



**CRYSTAL LAKE PARK DISTRICT**

*An IAPD/IPRA Distinguished Agency*

# Crystal Lake Park Board of Commissioners REGULAR MEETING AGENDA

December 15, 2011 – 7:30 PM

Administrative Office

One E. Crystal Lake Avenue - Crystal Lake, IL

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Approval of Minutes:
  - A. Regular Meeting: November 17, 2011
- VI. Approval of Voucher List
- VII. Approval of Interim Voucher List
- VIII. Treasurer's Report
- IX. Matters from the Public
- X. Committee Reports:
- XI. Unfinished Business
- XII. Consent Agenda
  - A. CL Anglers Fishing Derby Request
  - B. CL Babe Ruth Early Youth Sign Up Request
- XIII. New Business:
  - A. Adopt Resolution 11.12.6 -Illinois Institutional Investors Trust
  - B. Adopt Resolution 11.12.7 –Crystal Lake Park Board General Practice Manual
  - C. Approve Employee Policy Revisions
  - D. Adopt Policy 713 –Blogging and Social Media Policy
  - E. Approve Facility Fee Schedule
- XIV. Reports to the Board
- XV. Matters from the Board
- XVI. Committee Meeting Dates
- XVII. 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
- XVIII. Action from Matters from Executive Session
- XIV. Adjourn

## Prepared Agenda for December 15, 2011

### 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.*

### Consent Agenda

#### A. CL Anglers Fishing Derby Request

The Crystal Lake Anglers has submitted a request to hold their Annual Ice Fishing Derby and Raffle on West Beach on January 28, 2012 from 6:00 am to 3:30 pm, with a rain date on February 11, 2012.

#### B. CL Babe Ruth Early Youth Sign Up Request

The Crystal Lake Babe Ruth Baseball League has submitted a request to hold a raffle and sell team apparel at the Early Youth Sports Signup event at Main Beach on February 4 and 11, 2012.

A motion is requested of the Board to approve Consent Agenda item A. CL Anglers Fishing Derby Request and item B. CL Babe Ruth Early Youth Signup Request, as presented.

### New Business:

#### A. Adopt Resolution 11.12.6 - Illinois Institutional Investors Trust

A motion is requested of the Board to adopt Resolution 11.12.6, a resolution approving the declaration of Trust of the Illinois Institutional Investors Trust and Authorizing the execution thereof, and authorizing certain officials to act on behalf of the Crystal Lake Park District.

#### B. Adopt Resolution 11.12.7 - Crystal Lake Park Board General Practice Manual

A motion is requested of the Board to adopt Resolution 11.12.7, a Resolution adopting the Crystal Lake Park Board of Commissioners General Practice Manual.

#### C. Approve Employee Policy Revisions

The following polices were discussed in Personnel and Policy Committee Meeting. A motion is requested of the Board to approve the revisions made to the Employee Policy Manual, as presented.

#### Section 1

- 102 Introduction and At-Will Disclaimer
- 104 Hiring Qualifications
- 107 Pre-Employment Medical Examination
- 108 Nepotism
- 115 Criminal Background Check
- 116 Classification, Definition and Status of Employees
- 119 Employment in More than One Department
- 120 Modified Duty Policy

#### Section 2

- 201 Payroll Periods and Payday
- 204 Hours of Work Policy
- 205 Recording of Hours Worked
- 206 Overtime Compensation
- 207 Meal Break Policies
- 208 Break Policies

#### Section 3

- 302 Travel and Conference Expense Reimbursement Policy
- 313 ICMA Program
- 314 AFLAC/Colonial Life
- 321 Purchasing Policy & Issue of Purchase Orders

Section 4

- 401 Vacation
- 402 Paid Time Off for Part-Time Employees
- 404 Sick Days
- 406 Personal Days
- 408 Jury Duty
- 410 Organ Donor/Blood Donor Leave
- 412 Emergency Closing
- 414 Personal Leave of Absence

Section 5

- 503 Safety Incentive
- 504 General Employee Safety Rules
- 506 Emergency Response and Crisis Communication Policy
- 509 Communicable Disease Policy

Section 6

- 602 Serving Alcohol
- 606 Weapons Policy
- 608 Carelessness and Negligence Policy
- 609 Workplace Wrongdoing Policy
- 610 Security and Keys
- 612 Proper Dress and Appearance
- 614 Outside Activities

Section 7

- 701 Use of Park District Facilities and Recreation Programs
- 704 Use of Park District Information and Assets
- 705 Use of Park District Computer Systems
- 711 Use of Park District Maintenance Equipment

Section 8

- 801 Disciplinary Actions
- 802 Examples of Reasons for Disciplinary Action

Section 9

- 901 Separation of Employment

A motion is requested of the Board to **approve the revisions to the Crystal Lake Park District Employee Policies, as presented.**

**D. Adopt Policy 713 –Blogging and Social Media Policy**

A motion is requested of the Board to **adopt Policy 713 -Blogging and Social Media, as presented.**

**E. Approve Facility Fee Schedule**

A motion is requested of the Board to **approve the proposed facility fee schedule, as presented to be implemented January 1, 2012.**