



Call to Order:

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

Commissioners Present: Jason Heisler, Karen Johnson, Lindo Matthias, Sarah Michehl, Cathy Cagle

Commissioners Absent: Erik Anderson, Debbie Gallagher

Legal Counsel:

Late Arrival: Scott Puma, Ancel, Glink, Diamond, Bush, DiCianni and Krofthefer, P.C. at 7:00pm.

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, Sandra Thompson, Recreation Supervisor, Anne Sandor, Recording Secretary

Citizens: Bob Miller and Diane Miller, Crystal Lake Residents

Pledge of Allegiance: The Pledge of Allegiance was recited.

Approval of Agenda:

Commissioner Michehl moved to approve the agenda, as presented. Seconded by Commissioner Matthias. All were in favor.

Matters from the Public: Bob Miller expressed his disappointment that he was not contacted by the Park Board regarding his concerns of the wetland trails at Lippold Park. He noted an article in the Northwest Herald newspaper regarding his concerns. Diane Miller thanked Commissioner Eric Anderson for his suggestion to review the trails. Mrs. Miller expressed she was offended by Executive Director's response in the Northwest Herald article. Mrs. Miller stated she would be filing complaint with ADA, if the trails were addressed immediately. Mrs. Miller expressed her disagreement with Executive Director Herbster's comment regarding an agreement between the District and the Lippold Park neighbors to install a sewer line. Bob and Dianne Miller distributed their notes to the Park Board and requested they be included in the minutes.

Executive Director Herbster read a letter he received from Mr. Jeff Smetters regarding his disappointment on the length of time spent on the Woodland Estates and Veteran Acres Playground resurfacing project.

Committee Reports:

A. Administrative and Finance Committee Meeting - September 1, 2022

Executive Director Herbster reported the meeting focus was on issuance of debt and two grant applications. The Committee agreed to wait until November to issue debt. Additional money will be added to the debt issuance, if the District is awarded grant funds.

Unfinished Business:

A. Approval: Resolution 22.23.07 Adopt Haligus Park Master Plan

Discussion: Commissioner Michehl asked which version of the plan was being submitted for the OSLAD grant. Executive Director Herbster noted the Board approved the Organic Flow version and the overall plan will be submitted to OSLAD. Commissioner Cagle noted Commissioner Gallagher requested the Board choose the all-in-one implementation and finance the whole project to get the park project completed. The Board agreed to move forward with financing the entire project to save costs.

Commissioner Michehl moved to adopt Resolution 22.23.07, for the Haligus Park Master Plan, as presented. Seconded by Commissioner Matthias.

Roll Call: Ayes 5 (Heisler, Johnson, Matthias, Michehl, Cagle) Nays: 0

Consent Agenda:

A. Approval: The Voucher Expenses for the month ending, September 30 2022, in the amount of \$456,220.25.

B. Approval: The Interim Voucher Expenses for the month ending October 31, 2022, in the amount of \$88,430.14.

C. Accept: The Treasurer's Report for the month ending, September 30, 2022, in the amount of \$11,967,569.68.

D. Approval: Regular Meeting Minutes - August 18, 2022

E. Approval: Viking Dash Trail Run 2022

F. Approval: Crystal Lake Parks Initiative Foundation Chicken Poop Bingo and Raffle Request Items

Commissioner Johnson moved to approve the Consent Agenda, as presented. Seconded by Commissioner Michehl. Roll Call: Ayes: 5 (Johnson, Matthias, Michehl, Heisler, Cagle) Nays: 0

Business Items

A. Approval: Ordinance 22.23.11 Amendment to Park Ordinance 11.25 Tobacco, Commissioner Johnson moved to approve Ordinance 22.23.11, Amendment to Park Ordinance 1.25 Tobacco, Nicotine Products and Implementation of Smoke Free Illinois Act. Seconded by Commissioner Michehl. All were in favor.

B. Approval: Resolution 22.23.04 OSLAD Grant Application

Discussion: The Board agreed to commit to the whole project to save costs. Executive Director Herbster noted he and Manager Olson will be meeting with ILDNR to discuss the application.

Commissioner Michehl moved to approve Resolution 22.23.04, OSLAD Grant Application, as presented. Seconded by Commissioner Matthias.

Roll Call: Ayes: 5 (Matthias, Michehl, Heisler, Johnson, Cagle) Nays: 0

C. Approval: Resolution 22.23.05 Tourism, Attraction and Festival Grant

Commissioner Matthias moved to approve Resolution 22.23.05, Tourism, Attraction and Festival Grant, as presented. Seconded by Commissioner Michehl.

Roll Call: Ayes: 5 (Michehl, Heisler, Johnson, Matthias, Cagle) Nays: 0

D. Approval: Resolution 22.23.06 Vision Statement and Principles

Discussion: Commissioner Johnson reported she attended the meeting. She stated she enjoyed the dynamics and thanked the staff for their work.

Commissioner Johnson moved to approve Resolution 22.23.06, Vision Statement and Principles, as presented. Seconded by Commissioner Heisler.

Roll Call: Ayes: 5 (Heisler, Johnson, Matthias, Michehl, Cagle) Nays: 0

E. Approval: New Surf Rake 400HD Purchase

Discussion: Superintendent Erik Jakubowski noted this is a back-saving device and PDRMA suggested applying for a grant to help with costs.

Commissioner Heisler moved to approve the purchase of a New Surf Rake 400HD with finisher attachment, in the amount of \$48,760.00, from HGACBuy, National Joint Purchasing.

Seconded by Commissioner Johnson.

Roll Call: Ayes: 5 (Johnson, Matthias, Michehl, Heisler, Cagle) Nays: 0

Presentation:

Sandra Thompson, Recreation Supervisor gave a presentation of the Extended Time program partnership with School District 47. The presentation included the history, financials, the impact and challenges of this program. Lack of staffing and lack of space are causing waitlist issues. Kurt Reckamp, Superintendent of Recreation Programs and Facility Services noted not only does the Extended Time program brings in great revenue, Sam Thompson has an ACA Podcast and started a program for the District 47 teachers and their children. This year, there are 60 teacher's children registered in the program.

Reports to the Board:

Executive Director, Jason Herbster

- The Asphalt Replacement Project: Only two bids were received. Going to re-bid the project on September 13, 2022. If enough bids are received, a Special meeting will be scheduled to seek Board approval for the project on September 15, 2022. Erik Jakubowski, Superintendent of Park Services and Amy Olson, will run the meeting.
- Board Self Evaluation Meeting: Peter Murphy, IAPD will present a workshop for the Park Board of Commissioners. This will be a closed session meeting
- April 4, 2023, Election: The Park Board packets will be available at the Administrative Office on Thursday, September 20, 2022.
- City Manager: Mr. Mayerhofer resigned from the City of Crystal Lake. Eric Helm is the Interim City Manager.
- Lippold Park Wetland Trails: Trail work has begun today and will be an ongoing project. Superintendent Jakubowski added staff will continue to clean up the trails. Herbster noted a mistake printed in the Northwest Herald article. The article stated the trails at Lippold Park needed paving. The trails are not paved, they are limestone trails. Attorney Puma noted the trails need to be maintained, and do not need to be regraded to comply with ADA. The newer paved paths are ADA compliant. Commissioner Heisler asked to promote park trails that are accessible. Commissioner Cagle stated the District should provide a map to show where the ADA trails are located. Commissioner Matthias suggested contacting the Millers to give an explanation of why the trails are not paved. Commissioner Cagle stated she will reach out to the Millers.
- Out of the Office: Herbster will be out of the office September 15-16, 2022, and will be attending the NRPA Conference September 19-23, 2022.

Superintendent of Business Services, Tina Becke

- The Tax Distribution was received for August. Noted the figures are lower due to receiving 7 distributions this year and not receiving 8 distributions through August, like last year.

Manager of Park Planning and Development, Amy Olson

- Park Project Progress: Woodland Estates Park: Surfacing fix installed; roll-application needed
Veteran Acres Park: Spider Web replacement is needed.
- Woodscreek Park: Surface did not pass safety testing. Contractor working on a solution.
- Lapins and Brighton Oaks Parks: Completed. Neighbors are very excited.
- Kamijima Park: Equipment shipment is delayed.
- Administrative Office: New railing on stairwell will be installed.

Superintendent of Recreation Programs and Facility Services, Kurt Reckamp

- Programs and Events: September will be a busy month with staff planning for fall events.
Wagon Rides will begin on September 17.
- Program Revenue for August-September in 2021 was at \$180,000 and in 2022 is at \$215,000.
- Community Event: Flannel Fest will be held October 22, 2022, at Main Beach

Matters from the Board:

Commissioner Linda Matthias

- Flannel Fest tickets: Available online

Commissioner Jason Heisler

- Flannel Fest: Commissioner Heisler asked for the maximum admission for the Flannel Fest event. Superintendent Reckamp stated the number is to be determined, could be 1500.
- Parking at Main Beach: Heisler asked if there were any parking issues at Main Beach during the Dole Mansion Farmer's Market with Park District events. Herbster answered there have not been any issues. Reckamp added the Dole provides a list of events to the District.
- The staircase at the Administrative Office looks great.
- Enjoyed Sam Thompson's presentation.

Commissioner Sarah Michehl

- Commented that it was great to see the Veteran Acres Playground filled with kids over the weekend.

Commissioner Cathy Cagle

- Working with other agencies on Executive Director Evaluation processes. Will bring the information to the Committee Meeting of the Whole in October.
- Three seats on the Board will be up for election in April 2023.
- Cagle asked Herbster for an annual check list for all parks and conditions of trails to be provided to the Board.
- A friend introduced her to someone who works with solar energy. The contact information was forwarded to Executive Director Herbster.

Executive Session:

Commissioner Matthias moved to enter Executive Session to discuss item E. Review of Minutes including Semi-annual Review to Release 2 (c) 21 at 7:45pm. Seconded by Commissioner Michehl.

Roll Call: Ayes: 5 (Heisler, Johnson, Matthias, Michehl, Cagle) Nays: 0

Reconvene:

Commissioner Matthias moved to reconvene at 7:49pm. Seconded by Commissioner Michehl. All were in favor.

Action from Matters from Executive Session

A. Approval: Resolution 22.23.03 Release of Closed Session Minutes

Commissioner Michehl moved to approve Resolution 22.23.03 Release of Closed Session Minutes, as presented. Seconded by Commissioner Matthias. All were in favor.

Adjourn:

Commissioner Matthias moved to adjourn the meeting at 8:50PM. Seconded by Commissioner Johnson. All were in favor

Approve: _____ Attest: _____
President Secretary

August 29, 2022

Crystal Lake Park District
1 E Crystal Lake Avenue
Crystal Lake, IL 60014
Attention: Park Board

Subject: Playground Rehabilitation at Woodland and Veterans Acres Parks

Dear Park Board:

I am out of town working during your September 8, 2022 board meeting so I am submitting this letter. Please read this letter during the board meeting, enter it into the meeting minutes, and take action as you feel appropriate.

Thank you for undertaking rehabilitation of the playgrounds at the Woodland and Veterans Acres parks. When the projects started my wife and I were dismayed to find these two nearby playgrounds were to be closed at the same time but we were at least heartened that the work would be completed and the playgrounds would be re-opened within four weeks. The playgrounds have now been closed for the entire summer with the work now taking three times longer than we were told and with the work is still incomplete.

I and my wife have spoken to Amy the Project Manager on several occasions. While she has been apologetic and explaining the problems this does not change the fact that the project has caused the loss of use of two heavily used playgrounds during the summer: the time of heaviest use. While I have no doubt the work will eventually be satisfactorily completed, the eventual completion does not change the fact that the long closure has caused these two projects to be complete failures of project management planning and execution. Therefore these projects are a Crystal Lake Park District failure to properly provide park access and use.

At this point in time perhaps not much can be done to rectify the loss of use of the Woodland and Veterans Acres playgrounds. If something can be done to expedite project completion then please do it. My main concern at this point is for a management change to ensure this type of project management failure does not again occur. To that end I request the following:

1. Convene a lessons-learned team with your Project Management staff, other involved persons, a board member, and an external project management consultant to determine what went wrong with these two projects and to determine how to prevent recurrence.
2. Take action as needed per the lessons learned to ensure future Park District projects are planned and most importantly executed per the trifecta of Project Management: On scope, On time, and On budget.

Thank you,

