



Park District Board of Commissioners Regular Meeting Minutes September 15, 2011

Call to Order: President Gallagher called the meeting to order at 7:30 PM.

Commissioners Present: Commissioners Collins, Myers, Passavant, Wheeler, Sullivan

Commissioners Absent: Commissioner Walkup

Legal Counsel: Scott Puma, Ancel, Glink, Diamond, Bush, DiCianni and Krafthefer, P.C.

Staff: Jason Herbster, Dennis Jahnke, Debra Oldham, Donald Self, Jack Sebesta, Ann Viger, Anne Sandor

Citizens: Iris Bryan (Town Crier), Tom LaLonde and Steve Haholek (Williams Architects)

Pledge of Allegiance: The Pledge of Allegiance was recited.

Approval of Agenda: Commissioner Collins moved to approve the agenda as presented.
Seconded by Commissioner Myers
Roll Call:
Ayes: 6 (Wheeler, Sullivan, Passavant, Collins, Myers, Gallagher)
Nays: 0

Approval of Minutes:
A. August 18, 2011 Regular Meeting: Commissioner Sullivan moved to approve the minutes of the August 18, 2011, Regular Meeting, as presented.
Seconded by Commissioner Myers
Roll Call:
Ayes: 5 (Collins, Myers, Wheeler, Sullivan, Gallagher)
Abstain: 1 (Passavant)
Nays: 0

B. September 1, 2011 Workshop Meeting: Commissioner Myers moved to approve the minutes of the September 1, 2011, Workshop Meeting, as presented.
Seconded by Commissioner Sullivan
Roll Call:
Ayes: 6 (Wheeler, Sullivan, Passavant, Collins, Myers, Gallagher)
Nays: 0

Approval of Voucher List: Commissioner Wheeler moved to approve the balance of the vouchers for the month ending, August 2011, in the amount of \$322,254.95.
Seconded by Commissioner Passavant
Roll Call:
Ayes: 6 (Myers, Passavant, Wheeler, Sullivan, Collins, Gallagher)
Nays: 0

Approval of Interim Voucher List: Commissioner Wheeler moved to approve the interim vouchers for the month of September 2011, in the amount of \$694,297.42.
Seconded by Commissioner Sullivan
Roll Call:
Ayes: 6 (Passavant, Wheeler, Sullivan, Collins, Myers, Gallagher)
Nays: 0

Treasurer's Report: Commissioner Wheeler moved to approve the Treasurer's Report of August 31, 2011, with a total fund balance of \$8,745,308.47.
 Seconded by Commissioner Myers
 Roll Call:
 Ayes: 6 (Passavant, Wheeler, Sullivan, Collins, Myers, Gallagher)
 Nays: 0

Matters from the Public: None.

Committee Reports:
 A. Safety Committee Meeting
 August 17, 2011 Minutes
 Nothing to add.

Unfinished Business:
 At the September 1, 2011 Park Board meeting, AECOM and Ballard*King gave presentations of conducting feasibility studies for the Park District. The Board of Commissioners directed staff to conduct reference checks on both agencies and make a recommendation at the next Board meeting. Director Herbster reported that eleven references were called between AECOM and Ballard*King. Herbster added that references used both AECOM and Ballard*King; AECOM was highly recommended by all of the references. Based on the final outcome of the reference checks staff recommended hiring AECOM to conduct a feasibility study. Execution of the contract with AECOM is contingent upon the confirmation of land purchase.
 The Park Board expressed concerns of the list of questions to be included in the survey. Herbster explained that the Park Board will review and approve the survey outline prior to execution.

Commissioner Arrival:
 Commissioner Walkup arrived at 7:44 pm.
 Commissioner Sullivan moved to approve the execution of a feasibility study contract with AECOM team in the amount not to exceed \$54,055.00; this motion is contingent upon the confirmation of a land purchase contract being finalized.
 Seconded by Commissioner Wheeler
 Commissioner Passavant moved to table the motion to the next Park Board meeting.
 Seconded by Commissioner Myers
 Roll Call:
 Ayes: 7 (Wheeler, Sullivan, Passavant, Walkup, Collins, Myers, Gallagher)
 Nays: 0

Consent Agenda: None.

New Business:
 A. Crystal Lake Anglers Raffle
 Request:
 Commissioner Myers moved to approve the request of the Crystal Lake Anglers, as presented.
 Seconded by Commissioner Sullivan.
 Roll Call:
 Ayes: 7 (Wheeler, Sullivan, Passavant, Walkup, Collins, Myers, Gallagher)
 Nays: 0

B. Williams Architects Presentation
West Beach Architectural Plans:

Ann Viger, Park Planner gave a power point presentation on the condition of West Beach and reviewed the areas inside and around the building to show the need to renovate the facility. Viger distributed the floor plans and elevation plans to the Park Board. Tom LaLonde, Principal, and Steve Maholek, Partner (Williams Architects) reviewed the construction documents of the design development plan for the facility. Mr. LaLonde stated that there are four contingencies for this project; permits must be obtained from the City of Crystal Lake and the Illinois Department of Public Health, bidding project early in 2012 for the construction to begin in 2012. The design plan will also be presented to the Village of Lakewood's Architectural Review Committee.

It was the consensus of the Board for staff to work with Williams Architects to move forward with Phase II of the West Beach project.

Reports to the Board:

A. Legal Counsel:

Nothing to add.

B. Executive Director:

Director Herbster reported that he is working on a lease renewal with Com Ed for the easement at Veteran Acres and Sterne's Woods.

Herbster added that the court replacement project at the Racket Club was completed on time.

The City of Crystal Lake is accepting applications for the 100-year Anniversary Committee. Jack Sebesta, Superintendent of Facility Services has submitted an application.

Herbster met with Northwest Herald News and Assistant Editors regarding miss-information in recent articles pertaining to the Park District and plans for a community center. Editors were not aware that information printed was incorrect and offered to print a guest editorial for the Park District.

Herbster included information regarding the purchase of IPADS for the Park Board to consider using for Park Board meetings in efforts to saving paper and staff time in preparing board packets.

C. Parks:

Nothing to add.

D. Recreation:

Nothing to add.

E. Business Manager:

Nothing to add.

Matters from the Board:

Commissioner Wheeler commented that the staff is doing a good job of informing the Park Board in their Reports to the Board.

Commissioner Walkup reported that he attended a lake tour with Director Herbster and Dennis Jahnke, Superintendent of Park Services.

Commissioner Collins commented on the article printed in the Northwest Herald regarding beach attendance at Main Beach and Three Oaks Recreation. Herbster explained that the final attendance numbers were not given in the article but were included in the board packet. Collins asked why food service revenue was down \$8,000. Jack Sebesta, Superintendent of Facility Services explained that the August report did not include \$12,000 in revenues brought in during the softball tournament that was held Labor Day weekend.

Commissioner Myers commented on the high activity at the sled hills during the winter. He asked if staff have looked into Little Tykes fencing that is used in Fox River Grove. Director Herbster asked for the discussion to take place in Executive Session.

Commissioners Sullivan and Passavant reported that they participated in the Half Marathon event. They commented that the event was well-planned and were pleased with the new medals.

Commissioner Gallagher reported that she and her family attended the Blast on the Beach event. She stated that it was a great event. Gallagher asked why the Trail of Terror was cancelled. Sebesta reported that the event was cancelled due to a schedule conflict with another group in the community.

Committee Meeting Dates:

The Personnel and Policy Committee Meeting was rescheduled to Wednesday, September 28, 2011, at 11:00am, at the Administrative Office.

A Finance Committee meeting is scheduled for Tuesday, October 4, 2011, at 9:00am, at the Administrative Office.

The Annual Lake Meeting will be held on Thursday, October 6, 2011, at 7:30pm, at the Administrative Office.

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

Commissioner Collins moved to enter Executive Session at 9:53 pm to discuss items A. Litigation 2(c)11 and D. Land Acquisition/Lease 2(c)5. Seconded by Commissioner Myers

Roll Call:

Ayes: 7 (Walkup, Collins, Myers, Passavant, Wheeler, Sullivan, Gallagher)

Nays: 0

Return to Open Session:

Commissioner Myers moved to return to open session at 10:25pm.

Seconded by Commissioner Passavant

Roll Call:

Ayes: 7 (Wheeler, Sullivan, Passavant, Walkup, Collins, Myers, Gallagher)

Nays: 0

Adjourn:

Commissioner Passavant moved to adjourn the meeting at 10:26pm.

Seconded by Commissioner Sullivan

Roll Call:

Ayes: 7 (Wheeler, Sullivan, Passavant, Walkup, Collins, Myers, Gallagher)

Nays: 0

Approve: _____ Attest: _____
President Secretary