



CRYSTAL LAKE PARK DISTRICT

An IAPD/IPRA Distinguished Agency

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Park Place Facility Coordinator

Next Meeting Date:
March 6, 2008 - 7:30 PM
Administrative Office

AGENDA

Regular Meeting

February 21, 2008 - 7:30 PM

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- III. Approval of Agenda
- IV. Approval of Minutes
 - A. Regular Meeting Minutes – January 17, 2008
 - B. Workshop Meeting Minutes – February 7, 2008
- V. Approval of Voucher List
- VI. Approval of Interim Voucher List
- VII. Treasurer's Report
- VIII. Matters from the Public
- IX. Committee Reports
Personnel and Policy Committee Meeting
February 14, 2008
- X. Unfinished Business
- XI. Consent Agenda
 - A. Carrie Sidorowicz – Multiple Sclerosis Society
Fundraiser Request
 - B. McHenry County Deaf Club Fundraiser Request
- XII. New Business
 - A. Crystal Lake Park Foundation
-2008 Fundraiser Events Approval
 - B. GALA Fireworks Request
 - C. Boncosky Sewer Line Bid Approval
 - D. Construction Observation for Boncosky
Sewer Project
 - E. Grand Oaks Carpet Bid Approval
 - F. Personnel and Policy Updates Approval
 - G. Part-time Salary Guidelines Approval
- XIII. Reports to the Board
- XIV. Matters from the Board
- XV. Committee Meeting Dates

- XVI. Executive Session
 - A. Litigation 2 (c) (11)
 - B. Personnel 2 (c) (1)
 - C. Sale or Lease 2 (c)(6)
 - D. Land Acquisition/Lease 2 (c) (5)
 - E. Review of Minutes
 - F. Selection of a Person to Fill a Public Office 2(c)3
- XVII. Action from Matters from Executive Session
- XVIII. Adjourn

Prepared Agenda for February 21, 2008

Matters from the Public

The public is invited to bring to the Board's attention any matter of public concern not otherwise on the agenda. Public comment may be no longer than 5 minutes per person in duration, with a 15 minute maximum overall. Interrogation of the Park District Staff, Board Members or Legal Counsel will not be allowed at this time, nor will any comment from the Park Board, Staff or Legal Counsel. Personal invectives against Park District Staff, Legal Counsel, or Elected Officials are not permitted.

Unfinished Business

Consent Agenda

A. Carrie Sidorowicz – Multiple Sclerosis Society Fundraiser Request

Ms. Carrie Sidorowicz is requesting to host a fundraising for the Multiple Sclerosis Society at Park Place on April 5, 2008. Approval to hold a raffle and silent auction are included in the request.

B. McHenry County Deaf Club Fundraiser Request

The McHenry County Deaf Club is requesting approval to host a fundraising picnic at Veteran Acres Park, on Saturday, August 23, 2008, from 11:00 am – dusk. Concession sales and a raffle are included in the request. This event is to promote, improve, and educate people about deafness, and its culture in our community. They are also hoping to establish a scholarship fund for a person who wants to further their education in becoming a teacher for the deaf or an interpreter.

A motion is requested of the Board to approve Consent Agenda Items A. Carrie Sidorowicz –Multiple Sclerosis Society Fundraiser, and B. McHenry County Deaf Club Fundraiser events, as presented.

New Business

A. Crystal Lake Park Foundation -2008 Fundraiser Events Approval

The Crystal Lake Park Foundation is requesting to host the following fund-raising events on park district property. The proceeds from these events will benefit the Park Foundation to contribute funds to the Park District annual scholarship fund for the summer day camp and Extended Time program, upgrades to the Lippold Park Disc Golf Course, and a Look-out Tower at Sterne's Woods. The Park Foundation will have all necessary permits, insurance, and work directly with the Crystal Lake Park District staff in preparing for each event.

CELEBRITY MINI-GOLF TOURNAMENT: Lippold Park Family Golf Center, Saturday, May 31, 2008, 10:00 am -5:00 pm (Prizes, Gift Bags, Donuts, and Coffee)

WING FEST: Main Beach, Saturday, June 21, 2008, 5:00 – 11:00 pm
Admission Fee \$2.00/per person (Two Bands-Vendors-Family Games-Beer Garden)

LIGHTS ON THE LAKE and FIREWORKS DISPLAY: Main Beach, Sunday, August 31, 2008, 5:00 p.m. – 11:00 pm Spectator Admission Fee \$2.00 (Boat Parade-Two Bands-Vendors -Treasure Hunt-Beer Garden)

BREAKFAST WITH SANTA: Park Place, December 13, 2008 10:00 am
Registration Fee: \$10.00/child \$12.00/adult (Breakfast, Santa, Gift Bag, and Raffle Drawing)

A motion is requested of the Board to approve the 2008 Crystal Lake Park Fundraiser Events, as presented.

B. GALA Fireworks Request:

The Crystal Lake Gala Festival Committee is planning a fireworks display on Crystal Lake, on July 5, 2008. Event Requests for Main Beach: Beginning at 12:01 pm, the committee is requesting to charge an admittance fee to Main Beach of \$3.00 per person/\$10.00 maximum per family and children under 4 years of age shall be admitted free of charge. In addition, permission for the fireworks sponsor to be on the premises to promote their business. We would like to set up a tent in the courtyard on the street side of the Main Beach Building to give away promotional materials (water bottles, coozies, etc.), to display two 10'x 3' sponsorship banners. The committee is aware that the request for a no wake restriction during this event would need approval from the City of Crystal Lake and the Village of Lakewood.

A motion is requested of the Board to approve the request of the Crystal Lake Gala Committee, to charge the admission fee as presented, for the fireworks display, at Main Beach, beginning at 12:01 pm, on Saturday, July 5, 2008.

C. Boncosky Sewer Line Bid Approval

Ten bids were received to install a new sanitary sewer service at the Boncosky Softball Complex, at Lippold Park. The proposal for the new sewer service abandons the location of the existing service, and installs a new line west, to connect with the existing service for the Soccer House and Maintenance Storage Building.

A motion is requested of the Board to accept the bid submitted by Pease Construction, in the amount of \$95,032.95, for the installation of a new sanitary service at Lippold Park.

D. Construction Observation for Boncosky Sewer Project

Gewalt Hamilton Associates, Inc. is currently under contract to supervise the installation of the new sanitary sewer at the Boncosky Softball Complex on a part-time basis. Staff feels full-time supervision is warranted

A motion is requested of the Board to approve full time construction observation services by Gewalt Hamilton Associates, Inc. for the Boncosky Sewer Project, in an amount not exceeding \$17,000.00.

E. Grand Oaks Carpet Bid Approval:

Five proposals were submitted for the replacement of the carpet at the Grand Oaks Recreation Center. The project includes removal and disposal of the carpet in the building hallway, multi purpose room, stage and side offices. New carpet will be installed in the hallway and the multi-purpose room. Laminated flooring will be installed on the stage, and VCT tile in the side offices.

A motion is requested of the Board to accept the proposal submitted by Exceed Flooring, in the amount of \$19,325.00, for the installation of new flooring at Grand Oaks Recreation Center.

F. Personnel and Policy Updates Approval

The following policies are new or have been revised, and need to be included in the Crystal Lake Park District Personnel and Policy Manual.

New:

617 Violence in the Workplace This policy is in line with the Harassment and Weapons Policy.

Revised:

104 Hiring Qualifications Addition: All employees using their personal vehicle use during business hours will require a driving abstract

117 Attendance Policy Last paragraph removed: See 412 Emergency Closings

309 Family and Medical Leave Act Updates: Key employees = top 10%
Family Military Leave Personal Leave =26 weeks unpaid leave –This policy will be updated after legislative release.

401 Vacation Correction: 5-8 years changed to 5-9 years

405 Sick Bank Policy Changes based on Illinois Sick Bank Leave Act

412 Emergency Closing Addition: Full-time exempt employees will take a vacation, sick or personal day for half-day or a full day of absence.

613 Smoking Policy In compliance with the Illinois Smoke Free Act (The Park Board approved the Smoke Free Ordinance in January 2008.)

A motion is requested of the Board to approve policy 617 Violence in the Workplace, and to approve revisions to policies, 104, 117, 309, 401, 405, and 412, as presented.

G. Part-time Salary Guidelines Approval Part-time Employee Pay Ranges: Effective July 1, 2008; the minimum wage will increase to \$7.25 and to \$7.75 for those over the age of 18.

A motion is requested of the Board to approve the 2008 Part-time Salary Guidelines, as presented.