contracting company CPR Roofing, Inc and expressed his satisfaction of the way the project is handled. Wiseman reported on his attendance at the Spring Open House event at Woodstock Harley Davidson in promotion of the Ride for Dreams fundraiser, which will take place in early June. He also informed the board members he will be presenting at the Dundee Township Lions Club.

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

*A motion to approve the February 20, 2019 Meeting Minutes, February 28, 2019 and March 31, 2019 Financial Reports, Warrants #11 and #12 FY 18/19*

*Motion by: Zinnen                      2nd by: Schraw*

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

*Ayes: 8*

*Nays: 0*

*Motion carried.*

***6.00 Old Business***

***6.10 Parking Lot Renovation Project Bid Review & Awarding***

Director Wiseman gave details from the bid opening for the Parking Lot project, which took place on April 4, 2019, and the bid recommendation memo sent with the board packet for review. Wiseman expressed his satisfaction of the selection of Chadwick Contracting Co. to complete the project.

A discussion arose after Dan Jones asked if the total bid amount of \$336,605.00 includes contingency percentage for unexpected items during the completion of the project. It was recommended a contingency amount to be included to eliminate seeking further board approval during the process. Wiseman confirmed NISRA's ability to meet the new amount through its capital budget. He also specified that Caldwell Engineering would do the construction observation throughout the process.

*A motion to award the Parking Lot Renovation Project to Chadwick Contracting Co. as the lowest and qualified bidder in the amount of \$324,980.00, and alternate amount of \$11,625.00, and to accept the Option 1 for a total contract amount of \$336,605.00*

*Motion by: Jones                      2nd by: Schraw*

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

*Ayes: 8*

*Nays: 0*

*Motion carried.*

*A motion to set the total project amount for the renovation resurfacing of the NISRA office /Sage TR Center parking lot in the amount not to exceed \$370,000.00.*

*Motion by: Jones                      2nd by: Knop*

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

*Ayes: 8*

*Nays: 0*

*Motion carried.*

## **7.00 New Business**

### **7.10 Proposed Policy 4.15 Revision for the NISRA Policy Manual:**

Director Wiseman clarified the proposed revision to the 4.15 Policy was reviewed by the Legal Counsel John Cowlin. It would be acceptable for the employees to sign a statement for reimbursement in lieu of a receipt.

*A motion to approve the revision of policy 4.15 Expense Reimbursement and Travel per Diem as presented.*

*Motion by: Jones                      2nd by: Croy*

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

*Ayes: 8*

*Nays: 0*

*Motion carried*

## **8.00 NISRA Foundation Report**

Director Wiseman gave an update of the NISRA Foundation Board Meeting where the final grant amount for FY 18/19 to NISRA was approved. Wiseman gave details on upcoming Foundation events over the summer. He informed the board member the 2019 Holliday Fashion Show will be held again at the renovated Holiday Inn in Crystal Lake.

## **9.00 Comments from the Directors:**

Laura Shraw informed the board members of rebates provided by utility providers for replacing old units with energy efficient units. She is open to provide contact information if someone is interested.

## **10.00 Executive Session:**

*A motion to enter Executive Session for the Purpose of Personnel-Executive Director's Performance Review*

*Motion by: Schraw                      2nd by: Zinnen*

