



**Park District Board of Commissioners  
Regular Meeting Minutes  
June 18, 2020**

*MISSION STATEMENT: To enhance the lives of our residents by providing programs, services, facilities and open spaces that safely promote health, recreation and community in an environmentally and fiscally responsible manner.*

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**Call to Order:**

President Gallagher called the meeting to order at 6:30 PM.

**Commissioners Present:**

Caroline Bachour-Chemaly, Jason Heisler, Shawn Zimmerman, Cathy Cagle, Debbie Gallagher

**Video Attendance:** Commissioners Thomas Aquilina, Michele Hartwig

**Legal Counsel:**

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

**Staff:**

Jason Herbster, Executive Director, Erik Jakubowski, Superintendent of Park Services, Ann Viger, Director of Planning and Development, Katrina Hanna, Superintendent of Business Services, Kurt Reckamp, Superintendent of Recreation Programs and Facility Services, Anne Sandor, Recording Secretary

**Citizens:** Park District Residents, Bob and Diane Miller

**Pledge of Allegiance:**

The Pledge of Allegiance was recited.

**Approval of Agenda:**

Commissioner Bachour-Chemaly moved to approve the agenda, as presented. Seconded by Commissioner Cagle. All were in favor.

**Matters from the Public:**

Bob and Diane Miller expressed concern regarding the Board's approval of the Crystal Lake Soccer Federation overnight soccer tournament request and asked the Board to rescind its decision. Due to time limits, the Millers submitted their notes to the Board for their review. Commissioner Gallagher requested the Board attend an evening game to witness how the lights and the noise may affect the neighbors of the park.

**Committee Reports:** None

**Unfinished Business:** None

**Public Hearing**

A public hearing concerning the adoption of a Combined Annual Budget and Appropriation Ordinance 20.21.02, an Ordinance adopting a combined annual budget and appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Crystal Lake Park District, Crystal Lake, Illinois, for the fiscal year beginning

May 1, 2020 and ending April 30, 2021 and specifying the objects and purpose for which such appropriations are made and the amount appropriated for each object or purpose.

Commissioner Zimmerman moved to open public comment.

Seconded by Commissioner Cagle. All were in favor.

There was no public comment.

Commissioner Cagle moved to close public comment.

Seconded by Commissioner Bachour-Chemaly. All were in favor.

Consent Agenda:

Commissioner Zimmerman moved to approve the Regular Meeting Minutes of 05-21-20, the Voucher Expenses for the month ending April 30, 2020, in the amount of \$28,264.93, the Voucher Expenses for the month ending May 31, 2020, in the amount of \$699,779.95, the Interim Voucher Expenses for the month ending June 30, 2020, in the amount of \$74,336.99, the Treasurer's Report for the month ending May 31, 2020, in the amount of \$8,752,145.61, and On Angel Wings Putt-Putt Fundraiser request, as presented. Seconded by Commissioner Cagle.

Roll Call: Ayes: 7 (Aquilina, Bachour-Chemaly, Hartwig, Heisler, Zimmerman, Cagle, Gallagher)

Nays: 0

New Business:

A. Approval: Ordinance 20.21.02, a Combined Annual Budget and Appropriation Ordinance for the fiscal year ending April 30, 2020.

Commissioner Bachour-Chemaly moved to approve Ordinance 20.21.02, an ordinance adopting a combined annual budget and appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Crystal Lake Park District, Crystal Lake, IL, for the Fiscal Year beginning May 1, 2020 and ending April 30, 2021, and specifying the objects and purposed for which such appropriations are made, and the amount appropriated for each object or purpose. Seconded by Commissioner Cagle.

Roll Call: Ayes: 7 (Bachour-Chemaly, Hartwig, Heisler, Zimmerman, Cagle, Aquilina, Gallagher)

Nays: 0

B. Approval: Resolution 20.21.02, Section 125 Premium Only Plan

Commissioner Zimmerman moved to approve Resolution 20.21.02 Section 125 Premium Only Plan, as presented. Seconded by Commissioner Bachour-Chemaly. All were in favor.

C. Approval: Resolution 20.21.03 Crandall Avenue HOA Pier License Agreement

Commissioner Bachour-Chemaly moved to approve Resolutions 20.21.03, Crandall Avenue HOA Pier License Agreement, as presented. Seconded by Commissioner Cagle.

All were in favor.

D. Approval: Resolution 20.21.04 Bank Signatures

Commissioner Bachour-Chemaly moved to approve Ordinance 20.21.04, a resolution providing for collateralization of deposits and designating signatories for banking transactions. Second by Commissioner Heisler. All were in favor.

E. Approval: Urban Forestry Management Plan

Commissioner Cagle moved to approve the Urban Forestry Management Plan dated 05/28/2020, as presented. Seconded by Commissioner Bachour-Chemaly. Commissioners Heisler, Bachour-Chemaly, Hartwig, Aquilina, Cagle and Gallagher were in favor.

Commissioner Zimmerman was opposed.

F. Approval: Brochure Bid Results

Commissioner Cagle moved to approve the bid submitted by Paulson Press of Elk Grove Village, IL, in the amount of \$39,427.00. (\$12,615 fall 2020/\$12,615 winter/spring 2020-2021/\$14,197 summer 2021) Seconded by Commissioner Zimmerman.

It was noted the cost will decrease for the fall brochure if the District chooses to go with a digital brochure.

Roll Call: Ayes: 7 (Hartwig, Heisler, Zimmerman, Cagle, Aquilina, Bachour-Chemaly, Gallagher)  
Nays: 0

G. Discussion: Committee Structure vs Workshop Meeting

The Board discussed scheduling Workshop meetings to discuss Committee issues. This would give the entire board the option to review matters as discussed rather than waiting for the following Regular meeting for discussions. The Board preferred to stay with the current Committee meeting structure.

H. Discussion: Beach Operations

The Board discussed the opening of the Main Beach swimming areas and limit capacity. The Board agreed to allow staff to proceed with beach operations as permitted by the guidelines and recommendations from the Center for Disease Control and Prevention, Illinois Department of Public Health, and the McHenry County Health Department for the opening of beaches.

Commissioner Cagle asked about opening West Beach. Executive Director Herbster noted we need to get Main Beach staffed first and make sure we have an adequate number of lifeguards.

Reports to the Board:

Jason Herbster, Executive Director

- Lakeside Festival has been rescheduled to Thursday, September 18 through Sunday, September 20, 2020. The fireworks will be taking place on Sunday, September 20.
- Weed treatments will be conducted at Main Beach and the South Shore on Monday, June 22, 2020.
- Governor Pritzker signed an order for Government Offices to close on Tuesday, November 3, 2020, for Election Day.
- The Annual Planning Calendar will be emailed to the Board and staff next week.

Kurt Reckamp, Superintendent of Recreation Programs and Facility Services

- Recreation programs will begin at the end of this month.
- The Main Beach Boat Rental, Lippold Park Family Golf Center, Boncosky and The Racket Club are open.

Ann Viger, Director of Park Development and Interpretive Services

- The Nature Center will open on July 1, 2020 and the Colonel Palmer House will open on July 11, 2020.

Katrina Hanna, Superintendent of Business Services

- Staff is preparing for Phase 4 with the re-opening of the Administrative Office and the drive-up window on June 26, 2020.
- The second property tax distribution has been received.

Matters from the Board:

Commissioner Zimmerman

- Asbury Park looks good and is happy the community was involved in the planning.
- Commended Executive Director Herbster and Superintendent Hanna for their work on re-budgeting for the upcoming year.

Commissioner Cagle

- Questioned if waivers were being used regarding the District's liability for someone contracting Covid. Executive Director Herbster stated the question was brought to the attention of PDRMA and legal counsel. Attorney Puma noted it would not be necessary to address the Covid in the waiver as there is no way to determine where or how the virus was contracted.
- Noted playgrounds should be re-opened in Phase 4.

Commissioner Gallagher

Questioned if the District planned to disinfect the playgrounds. Executive Director Herbster noted the CDC guidelines recommendation is not to disinfect playgrounds due to the high cost and lack of product availability. Attorney Puma noted the CDC guidelines for playgrounds state to be careful. Commissioner Cagle questioned the safety for employees at work. Herbster stated Department Heads are developing a plan for their areas and there is a committee assigned to inspect each area. We are also at 50% staff capacity, some are working from home and some are in and out all day.

Commissioner Cagle thanked Executive Director Herbster for taking care of the staff and stated during this unique time with Covid and Black Lives Matter movement, the Park District has a wonderful opportunity to serve the community to the best possible extent it can and asked the Board to consider the following.

1. To have a District-wide audit done to identify any systemic inequalities that impact the community we serve and to develop a comprehensive plan to address any problems that are found.
2. Commit to diversity in our staff and on our Board
  - a. High priority on having a fluent Spanish speaker at the front desk and fluent speakers in teaching positions. Seek to fill job openings with candidates who have bi-lingual abilities. Implement internal policies for mentoring and promoting.
3. Post a statement from CLPD on our website:
  - a. CLPD is committed to a fair and just Park Department, to serving the needs of all of our community and to taking a deep look to see where we need to make systemic changes and to make them.
4. Add 'social' to our mission statement:
  - a. *To enhance the lives of our residents by providing programs, services, facilities and open spaces that safely promote health, recreation and community in an environmentally, **socially** and fiscally responsible manner.*
5. Establish and maintain expectations and funding for our Police force that emphasizes non-violent, community based policing.
  - a. Not accept federal surplus of military weapons
  - b. Not allow our police force to use chokeholds
6. Invite our ethnic community members to tell us what they need and to listen and respond.

Commissioner Bachour-Chemaly thanked staff for their work during this time. She expressed how grateful she is for the parks and walking trails.

Commissioner Gallagher noted an additional ADA Entry/Exit sign is need at the front door at the Administrative Office.

Gallagher noted several emails have been received regarding the Lake. She emailed a statement regarding the lake to the Board and asked for input from the Commissioners.

Commissioner Hartwig stated the Park District offers to be good stewards of the lake but does not make the District responsible.

Commissioner Heisler stated many people live on the lake tend to look to the park district regarding lake issues. In regards to weed management, he suggested sharing responsibility and the costs of Lake Management with the City and Lakewood. Heisler added, the City might be able to help to remove the weeds with their dump trucks and may have a dumping area better suited other than Lippold. Heisler suggested the Lake Advisory Committee could be the contact regarding weed issues. Commissioner Gallagher agreed as this would provide the Lake Advisory Committee a data base to use, and suggested providing staff Board Statement to address questions. Heisler suggested a link to the Lake Advisory Committee on the Park District website. Commissioner Cagle suggested sending a letter to the lakefront homeowners regarding the Districts responsibility to the lake. Executive Director Herbster agreed the local agencies need to hear from the residents.

Commissioner Aquilina left the meeting.

Commissioner Gallagher suggested using the following statements to inform the lakefront homeowners.

Crystal Lake is a private lake.

The Crystal Lake Park District owns the majority of the lakebed.

The Crystal Lake Park District has no jurisdiction over the use or condition of the water.

Concerns regarding water usage, water quality and weeds should be directed to the lake Advisory Committee, Village of Lakewood and the City of Crystal Lake.

If by hiring a Lake Manager to treat invasive species and test the water for nutrients or clarity somehow gives the impression that the Park District is responsible, then the Board should rethink hiring a Lake Manager.

The Park Board set aside \$5,000 from boat gate key sales this year, as an acknowledgement that boats using the launches contribute to the chopping up of weeds on the west end. Setting aside this money is intended to help the situation, not to take responsibility for correcting it.

The Park Board agreed to refer weed issues to the Lake Advisory Committee and for Executive Director Herbster to prepare a statement to provide to the lakefront homeowners when inquires about weeds are presented to the Park District.

Commissioners agreed the title of Lake Management is confusing. Executive Director Herbster suggested the District hires a Lake Contractor to eliminate evasive species from the water. The Board agreed.

Commissioner Gallagher suggested reviewing the scope of the Lake Management duties for this year, prior to approving. Commissioner Bachour-Chemaly asked what work is actually done. Director Herbster stated there is well monitoring, in addition to the treatments to the lake. PowerPoint presentations showing the work done is located on the Park District website. Jeremy Husnik, Hey and Associates is a great representative for the Park District and Lake, and he will work with the residents.

Commissioner Heisler asked what the gross collected for boat launch keys. Katrina Hannah stated approximately \$32,000. Executive Director Herbster stated the gate key costs also cover launch maintenance and the purchase of keys. Commissioner Heisler stated the lake decal sales help pay for lake patrol and asked if all of the funds from the decal sales go to lake patrol. Executive Herbster stated all of the lake decal sales go towards lake patrol. Commissioner Cagle suggested establishing a trust and giving a portion of the lake bottom to the trust to work with the City and Park District to manage the lake. Commissioner Heisler agreed with Commissioner Cagle.

Executive Director Herbster will revise the statement Commissioner Gallagher provided to share with lakefront homeowners when inquires about weeds are presented to the Park District.

Commissioner Hartwig stated the letter stating the District's responsibilities will help people with concerns being directed to the correct person. Commissioner Hartwig stated she is very grateful to live in Crystal Lake and for all of the parks and trails. She noticed many people enjoying the park.

Committee Meeting Dates: None.

Executive Session:

Commissioner Bachour-Chemaly moved to enter Executive Session at 8:02pm to discuss item b. Personnel 2 (c) 1. Seconded by Commissioner Zimmerman

Roll Call: Ayes: 6 (Bachour-Chemaly, Hartwig, Heisler, Zimmerman, Cagle, Gallagher)

Nays: 0

Reconvene:

Commissioner Heisler moved to reconvene at 8:31 pm. Seconded by Commissioner Zimmerman.

Roll Call: Ayes: 6 (Cagle, Zimmerman, Heisler, Hartwig, Bachour-Chemaly, Gallagher)

Nays: 0

Matters from Executive Session: None

Adjourn:

Commissioner Zimmerman moved to adjourn the meeting at 8:32 PM. Seconded by Commissioner Bachour-Chemaly.

Roll Call: Ayes: 6 (Hartwig, Heisler, Zimmerman, Cagle, Bachour-Chemaly, Gallagher) Nays: 0

Approve: Deborah Gallagher  
President

Attest: John Herbster  
Secretary