



Call to Order:

President Cagle called the meeting to order at 6:30 pm.

Commissioners Present: Eric Anderson, Debbie Gallagher, Jason Heisler, Karen Johnson, Linda Matthias, Sara Michehl, Cathy Cagle

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

Staff: Jason Herbster, Executive Director, Erik Jakubowski, Superintendent of Park Services, Amy Olson Manager of Park Planning and Development, Tina Becke, Superintendent of Business Services, Kurt Reckamp, Superintendent of Recreation Programs and Facility Services, Anne Sandor, Recording Secretary

Citizens: Jamie Wilkey, Lauterbach & Amen, LLP

Pledge of Allegiance: The Pledge of Allegiance was recited.

Approval of Agenda:

Commissioner Gallagher moved to approve the agenda, with the addition of New Business Item H. Hillfarm/Barlina House Paving. Seconded by Commissioner Michehl. All were in favor.

Matters from the Public: None.

Committee Reports: Finance Committee Meeting 09.01.22

Commissioner Gallagher added the Committee discussed a 4% merit salary pool.

Unfinished Business: None

Consent Agenda:

Commissioner Gallagher moved to approve the following consent agenda item, as presented.

- A. Approval: Voucher Expenses
- B. Approval: Interim Voucher Expenses
- C. Accept: Treasurer's Report
- D. Approval: Ordinance 22.23.11 –Revision to General Practice Manual
Policy 5.5 Meeting Attendance
- E. Approval: Regular Meeting Minutes 08.18.22
- F. Approval: Regular Meeting Minutes 09.08.22
- G. Approval: Special Meeting Minutes 09.15.22
- H. Approval: Committee Meeting of the Whole Minutes 10.06.22
- I. Approval: Crystal Lake Kiwanis Mardi Gras 5K Race Request

Seconded by Commissioner Matthias.

Roll Call: Ayes: 7 (Anderson, Gallagher, Heisler, Johnson, Matthias, Michehl, Cagle) Nays: 0

Items Removed from Consent Agenda: None

Business Items

A. Approval: Presentation and Acceptance of Annual Audit

Jamie Wilkey thanked Superintendent Becke and her staff for the work done to prepare for this year's audit. Jamie highlighted the following items in the Annual Comprehensive Financial Report for the fiscal Year Ended April 30, 2022.

- The Park District has received the Certificate of Achievement for Excellence in Financial Reporting, the highest level for local government.
- The District received an unmodified/clean audit opinion with no findings to bring to the Board for discussion.
- Ms. Wilkey encouraged the Board to review the Executive Summary, Management's Discussion and Analysis section of the report. This section showed The District's overall equity has increased, a retirement of \$400,000 General Obligation Bonds, and that the pension obligation had decreased giving the District a net asset in the pension plan.
- The Racket Club is not in compliance with the fund balance policy due to several operational and facility updates that were made. The impact of COVID-19 had on the Racket Club's fund balance.

Commissioner Gallagher moved to accept the 2020-2021 Fiscal Year Annual Audit, as presented. Seconded by Commissioner Michehl.

Roll Call: Ayes: 7 (Johnson, Matthias, Michehl, Anderson, Gallagher, Heisler, Cagle) Nays: 0

B. Accept: Tax Levy Determination of Funds

Discussion: The Board agreed to levy 4% Commissioner Anderson requested staff review the county reports for the last five years to determine a true estimate of new growth.

Commissioner Anderson moved to approve an increased levy of 4% with a caveat that the new growth be studied to determine the average excess estimated in the County's reported numbers.

Roll Call: Ayes: 7 (Heisler, Johnson, Matthias, Michehl, Anderson, Gallagher, Cagle) Nays: 0

C. Approval: Ordinance 22.23.12 Alternate Bond Authorization

Commissioner Anderson moved to approve Ordinance 22.23.12 Alternate Bond Authorization, "An Ordinance authorizing the issuance of General Obligation Park Bonds (Alternate Revenue Source) of the District in an aggregate principal amount not to exceed \$6,500,000 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."

Seconded by Commissioner Gallagher

Roll Call: Ayes: 7 (Matthias, Michehl, Anderson, Gallagher, Heisler, Johnson, Cagle) Nays: 0

D. Approve: Veteran Acres Building Upgrades

Commissioner Michehl moved to approve the lowest responsible, responsive bid for the 2022 Veteran Acres building exterior upgrades submitted by Dupree Construction, in the amount of \$99,900.00. Seconded by Commissioner Johnson.

Roll Call: Ayes: 7 (Michehl, Anderson, Gallagher, Heisler, Johnson, Matthias, Cagle) Nays: 0

E. Approve: Purchase of Used Trucks

Commissioner Matthias moved to approve an amount not to exceed \$89,200.00 on used work trucks from area dealerships. Seconded by Commissioner Anderson.

Roll Call: Ayes: 7 (Anderson, Gallagher, Heisler, Johnson, Matthias, Michehl, Cagle) Nays: 0

F. Approve: Purchase of Tri-Toon Boat

Discussion: Superintendent Jakubowski noted the current boat has maintenance issues and is difficult to use for projects. The Tritoon will be more useful to the maintenance staff. Commissioner Heisler suggested providing a program with tours of the lake.

Commissioner Michehl moved to accept the lowest responsible, responsive bid submitted by Munson Marine for 1 new Tritoon Veranda Board in the amount of \$60,000.00. Seconded by Commissioner Anderson.

Roll Call:

Ayes: 6 (Gallagher, Heisler, Johnson, Michehl, Anderson, Cagle) Abstain: 1 (Matthias) Nays: 0

G. Nature Center Boiler Repair

Discussion: Executive Director Herbster reported the boiler at the Nature Center is leaking under the concrete floor and needs to be repaired. This is an unbudgeted expense. As per Park District Purchasing policy, the expense needs Park Board approval.

Commissioner Michehl moved to approve the quote for the Nature Center Boiler repair submitted by Sherman Mechanical, in the amount of \$10,221.00. Seconded by Commissioner Matthias.

Roll Call: Aye: 7 (Heisler, Johnson, Matthias, Michehl, Anderson, Gallagher, Cagle) Nays: 0

H. Hillfarm/Barlina Paving Project Change Order

Discussion: Executive Director Herbster reported additional substructure is needed for the paving pads and asphalt ramp in an amount not to exceed \$95,000. Manager Olson noted the alternate work that was previously approved will not be done and will provide a savings approximately 50%. Herbster noted a formal request will be made for Board approval at the regular meeting in November.

It was a consensus of the Board to approve the change order for the additional substructure work at a cost not to exceed \$95,000.

Reports to the Board:

Executive Director, Jason Herbster

- Festival of Lights Parade Float: The parade is scheduled for November 25, at 7:00pm. The Board agreed for the Park District to take part. Several Board members expressed interest in attending.
- State Conference: The IAPD/IPRA State Conference will be held January 26-29, 2023. Board members were asked to contact Executive Director Herbster by October 28, if they would like to attend.
- State of the Lake Meeting is scheduled to be held at the Rotary Building on October 27, at 7:00pm.
- Committee of the Whole Meeting: The next Committee of the Whole Meeting will be held at the Administrative Office on November 3, 2022, at 6:30 pm.
- City Manager: Herbster noted he had a good meeting with Erik Helm, Interim City Manager.

Superintendent of Business Services, Tina Becke

- The Popular Annual Financial Report: The District's Popular Annual Financial Report is scheduled for publication in November.

Superintendent of Park Services, Erik Jakubowski

- Feinberg Fence Project: The fence project is underway.
- New Hire: Preston Skultety has been hired for the Natural Resource Manager position.

Manager of Park Planning and Development, Amy Olson

- Kamijima Playground: Installation of the new playground equipment is pending due to concrete pour.

Superintendent of Recreation Programs and Facility Services, Kurt Reckamp

- Special Events: Flannel Fest (700 tickets sold) October 22, 2022
Cross County Races October 22, 2022
Truck and Treat October 29, 2022
Puzzle Palooza November 6, 2022
Luminaria Walks November 30 – December 3, 2022

Matters from the Board:

The Board of Commissioners commented on the excellent condition of the trails at Veteran Acres Park. Several Commissioners expressed interest in attending the Flannel Fest event.

Commissioner Gallagher asked for the number of petitions picked up for upcoming election for Park Board. Herbster reported two petitions.

Commissioner Cagle commended Tina Becke, Superintendent of Business Services for the work done on the annual audit.

Commissioner Cagle reported she met with a Board member of the Crystal Lake Public Library regarding collaboration with city agencies. Cagle added the library is seeking available meeting space.

Executive Session:

Commissioner Cagle moved to enter Executive Session to discuss Litigation 2 (c)1, and Vacancy in a Public Office 2 (c) 33, at 8:03pm. Seconded by Commissioner Matthias.

Roll Call: Ayes: 7(Gallagher, Heisler, Johnson, Matthias, Michehl, Anderson, Cagle) Nays: 0

Reconvene:

Commissioner Matthias moved to reconvene at 8:13 pm. Seconded by Commissioner Michehl. All were in favor.

Adjourn:

Commissioner Gallagher moved to adjourn the meeting at 8:14pm. Seconded by Commissioner Johnson. All were in favor.

Approve: _____ Attest: _____
President Secretary