



CRYSTAL LAKE PARK DISTRICT
An IAPD/IPRA Distinguished Agency

Park District Board of Commissioners Budget Planning Workshop Meeting Minutes February 10, 2015

Call to Order:	President Gallagher called the meeting to order at 6:30 PM.
Commissioners Present:	Aquilina, Collins, Hartwig, Wheeler, Gallagher
Commissioners Absent:	Myers, Bachour-Chemaly
Staff:	Jason Herbster, Anne Sandor
Citizens:	None.
Pledge of Allegiance:	The Pledge of Allegiance was recited.
Approval of Agenda:	Commissioner Collins moved to approve the agenda as presented. Seconded by Commissioner Aquilina Roll Call: Ayes: 5 (Wheeler, Hartwig, Aquilina, Collins, Gallagher) Nays: 0
Matters from the Public:	None.
Review of Budget Timeline and Process	<p>The Board reviewed the timeline and discussed process options. The Board would like to see an increase in revenues in each fund of the Recreation and Facility budgets show a net profit of 3% to create revenue for new projects.</p> <p>The Board would also like to see more revenue from the Racket Club. Commissioner Collins commented that salaries are included in the Racket Club budget and should be backed out to show an actual budget. Herbster stated that a large portion of the Superintendent of Facility's salary and portions of other staff members are included in the budget; the issue was discussed during the compensation study review and it was suggested that the salaries be reviewed and redistributed to the corporate fund. Herbster added that he learned at a seminar during the IPRA Conference that enterprise facilities are beginning to be subsidized by the Corporate Fund.</p>
Non-Resident Fee Policy Change	<p>The Board reviewed staff's recommendation submitted for Non-Resident Fee Policy Change. The Board recommended the non-resident rates as follows. 0-\$25 = \$5 \$26-\$50 = \$10 \$51-\$75 = \$15 \$75 and up = \$20</p> <p>The Board agreed not to change the current exceptions to the non-resident rate policy for District 47 students that attend the Extended Time program and the Summer Camp program. The policy will be revisited by staff and revisions will be brought back to the Board. Commissioner Hartwig suggested looking in to Groupon.</p>
Capital Improvement/Replacement Schedule Review and 2015-16 Plans	The Board reviewed and discussed the proposed capital projects schedule for fiscal year 2015-2016. The board had questions about Asbury Park, Prairie Ridge Conservation Area Weir and Lippold Park Wetland Renovation and requested that Ann Viger, Director of Planning and Development, prioritize the projects and review them with the Board at the February 15, 2015 Regular Meeting.
Private Outdoor Fee Based Activity Presentation:	Director Herbster explained that private personal trainers and instructors have been profiting on Park District property. The proposed policy and procedure would allow for private companies to use park property. Commissioner Collins asked how the policy would be implemented. Herbster stated that the policy would be placed on the district's website and the brochure. Commissioner Gallagher requested cost projections. Herbster stated that they will be presented at the next Park Board meeting. If the Park Board is in agreement the policy will go to legal counsel for review.

Health Savings Account (HSA)
Reimbursement Policy Discussion

Director Herbster reported that staff is researching other park districts that offer high deductible insurance plans and health savings accounts. Many of the agencies are offering \$1,000 and \$2,000 to employees for the HSA account. Staff will research additional plans and Health Savings Accounts. A draft policy will be reviewed by the Personnel and Policy Committee.

Information Technology
Staff Position

Director Herbster reported that staff is looking into hiring an information technology staff person. Staff is researching the possibility of an IT job share with a neighboring district or create a full time position.

Crystal Lake Park District Image/
Marketing Campaign Discussion

Director Herbster reported that staff would like to include funds in the 2015-1016 budget for the development of an Image Marketing Campaign for the Park District. Commissioner Hartwig stated that she has a contact that can meet with the board regarding this issue. The Board agreed with this plan and suggested a newsletter mailing. Herbster stated that \$50,000 will be placed in the upcoming budget.

Commissioner Wheeler questioned the status of the Park Foundation. Herbster stated that the Foundation has been stagnant. There is a Board of only one member. Employee Relations discussed the Foundation and many committee members were interested in participating. Herbster will be meeting with the Foundation Board President and he will also contact legal counsel.

Comprehensive Master Plan
Discussion

Director Herbster stated that if the Wirkus Property is purchased, a comprehensive Attitude and Interest Survey would be conducted. Commissioner Gallagher stated that the survey would need to be done immediately to prepare for referendum in 2016. Herbster added that staff and the board will review the current Comprehensive Plan and update it for one year.

Budget Meeting Date
Week of April 6-10, 2015

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 2 (c) 21

Commissioner Wheeler moved to enter Executive Session at 8:50pm to discuss Personnel 2 (c) 1 and Land Acquisition/Lease 2 (c) 5.
Seconded by Commissioner Aquilina
Roll Call:
Ayes: 5 (Aquilina, Collins, Hartwig, Wheeler, Gallagher)
Nays: 0

Reconvene:

Commissioner Hartwig moved to return to open session at 9:08 PM.
Seconded by Commissioner Aquilina
Roll Call:
Ayes: 5 (Wheeler, Hartwig, Aquilina, Collins, Gallagher)
Nays: 0

Adjourn:

Commissioner Collins moved to adjourn the meeting at 9:08 PM.
Seconded by Commissioner Wheeler
Roll Call:
Ayes: 5 (Collins, Wheeler, Hartwig, Aquilina, Gallagher)
Nays: 0

Approve: _____
President

Attest: _____
Secretary



CRYSTAL LAKE PARK DISTRICT

Executive Session Minutes
February 10, 2015 8:52 PM

Roll Call:

Executive Director Jason Herbster, Commissioner Debbie Gallagher, Commissioner Angel Collins, Commissioner Thomas Aquilina, Commissioner Michele Hartwig, Commissioner Larry Wheeler, Recording Secretary Anne Sandor

Land Acquisition/Lease 2 (c) 5

Director Herbster reported that the pursuit of the Crystal Ice House will be on hold until the purchase of the Wirkus property is settled.

Personnel 2 (c) 1

Executive Director Herbster reported that Chief Ron Lyons resigned from his position as of Monday, February 9, 2015, at 5:00 pm. Herbster and Superintendent Jakubowski will be conducting a full review of the Park Police Department and will be meeting with current officers. Herbster will also meet with the City of Crystal Lake Police Chief to discuss the department.

Adjourn: Commissioner Collins moved to adjourn Executive Session at 9:08 pm. Seconded by Commissioner Hartwig. All were in favor.