

MINUTES



**Park District Board of Commissioners
Regular Meeting Minutes
October 20, 2011**

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

Commissioners Present: Commissioners Walkup, Myers, Passavant, Wheeler, Gallagher

Commissioners Absent: Commissioners Collins and Sullivan

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

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

Citizens: Iris Bryan (Town Crier), Tim Kane (Tribune), Ron Amen (Lauterbach & Amen)

Pledge of Allegiance: The Pledge of Allegiance was recited.

Approval of Agenda: Commissioner Walkup moved to approve the agenda as presented.
Seconded by Commissioner Myers

Roll Call:
Ayes: 5 (Gallagher, Myers, Walkup, Passavant, Wheeler)
Nays: 0

BINA Public Hearing: Commissioner Myers moved to open a Public hearing concerning the intent of the Board of Park Commissioners to sell \$2,100,000 General obligation Limited Tax Park Bonds at 7:30 pm.
Seconded by Commissioner Walkup

Roll Call:
Ayes: 5 (Gallagher, Myers, Walkup, Passavant, Wheeler)
Nays: 0

Commissioner Wheeler, Park Board Treasurer read the following from the Bond Order:

The Board of Park of the Park District (the "Board") intends to sell bonds in the amount of \$2,100,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto.

There was no public comment.

Debra Oldham, Superintendent of Business Services reported that the requirements for the Bond Issue Notification Act have been met. The Order for intent to issue bonds was authorized by Executive Order (Park Board President); The Notice of Public Hearing was published in the Northwest Herald newspaper on October 11; The Notice was posted 48 hours prior to the public hearing at the Administrative Office on Monday, October 17.

Oldham noted that the Park District has a Debt Service Extension Base which was created in 1995 when the 1991 Tax Cap was modified to \$931,458.41 due to the recent change in legislation allowing for an annual increase of the CPI. The Debt Service Extension Base for the 2011 levy will be \$971,927.43. Current obligations total \$367,242.50; leaving a balance of \$604,684.93.

BINA obligations can be completed to cover issues up to 3 years in the future. This will cover our annual or rollover General Obligation Limited Tax Park Bonds for the years 2011, 2012, and 2013. Commissioner Wheeler commented that this is standard operating procedure for park districts.

Commissioner Passavant moved to close the public hearing at 7:34 pm.
Seconded by Commissioner Myers

Roll Call:

Ayes: 5 (Gallagher, Myers, Walkup, Passavant, Wheeler)

Nays: 0

Approval of Minutes:

A. September 1, 2011
Workshop Meeting

Commissioner Passavant moved to approve the minutes of the September 1, 2011 Workshop Meeting, as presented.

Seconded by Commissioner Walkup

Roll Call:

Ayes: 5 (Gallagher, Myers, Walkup, Passavant, Wheeler)

Nays: 0

B. September 15, 2011
Regular Meeting

Commissioner Myers moved to approve the minutes of the September 15, 2011 Regular Meeting, as presented.

Seconded by Commissioner Wheeler

Roll Call:

Ayes: 5 (Gallagher, Myers, Walkup, Passavant, Wheeler)

Nays: 0

C. October 6, 2011
Regular Meeting

Commissioner Passavant moved to approve the minutes of the October 6, 2011 Regular Meeting, as presented.

Seconded by Commissioner Myers

Roll Call:

Ayes: 5 (Gallagher, Myers, Walkup, Passavant, Wheeler)

Nays: 0

Approval of Voucher List:

Commissioner Wheeler moved to approve the balance of the vouchers for the month ending, September 2011, in the amount of \$434,884.13.

Seconded by Commissioner Passavant

Roll Call:

Ayes: 5 (Walkup, Myers, Passavant, Wheeler, Gallagher)

Nays: 0

Approval of Interim Voucher List:

Commissioner Wheeler moved to approve the interim vouchers for the month of October 2011, in the amount of \$159,630.28.

Seconded by Commissioner Walkup

Commissioner Gallagher questioned the amount. Oldham stated the amount includes the loan payment for the Racket Club.

Commissioner Wheeler amended the motion to approve the interim vouchers for the month of October 2011, in the amount of \$453,158.61.

Seconded by Commissioner Myers

Roll Call:

Ayes: 5 (Myers, Passavant, Wheeler, Walkup, Gallagher)

Nays: 0

Treasurer's Report: Commissioner Wheeler moved to approve the Treasurer's Report of September 30, 2011; a total fund balance of \$9,771,828.16.
 Seconded by Commissioner Walkup
 Roll Call:
 Ayes: 5 (Passavant, Wheeler, Walkup, Myers, Gallagher)
 Nays: 0

Matters from the Public: None.

Committee Reports:

A. Personnel and Policy Committee Meeting, September 28, 2011
 Commissioner Gallagher reported that the Personnel and Policy Committee reviewed updates and changes to the Personnel Manual.

B. Finance Committee Meeting, October 4, 2011
 Nothing to add.

C. Personnel and Policy Committee Meeting, October 5, 2011
 Commissioner Gallagher reported that the Personnel and Policy Committee reviewed the Park Board General Practice Manual and and the Park Policy Manual. Corrections to both manuals will be made and draft copies will be sent to legal counsel. The manuals will be presented to the Park Board for approval at the November 20, 2011 Park Board meeting.

Unfinished Business: None.

Consent Agenda

A. Health Bridge Fitness Fitness Center Event Request
 Commissioner Walkup approve Consent Agenda item A. Health Bridge Center Event Request and item B. NUNDA Township Raffle Request, as Presented
 Seconded by Commissioner Wheeler
 Roll Call:
 Ayes: 5 (Gallagher, Myers, Walkup, Passavant, Wheeler)
 Nays: 0

B. NUNDA Township Raffle Request

Presentation:
 Ron Amen, Lauterbach and Amen, LLP gave a presentation of the 2011 Annual Audit. Mr. Amen commented that he and his staff appreciated working with Debra Oldham, Superintendent of Business Services. This is the first year the Park District will be applying for the Certificate of Achievement award. Lauterbach will be submitting the District's audit to the Government Finance Officers Association to determine its eligibility for a Certificate of Achievement award.
 Mr. Amen highlighted that the District's General Fund reported a decrease this year of \$254,037; the Recreation Fun reported a surplus this year of \$571,538;the Capital Projects fund increased by \$886,085; the non-major Governmental Fund has an increase of \$120,410, the Special Recreation fund showed an increase of \$12,949, and Debt Service Fund a decrease of \$31,577.
 Director Herbster requested an explanation for merging funds. Mr. Amen noted he was not recommending that the park district change procedures but explained that many park districts are now changing their fund reporting and are merging funds to be more transparent. Commissioner Wheeler suggested that the District not change its current method, and felt that it is more transparent to list funds separately.

New Business

- A. Tax Levy Determination of Funds
Commissioner Wheeler moved to approve the determination of the proposed tax levy amount of \$6,883,927.46 for the 2011 levy. Wheeler noted that this will require a Truth in Taxation Hearing to be held on November 17, 2011.
Seconded by Commissioner Myers
Roll Call:
Ayes: 5 (Gallagher, Myers, Walkup, Passavant, Wheeler)
Nays: 0
 - B. Resolution 10.11.8
Donation of Certain Property
Commissioner Myers moved to adopt Resolution 10.11.8, a resolution authorizing the acceptance of certain real estate by the Crystal Lake Park District.
Seconded by Wheeler
Roll Call:
Ayes: 5 (Walkup, Myers, Passavant, Wheeler, Gallagher)
Nays: 0
 - C. Proposal Approval
Commissioner Passavant moved to approve Tasks 1 and 2 (3applications) Woodland Park Revitalization from the proposal submitted by LandKeepers, Inc., for Woodland Estates Park Wetland Revitalization, in the amount of \$19,959.00.
Seconded by Commissioner Wheeler
Roll Call:
Ayes: 5 (Myers, Passavant, Wheeler, Walkup, Gallagher)
Nays: 0
 - D. Open Meetings Act Training
Executive Director Herbster informed the Park Board that effective January 12, 2012, the Illinois General Assembly is requiring all elected officials and appointed members of a public body to complete an OMA training program.
 - E. IAPD/IPRA Annual
Business Meeting
The Annual Business meeting of the Illinois Associations of Park Districts will be held on Saturday, January 28, 2012. The following Commissioners were named as alternates to attend the meeting.
1st Alternate: Paul Myers and 2nd Alternate: Richard Passavant
 - F. Service Recognition Program
A Service Recognition Program was discussed by the Park Board. Staff will include the program in the next year's budget.
- Reports to the Board:
- A. Legal Counsel: Nothing to add.
 - B. Executive Director: Nothing to add.
 - C. Parks Services: Nothing to add.
 - D. Recreation Services: Jack Sebesta thanked Commissioner Myers for visiting the Racket Club.
 - E. Business Services: Nothing to add.
- Matters from the Board:
Commissioner Gallagher reported that she attended the Truck or Treat program. It was a good event and was very well attended.
- Committee Meeting Dates:
None.
- Executive Session:
Commissioner Wheeler moved to enter Executive Session at 8:50 pm to to discuss items B. Personnel 2(c) 1 and D. Land Acquisition/ Lease 2(c) 5.
Seconded by Commissioner Walkup
Roll Call:
Ayes: 5 (Walkup, Myers, Passavant, Wheeler, Gallagher)
Nays: 0
- 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

Return to Open Session:

Commissioner Myers moved to return to open session at 9:26 PM.

Seconded by Commissioner Passavant

Roll Call:

Ayes: 5 (Walkup, Myers, Passavant, Wheeler, Gallagher)

Nays: 0

Adjourn:

Commissioner Passavant moved to adjourn the meeting at 9:27 PM.

Seconded by Commissioner Myers

Roll Call:

Ayes: 5 (Walkup, Myers, Passavant, Wheeler, Gallagher)

Nays: 0

Approve: _____ Attest: _____

President

Secretary