I. Call to Order
II. Roll Call
III. Pledge of Allegiance
IV. Approval of Agenda
V. Approval of Minutes
   A. Regular Meeting Minutes -01-16-20
VI. Approval of Voucher Expenses
VII. Approval of Interim Voucher Expenses
VIII. Treasurer’s Report
IX. Matters from the Public
X. IPRA Community Service Award – Cabela’s
XI. Committee Reports
   A. Personnel and Policy Committee Meeting Minutes February 5, 2020
   B. Buildings and Grounds Committee Meeting Minutes February 11, 2020
XII. Unfinished Business
XIII. Consent Agenda
   A. 2020 MCYSA / Primetime Tournament
XIV. New Business
   A. Action: Ordinance 19.20.18, Amendment to Ordinances 11.46 Unlawful Drug Paraphernalia and Ordinance 11.47 Unlawful possession of Cannabis
   B. Action: Ordinance 19.20.19, Revisions to Ordinance 11.19 Edge and Impact Weapons
   C. Action: Ordinance 19.20.20, Revisions to Ordinance 11.23 Use of Alcoholic Drinks
   D. Action: Ordinance 19.20.21, Revisions to Employee Policy 3.02 Travel/Conference Expenses
   E. Action: Ordinance 19.20.22, Revisions to Employee Policy 6.12 Proper Dress
   F. Action: Ordinance 19.20.23, Revisions to Employee Policy 1.06 Alcohol / Drugs
   G. Action: Resolution 19.20.07 Lakewood Manor Homeowners Association License Agreement
   H. Action: Resolution 19.20.09 Recreation Trails Grant Application – ILDNR Grant Application
XV. Reports to the Board
XVI. Matters from the Board
XVII. Committee Meeting Dates
XVIII. 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 Including Semi-annual Review to Release 2 (c) 21

XIX. Reconvene

XX. Action from Matters from Executive Session
   A. Action: Resolution 19.20.08 Release of Closed Session Minutes

XXI. Adjourn

Crystal Lake Park District Mission: The mission of the Crystal Lake Park District is 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.
Prepared Agenda

Vouchers
Approval of Voucher Expenses
A motion is requested of the Board to approve the Voucher Expenses for the month ending, January 31, 2020, in the amount of $385,937.62.

Approval of Interim Voucher Expenses
A motion is requested of the Board to approve the Interim Voucher Expenses for the month ending February 29, 2020, in the amount of $131,350.70.

Treasurer’s Report
A motion is requested of the Board to approve the Treasurer’s Report for the month ending January 31, 2020, in the amount of $10,698,408.59.

Consent Agenda
A. 2020 MCYSA / Primetime Tournament
A motion is requested of the Board to approve the Consent Agenda item A. 2020 MCYSA / Primetime Tournament, as presented.

New Business
A. Action: Ordinance 19.20.18 - Amendment to Ordinances 11.46 Unlawful Drug Paraphernalia and Ordinance 11.47 Unlawful possession of Cannabis
A motion is requested of the Board to adopt Ordinance 19.20.18, Amendments to Ordinance 11.46 Unlawful Drug Paraphernalia and Ordinance 11.47 Unlawful possession of Cannabis, as presented.

B. Action: Ordinance 19.20.19 Revisions to Ordinance 11.19 Edge and Impact Weapons
A motion is requested of the Board to adopt Ordinance 19.20.19 - Revisions to Ordinance 11.19 Edge and Impact Weapons, as presented.

C. Action: Ordinance 19.20.20 Revisions to Ordinance 11.23 Use of Alcoholic Drinks
A motion is requested of the Board to adopt Ordinance 19.20.20 - Revisions to Ordinance 11.23 Use of Alcoholic Drinks, as presented.

D. Action: Ordinance 19.20.21 Revisions to Employee Policy 3.02 Travel/Conference Expenses
A motion is requested of the Board to adopt Ordinance 19.20.21, -Revisions to Employee Policy 3.02 Travel/Conference Expenses, as presented.

E. Action: Ordinance 19.20.22 Revisions to Employee Policy 6.12 Proper Dress
A motion is requested of the Board adopt Ordinance 19.20.22, -Revisions to Employee Policy 6.12 Proper Dress, as presented.

F. Action: Ordinance 19.20.23 Revisions to Employee Policy 1.06 Alcohol / Drugs
A motion is requested of the Board adopt Ordinance 19.20.23, -Revisions to Employee Policy 1.06 Alcohol/Drugs, as presented.

G. Action: A motion is requested to adopt Resolution 19.20.07, a resolution for Lakewood Manor Homeowners Association License Agreement Relative to Piers, Mooring Anchors, Boat Lifts and Swimming Rafts on Crystal Lake, as presented.
H. Action: Resolution 19.20.09 Recreation Trails Grant Application – ILDNR Grant Application
   A motion is requested of the Board to adopt Resolution 19.20.09, a resolution to approve submission of the Recreational Trails Grant application for the Sterne's Fen and Veteran Acres Trail Improvements and Expansion.

XX. Action from Matters from Executive Session
   Action: Resolution 19.20.08 Release of Closed Session Minutes
   A motion is requested of the Board to adopt Resolution 19.20.08, release of closed session minutes, as presented.

ADA: In compliance with the Americans with Disabilities Act this and all other meetings of the Crystal Lake District are located in facilities that are physically accessible to those who have disabilities. If additional reasonable accommodations are needed for persons who qualify under the Act as having a “disability”, please contact the Park District during normal business hours at 815-459-0680 at least 48 hours prior to any meeting so that such accommodations can be provided.
Call to Order:
President Gallagher called the meeting to order at 6:30 PM.

Commissioners Present: Thomas Aquilina, Caroline Bachour-Chemaly, Michele Hartwig, Jason Heisler, Shawn Zimmerman, Cathy Cagle, Debbie Gallagher

Legal Counsel: Megan Mack, Ancel, Glink, Diamond, Bush, DiCianni and Kraftshefer, P.C.

Staff: Jason Herbster, Executive Director, Erik Jakubowski, Superintendent of Park Services, Ann Viger, Director of Park Development and Interpretive Services, Katrina Hanna, Superintendent of Business Services, Kurt Reckamp, Superintendent of Recreation Programs and Facility Services, Anne Sandor, Recording Secretary, Ken Ostergaard, Program Instructor

Citizens: Michael Kane, Crystal Lake Advisory Committee Chairman, Marty Moisner, CCAPOA

Pledge of Allegiance: The Pledge of Allegiance was recited.

Introductions:
Michael Kane, Crystal Lake Advisory Committee Chairman, introduced the members of the Lake Advisory Committee: Gregg Kobelinski, Jessica Phillips, Jim Layer, Joe Keen, Mallory Wunschhel, Mike Kallenbach, Sandi DePaul and Thomas Kopp

Approval of Agenda:
Commissioner Bachour-Chemaly moved to approve the agenda, as presented. Seconded by Commissioner Aquilina. All were in favor.

Approval of Minutes:
Commissioner Cagle moved to approve the December 4, 2019, Special Meeting Minutes, as presented. Seconded by Commissioner Aquilina. All were in favor.
Commissioner Aquilina moved to approve the December 12, 2019, Regular Meeting Minutes, as presented. Seconded by Commissioner Bachour-Chemaly. All were in favor.

Approval of Voucher Expenses:
Commissioner Zimmerman moved to approve the Voucher Expenses for the month ending, December 31, 2019, in the amount of $2,137,355.90.
Roll Call:
Ayes: 7 (Aquilina, Bachour-Chemaly, Hartwig, Heisler, Zimmerman, Cagle, Gallagher) Nays: 0

Approval of Interim Voucher Expenses:
Commissioner Zimmerman moved to approve the Interim Voucher Expenses for the month ending January 31, 2020, in the amount of $75,028.56. Seconded by Commissioner Cagle.
Roll Call:
Ayes: 7 (Bachour-Chemaly, Hartwig, Heisler, Zimmerman, Cagle, Aquilina, Gallagher) Nays: 0
Treasurer’s Report:
Commissioner Zimmerman moved to approve the Treasurer’s Report for the month ending December 31, 2019, in the amount of $11,263,737.43. Seconded by Commissioner Bachour-Chemaly.
Roll Call:
Ayes: 7 (Hartwig, Heisler, Zimmerman, Cagle, Aquilina, Bachour-Chemaly, Gallagher) Nays: 0

Matters from the Public: Ken Ostergaard, Program Instructor, expressed concerns of an increase on non-resident program fees. He requested the Board consider implementing a format of increasing fees in small increments.

Committee Reports: January 7, 2020, Projects and Planning Committee Meeting Minutes
There were no additional comments.

Unfinished Business: None.

Consent Agenda:
Seconded by Commissioner Zimmerman. All were in favor.

New Business:
A. Crystal Lake Soccer Federation Event Request:
Commissioner Zimmerman moved to approve the Crystal Lake Soccer Federation Event request, as presented. Seconded by Commissioner Aquilina. All were in favor.

B. Resolution 19.20.06, CCAPOA License Agreement:
Commissioner Zimmerman moved to approve, Resolution 19.20.06, an ordinance for a CCAPOA License Agreement Relative to Piers, Mooring Anchors, Boat Lifts and Swimming Rafts on Crystal Lake. Seconded by Commissioner Aquilina.
Discussion: Commissioner Cagle requested the following underlined changes to the Ordinance 19.20.06 and the license agreement.

Ordinance 19.20.06, Paragraph 1
WHEREAS, the Crystal Lake Park District (“Park District”) is the owner of the majority of the Lake Bed of Crystal Lake;

License Agreement
11. This Agreement is for the period of time provided herein. At the expiration of its term, the parties agree to work cooperatively to negotiate an extension and/or a revision of the Agreement.

Commissioner Cagle amended the motion to approve, Resolution 19.20.06, an ordinance for a CCAPOA License Agreement Relative to Piers, Mooring Anchors, Boat Lifts and Swimming Rafts on Crystal Lake, pending attorney review of correction to number 1 of the Ordinance and number 11 on the License Agreement. Seconded by Commissioner Aquilina.
Roll Call:
Ayes: 7 (Heisler, Zimmerman, Cagle, Aquilina, Bachour-Chemaly, Hartwig, Gallagher) Nays: 0
C. Resolution 19.20.05, PARC Grant Application for Grand Oaks Recreation Center Project
Commissioner Bachour-Chemaly moved to approve Ordinance 19.20.05, an ordinance
adopting the PARC Grant Application for Grand Oaks Recreation Center Project, as
presented. Seconded by Commissioner Aquilina.
Roll Call:
Ayes: 7 (Zimmerman, Cagle, Aquilina, Bachour-Chemaly, Hartwig, Heisler, Gallagher) Nays: 0

D. 2020 ADA Transition Plan Updates
A motion is requested of the Board to approve the 2020 ADA Transition Plan updates, as
presented. Seconded by Commissioner Aquilina. All were in favor.

Commissioner Cagle suggested building a fully accessible park and added she was
approached by a resident who suggested having people with disabilities review plans for
future park projects.

E. 2017-2022 Strategic Plan – Six Month Update
Executive Director Herbster reported the software company is working on a solution for all
updates and comments to be included on the report. Once resolved, Herbster will distribute
the updated report. Commissioner Gallagher requested printed copies.

Reports to the Board:
Executive Director Herbster
- The IPRA/IAPD State Conference will be held January 23-26, 2020.
- The Board Retreat is scheduled for Saturday, February 15, 2020, at Shamrock Hills.
- The State of the Community Luncheon will be held at the Crystal Lake Country Club, at
  11:30am, on Friday, February 7, 2020.
- Commissioner Gallagher noted she liked the article regarding the upcoming project in Cary.

Superintendent of Business Services
- Hanna noted a budget error in the December Income statement that will be resolved in the
  next fiscal year.

Superintendent of Development and Interpretive Services
- Sterne’s Woods: Tree removal will begin next week. Public notification procedures have been
  followed. This will be a three day project and is weather dependent.

Superintendent of Recreation Programs and Facility Services
- Staff is busy with winter programs, working on the summer brochure and budgets.
- 80% of the summer camp staff is returning to work this year.
- The Main Beach restrooms have been renovated.

Matters from the Board:
- Commissioner Bachour-Chemaly noted she enjoyed the Park District Newsletter.
- Commissioner Gallagher commented the newsletter was well received.
- Commissioner Hartwig noted people are noticing the signage at Sterne’s Woods.
- Commissioner Zimmerman commented on the Nature Center’s attendance, the Recreation
  and food service revenues are great. Zimmerman commended staff on the quality and
  artwork in the newsletter.

Committee Meeting Dates:
- Personnel and Policy Committee Meeting: Administrative Building on February 5, at 2:00pm.
- Building and Grounds Committee: Dates will be sent out next week to schedule a meeting to
  review a draft of the Urban Forest Management Plan
- The Lake Meeting: Administrative Building on April 2, 2020, at the 7:00pm,
Executive Session:
Commissioner Cagle moved to enter Executive Session at 7:35 pm to discuss items B. Personnel 2 (c)1. Seconded by Commissioner Aquilina.

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

Reconvene:
Commissioner Hartwig moved to reconvene at 7:51pm. Seconded by Commissioner Aquilina.
Ayes: 7 (Heisler, Zimmerman, Cagle, Aquilina, Bachour-Chemaly, Hartwig, Gallagher) Nays: 0

Matters from Executive Session: None.

Adjourn:
Commissioner Aquilina moved to adjourn the meeting at 7:52 pm. Seconded by Commissioner Zimmerman.
Ayes: 7 (Hartwig, Heisler, Zimmerman, Cagle, Aquilina, Bachour-Chemaly, Gallagher) Nays: 0

Approve: ___________________________________ Attest:_______________________________________
President                     Secretary
I. Call to Order:
Commissioner Hartwig called the meeting to order at 2:00 pm.

II. Roll Call:
Commissioners Present: Michele Hartwig, Debbie Gallagher, Caroline Bachour-Chemaly
Staff Present: Jason Herbster, Executive Director, Kurt Reckamp, Superintendent of Recreation Programs and Facility Services, Ann Viger, Director of Park Development and Interpretive Services, Erik Jakubowski, Superintendent of Park Services, Anna Olas, Human Resources Manager, Anne Sandor, Recording Secretary

III. Approval of Agenda:
Commissioner Bachour-Chemaly moved to approve the agenda. Seconded by Commissioner Gallagher. All were in favor.

IV. Matters from the Public:
None.

Executive Director Herbster noted the revisions and amendments to the following ordinances are basically general housekeeping and revised to comply with State law.

V. Ordinance 11.19 Edged and Impact Weapons
The Personnel and Policy Committee were in agreement to present the amended Ordinance 11.19 Edged and Impact Weapons to the Park Board for approval.

VI. Ordinance 11.23 Use of Alcoholic Drinks
The Personnel and Policy Committee agreed to present the proposed revisions to the Park Board for approval.

VII. Ordinance 11.46 Unlawful Possession of Drug Paraphernalia and Ordinance 11.47 Possession of Cannabis
The Personnel and Policy Committee agreed to revise Ordinance 11.46 and 11.47 to comply with State Law and present the amendments to the Park Board for approval. Executive Director Herbster noted fines will be in compliance with the State statute. A meeting to review of all Park District Ordinances will be scheduled.

VIII. Employee Policy Manual Policy 3.02 Travel and Conference Expense Reimbursement Policy.
The Personnel and Policy Committee agreed to present the proposed revisions to the Park Board for approval, as presented, with two additional changes:
Paragraph 1, Sentence 1: Purpose: The Board of Commissioners of the Crystal Lake Park District will reimburse or pay for employees and officer travel, meal, and lodging expenses... and 6. Hotel/Motel Accommodations: Change: Cancellation charges will not be reimbursed incurred, will be paid by attendee unless waived by the Executive Director.
IX. Employee Policy Manual Policy 6.12 Proper Dress and Appearance
The Personnel and Policy Committee agreed to present the proposed revisions to the Park Board for approval, as presented, with one additional change to paragraph 2. Hair must be neat, clean, trimmed and present a groomed appearance. Mustaches and beards are permitted as long as they are neatly trimmed and groomed and such facial hair must not pose a safety or health risk given the nature of the employee’s job responsibilities. Executive Director Herbster noted each Department will have specific dress codes in addition to the policy 6.12.

X. Employee Policy Manual Policy 1.06 Alcohol and Drugs
Anna Olas, Human Resources Manager reviewed the District policy for pre-employment and random drug screening tests. She noted the health facility will perform a 10 panel drug screen test. The test will include amphetamines, barbiturates, benzodiazepine, cocaine metabolites, methadone, methaqualone, opiates, phencyclidine and propoxyphene.

The Personnel and Policy Committee agreed to present the proposed revisions to the Employee Policy Manual Policy 1.06 Alcohol and Drugs, to the Park Board of Commissioners for approval, as presented.

The Committee agreed to move the following proposed revisions to Policy 9.4 Fund Balance Policy to the Finance Committee for review.
• General Fund: Reduction of the minimum fund balance of 35% to 30%. This will align the Park District with the Government Finance Officers Association’s best practices.
• Special Recreation, IMRF, Liability and Audit Funds: Decrease 10% - If there is a large unanticipated expense in one year, the District has the ability to increase the property tax levy the following year.
• Nature Center, Lippold Family Golf Center and Racket Club: Decrease 17% - will still allow each fund to have two months of cash on hand and will allow transfers to the Capital Plan for equipment replacement and major building repairs.
• Capital Equipment Replacement Fund: This fund would be used to purchase and replace vehicles, equipment and building items. The District’s General Fund and Special Revenue Funds all have the ability to contribute to a Capital Equipment Replacement Fund. The District can continue to be transparent with the operating budget, account for all items in one central location and plan for major renovations and replacements.

XII. Park District Policy Manual Policy 9.4 Fees
Superintendent Kurt Reckamp presented a grid showing resident program fees and non-resident program fees at 20%, 30%, 40% and 50% higher percentage rates. Commissioner Gallagher suggested School District 47 students be given the resident rate. Commissioner Hartwig asked if the fees could be flexible with new programming. Commissioner Gallagher commented payment plans for the more costly programs can make it more affordable for families. The committee agreed to 30% and no cap and to move this discussion to the next Finance Committee meeting.

XIII. Adjourn: 4:05pm
I. Call to Order:
   Commissioner Cagle called the meeting to order at 4:00pm.

II. Roll Call:
   Commissioners Present: Cathy Cagle, Caroline Bachour-Chemaly
   Staff Present: Jason Herbster, Executive Director, Kurt Reckamp, Superintendent of Recreation Programs and Facility Services, Ann Viger, Director of Park Development and Interpretive Services, Erik Jakubowski, Superintendent of Park Services, Anne Sandor, Recording Secretary

III. Review of Recreation Trails Grant Project Draft
   Ann Viger, Director of Park Development and Interpretive Services explained process for this grant is time sensitive as the notification of this grant came out in late January 2020 and the application due date is March 2, 2020.
   The timeline follows.
   Building and Grounds Committee Review February 11
   Board Approval February 20
   Public Meeting February 25

   Viger noted the goal is to improve trails, make connections to the existing trail system and help people better identify the trail system. The grant will cover up to 80% of the cost up to $200,000. Viger will submit the application for the Recreational Trails Grant program to the Park Board at the Regular Park Board meeting for approval on February 20, 2020.

IV. Review of Urban Forestry Management Plan Draft
   Ann Viger, Director of Park Development of Interpretive Services noted the park district received a $3000 grant from the US Forest Service to develop an Urban Forest Management Plan. The District has been working with Graf Tree Care to develop management objectives that will guide tree preservation, maintenance and planting for the next 25 years.

   Viger presented a edited/corrected draft of the plan submitted by the consultant. Viger highlighted areas that needed corrections and will have a final draft ready for Park Board approval at the Board meeting on February 20, 2020 and will be submitted to the ILDNR by the March 2nd deadline.

V. Adjourn: 5:30pm
2020 MCYSA/Primetime Tournaments
28th Annual Summer International Championships

January 22, 2020

CRYSTAL LAKE PARK DISTRICT BOARD OF COMMISSIONERS
1 East Crystal Lake Avenue
Crystal Lake, IL 60014

Dear Crystal Lake Park District Board of Commissioners:

As we prepare to host the MCYSA International Championships for the 28th consecutive year, we want to thank you. Through your support, over 3,000 local baseball players have had the opportunity to compete with teams from around the world and across the United States. Local residents have enjoyed these events as spectators and hosts. Many members of our community have shared their homes with international players, learning about their cultures and making life-long friends. Eighty young people from our area who played in the tournament, served as volunteers or were members of host families, have been awarded scholarships to support their pursuit of higher education. The MCYSA is extremely grateful to the Crystal Lake Park District for your support and partnership for nearly three decades.

The Board of the MCYSA respectfully requests permission to utilize a number of Crystal Lake Park District facilities for the 2020 MCYSA International Championships. As in years past, we would like to hold games at the Mickey Sund Complex, Veteran Acres Frank Repp Field, Spoerl Park and the synthetic fields at the Art Boncosky Complex. Games would begin on Friday, July 17th and continue through Sunday, July 26th.

On Friday, July 17th and Thursday, July 23rd Opening Ceremonies will be head at the Sund Complex. The events will begin at 6:30 pm and conclude by 8:30 pm. We would like to have a small fireworks display as in years past. We will contract with the Mad Bomber and supply all needed insurance requirements and coordinate with Park District staff and the City of Crystal Lake Fire and Police departments.

There will be NO ADMISSION charge to attend the games. The event will be FREE for the ENTIRE COMMUNITY.

We are also requesting permission to post sponsor signs during the tournament at the various ball field locations. We will supply a list of those sponsors as the tournament gets closer.

McHenry County Youth Sports Association
Crystal Lake Championships
P.O. Box 355 Crystal Lake, Illinois 60039-0355
www.MCYSASports.org
We will comply with all Crystal Lake Park District regulations, as well as all City of Crystal Lake, McHenry County and State of Illinois laws, ordinances and regulations including any insurance and health department requirements.

The Park District directly benefits from the International Championships via concession sales and batting cage revenues, and the community and surrounding area enjoy substantial revenue from the influx of visiting players, coaches and fans.

Until 2013, the MCYSA and the Crystal Lake Park District shared a partnership where Park District staff maintained the Mickey Sund fields during the tournament. Since then, at the request of the CLPD, the MCYSA directly hires a crew to maintain the fields during the tournament.

Again, thank you for your support as you consider this year’s request.

Sincerely,

John Streit, Board President
McHenry County Youth Sports Association

For the past 27 years, the MCYSA Summer International Championships have had the highest economic impact of any single tourism event in McHenry County, Illinois.

McHenry County Youth Sports Association
Crystal Lake Championships
P.O. Box 355 Crystal Lake, Illinois 60039-0355
www.MCYSASports.org
As of January 1, 2020 recreational use of cannabis by persons twenty-one years of age and older is no longer illegal and possession of cannabis and products containing cannabis is allowed, to certain amounts, for said use. Likewise, the possession of paraphernalia used to lawfully ingest cannabis is no longer illegal. Our current park ordinances must therefore be amended to coincide with the changes with the State Law.

11.46 Unlawful Possession of Drug Paraphernalia

| $150/$250 | $100/$200 |

A. No person shall knowingly possess an item of drug paraphernalia as defined in the Drug Paraphernalia Control Act (720 ILCS 600) with the intent to use it in ingesting, inhaling or otherwise introducing a controlled substance in the human body or in preparing a controlled substance for such use, sale, production, or distribution, in violation of this section.

B. In determining intent under Subsection A of this section, the trier of fact may take into consideration the proximity of the controlled substance to the drug paraphernalia or the presence of a controlled substance on the drug paraphernalia. Violation of subsection A does not apply to a person who is legally authorized to possess hypodermic syringes or needles under the Hypodermic Syringes and Needles Act (720 ILCS 635/0.01) or a person who possesses an item of drug paraphernalia in compliance with the Compassionate Use of Medical Cannabis Pilot Program Act (439 ILCS 130/1) or the Cannabis Regulation and Tax Act (410 ILCS 705/1).
11.47 Unlawful Possession and Use of Cannabis

A. Definition for purposes of this Section 11.47, cannabis is defined as in 720 ILCS 550/3(a)

B. Possession by a person(s) under 21 prohibited: It shall be unlawful for any person under the age of twenty-one (21) to knowingly possess any amount of cannabis within Park District property unless said possession is authorized under Section 11 of the Cannabis Control Act (720 ILCS 550/11) other than as authorized in the Illinois Cannabis Control Act, the Cannabis Regulation and Tax Act or the Compassionate Use of Medical Cannabis Program Act. $100/$150

C. Use of cannabis: It shall be unlawful for any person to knowingly use cannabis, in any form, upon or within Park District property. $150/$200

D. Impairment as a result of cannabis consumption: It shall be unlawful for any person to knowingly be upon or within Park District property while impaired resulting from the use of cannabis. $200/$250

RECOMMENDATION:

It is recommended that the Park Board of Commissioners approve Ordinance 19.20.18, an Ordinance amending Crystal Lake Park District Ordinances 11.46 and 11.47 with the new language, to be in line with the State Laws regarding similar offenses.
ORDINANCE NO. 19.20.18

AN ORDINANCE AMENDING
11.46 UNLAWFUL POSSESSION OF DRUG PARAPHERNALIA &
11.47 UNLAWFUL POSSESSION OF CANNABIS
TO COMPLY WITH THE CANNABIS REGULATION AND TAX ACT

WHEREAS, the Crystal Lake Park District is a non-home rule unit of local government;

WHEREAS, the State of Illinois has enacted or amended the Cannabis Control Act, the Drug Paraphernalia Act, and the Cannabis Regulation and Tax Act to permit recreational possession and use of determined amounts of cannabis and the possession of drug paraphernalia used with cannabis for persons over the age of twenty-one,

WHEREAS, Crystal Lake Park District, a non-home rule units of local government, must amend its existing park ordinances to reflect the aforementioned amended or enacted acts;

WHEREAS, the Board of Commissioners of the Crystal Lake Park District finds it to be in the best interest of the Crystal Lake Park District to adopt such a policy.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the Crystal Lake Park District, McHenry County, Illinois, as follows:

Section 1: The above recitals are incorporated into and made part of this Ordinance.

Section 2: The Board of Commissioners of the Crystal Lake Park District adopts the “Amended Park Ordinance 11.46 – Unlawful Possession of Drug Paraphernalia” and “Amended Park Ordinance 11.47 – Unlawful Possession and Use of Cannabis” attached as Exhibit A.

Section 3: All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4: This Ordinance is effective from and after its passage and approval.

Adopted this ____ day of __________________, 2020.

Ayes:

Nays:

Absent:

Abstain:

____________________  ______________________
President Deborah Gallagher        Secretary Jason Herbster
EXHIBIT A

11.46 Unlawful Possession of Drug Paraphernalia $100/$200

A. No person shall knowingly possess an item of drug paraphernalia as defined in the Drug Paraphernalia Control Act; (720 ILCS 600) with the intent to use it in ingesting, inhaling or otherwise introducing a controlled substance in the human body or in preparing a controlled substance for such use, sale, production, or distribution, in violation of this section.

B. In determining intent under Subsection A of this section, the trier of fact may take into consideration the proximity of the controlled substance to the drug paraphernalia or the presence of a controlled substance on the drug paraphernalia. Violation of subsection A does not apply to a person who is legally authorized to possess hypodermic syringes or needles under the Hypodermic Syringes and Needles Act (720 ILCS 635/0.01) or a person who possesses an item of drug paraphernalia in compliance with the Compassionate Use of Medical Cannabis Pilot Program Act (439 ILCS 130/1) or the Cannabis Regulation and Tax Act (410 ILCS 705/1).

11.47 Unlawful Possession and Use of Cannabis $100-$250

A. Definition for purposes of this Section 11.47, cannabis is defined as in 720 ILCS 550/3(a)

B. Possession by a person(s) under 21 prohibited: It shall be unlawful for any person under the age of twenty-one (21) to knowingly possess any amount of cannabis within Park District property other than as authorized in the Illinois Cannabis Control Act, the Cannabis Regulation and Tax Act or the Compassionate Use of Medical Cannabis Program Act. $100/$150

C. Use of cannabis: It shall be unlawful for any person to knowingly use cannabis, in any form, upon or within Park District property. $150/$200

D. Impairment as a result of cannabis consumption: It shall be unlawful for any person to knowingly be upon or within Park District property while impaired resulting from the use of cannabis. $200/$250
Currently, Park District Ordinance 11.19 prohibits any possession of certain weapons upon Park District property. This is contrary to practice for certain long-standing, authorized programs within the district, specifically martial arts courses, which provide supervised instruction and use of such items. An amendment to Ordinance 11.19 is proposed with language identical to similar ordinances to allow such possession and use during special programs as authorized. Below is the proposed amended ordinance, with new language underlined.

11.19 EDGED AND IMPACT WEAPONS
It shall be unlawful on any Park District property or area, except when and where permitted by special Park District programs, for any person to carry or possess any dagger, dirk, billy, razor, stiletto, stun gun or taser, bludgeon, black jack, sling shot, sand club, sand bag, metal knuckles or other knuckle weapon regardless of its composition, throwing star or any knife commonly known to as a switchblade knife, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or a ballistic knife; which is a device that propels a knifelike blade as a projectile by means of a coil spring, elastic material or compressed gas or a knife with a blade longer than 4 inches or not considered a pocket knife or any dangerous or deadly weapon or instrument of like character.

RECOMMENDATION:
The Personnel and Policy Committee recommends that the Park Board of Commissioners approve Ordinance 19.20.19, an Ordinance amending Crystal Lake Park District Ordinance 11.19 Edged and Impact Weapons with the new language, to be in line with past and current practice for specialized programs, as presented.
Ordinance 19.20.19

AN ORDINANCE AMENDING THE PARK ORDINANCE MANUAL REGARDING ORDINANCE 11.19 – EDGED AND IMPACT WEAPONS

WHEREAS, the Board of Park Commissioners of the Crystal Lake Park District previously adopted a Park Ordinance Manual;

WHEREAS, from time to time, the Board of Park Commissioners reviews the Park Ordinance Manual to determine whether changes are necessary;

WHEREAS, the Board of Park Commissioners finds and determines that it is in the best interests of the Park District and its residents to revise the Ordinance relative to edged and impact weapons and to approve this Ordinance.

NOW, THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF PARK COMMISSIONERS OF THE CRYSTAL LAKE PARK DISTRICT, McHenry County, Illinois as follows:

Section 1: The above stated recitals are incorporated by this reference.

Section 2: Ordinance 11.19, Edged and Impact Weapons in the Park Ordinance Manual for the Crystal Lake Park is hereby repealed and replaced as provided in Exhibit A which is attached hereto:

Section 3: If any portion of this Ordinance is found and determined to be invalid, the remaining provisions shall continue in full force and effect.

Section 4: This Ordinance shall be in full force and effect from and after its passage and approval.

Section 5: All ordinances or parts of ordinances in conflict with the terms of this Ordinance are hereby repealed to the extent of such conflict.
Passed and approved this ____ day of February 2020.

AYES:
NAYS:
ABSENT:
ABSTAIN:

CRYSTAL LAKE PARK DISTRICT

____________________________
Deborah Gallagher, President

ATTEST:

____________________________
Jason Herbster, Secretary
EXHIBIT A

11.19 EDGED AND IMPACT WEAPONS

It shall be unlawful on any Park District property or area, except when and where permitted by special Park District programs, for any person to carry or possess any dagger, dirk, billy, razor, stiletto, stun gun or taser, bludgeon, blackjack, sling shot, sand club, sand bag, metal knuckles or other knuckle weapon regardless of its composition, throwing star or any knife commonly known to as a switchblade knife, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or a ballistic knife; which is a device that propels a knifelike blade as a projectile by means of a coil spring, elastic material or compressed gas or a knife with a blade longer than 4 inches or not considered a pocket knife or any dangerous or deadly weapon or instrument of like character.
BOARD MEMORANDUM

DATE:       February 10, 2020
TO:         Park Board of Commissioners
FROM:       Personnel and Policy Committee
            Jason Herbster – Executive Director
SUBJECT:    Ordinance 19.20.20 an Amendment to Ordinance 11.23 Use of Alcoholic Drinks

With the sale of Park Place, the Main Beach Pavilion has become the premier Crystal Lake Park District banquet destination on beautiful Crystal Lake. The current Crystal Lake Park District Ordinance regarding alcohol limits what can be consumed in the Pavilion to beer and wine. To bring this venue to the next level, offering the opportunity to serve mixed drinks for events hosted specifically inside the Main Beach Pavilion would be beneficial. The Ordinance has also been revised to clarify use of alcohol in other areas of the Park District.

Attached is a revised draft of Ordinance 11.23 Use of Alcoholic Drinks, reflecting the proposed changes.

RECOMMENDATION:
The Personnel and Policy Committee recommends that the Park Board of Commissioners approve Ordinance 19.20.20, an Ordinance amending Crystal Lake Park District Ordinance 11.23 Use of Alcoholic Drinks, as presented.
Ordinance 19.20.20

AN ORDINANCE AMENDING THE PARK ORDINANCE MANUAL REGARDING ORDINANCE 11.23 – USE OF ALCOHOLIC DRINKS

WHEREAS, the Board of Park Commissioners of the Crystal Lake Park District previously adopted a Park Ordinance Manual;

WHEREAS, from time to time, the Board of Park Commissioners reviews the Park Ordinance Manual to determine whether changes are necessary;

WHEREAS, the Board of Park Commissioners finds and determines that it is in the best interests of the Park District and its residents to revise the Ordinance relative to use of alcoholic drinks and to approve this Ordinance.

NOW, THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF PARK COMMISSIONERS OF THE CRYSTAL LAKE PARK DISTRICT, McHenry County, Illinois as follows:

Section 1: The above stated recitals are incorporated by this reference.

Section 2: Ordinance 11.23, Use of Alcoholic Drinks in the Park Ordinance Manual for the Crystal Lake Park is hereby repealed and replaced as provided in Exhibit A which is attached hereto:

Section 3: If any portion of this Ordinance is found and determined to be invalid, the remaining provisions shall continue in full force and effect.

Section 4: This Ordinance shall be in full force and effect from and after its passage and approval.

Section 5: All ordinances or parts of ordinances in conflict with the terms of this Ordinance are hereby repealed to the extent of such conflict.
Passed and approved this ____ day of February 2020.

AYES:
NAYS:
ABSENT:
ABSTAIN:

CRYSTAL LAKE PARK DISTRICT

____________________________
Deborah Gallagher, President

ATTEST:

____________________________
Jason Herbster, Secretary
EXHIBIT A

11.23 USE OF ALCOHOLIC DRINKS (Revised 1-1-01) $75/$100

Beer and wine are permitted at Main and West Beach in the picnic areas only, The Racket Club during special programs and The Rotary Building as approved by the Executive Director. Beer and wine may be consumed at Veteran Acres picnic shelters and facilities throughout the Crystal Lake Park District when approved as part of a picnic/shelter or facility rental reservation or permit process. Beer and wine may be consumed at Lippold Park Boncosky Complex when purchased from the Park District vending Beer Garden only. and beer, wine and mixed drinks may be consumed at Park Place when purchased from Park District vending only.

Beer, wine and mixed drinks are permitted at the Main Beach Pavilion for events hosted inside the main room and in compliance with City and State licenses and the Crystal Lake Park District rental agreement. All alcoholic beverages must remain inside the Main Beach Pavilion or on the deck/patio area during the event. Consumption of alcohol in other individual programs and buildings must each be approved by the Executive Director. The Park District reserves the right to prohibit alcohol in any/all parks/buildings at any time it deems necessary.
BOARD MEMORANDUM

DATE: February 10, 2020

TO: Park Board of Commissioners

FROM: Personnel and Policy Committee
Katrina Hanna – Superintendent of Business Services
Jason Herbster – Executive Director

SUBJECT: Ordinance 19.20.21 an Amendment to Employee Policy Manual Policy 3.02 Travel and Conference Expense Reimbursement Policy

Employee Policy Manual Policy 3.02 Travel and Conference Expense Reimbursement Policy was revised in whole in 2016. With the new policy in practice for the past 3 years, there are some minor changes to the policy staff feels could make the implementation more efficient for all involved.

Paragraph 7 contains the most significant changes. What is being recommended is that staff are provided the allowed per diem [per U.S. General Services Administration standards] less any meals that are included as part of their conference. Receipts would not be required to be turned in for qualifying per diem expenses because employees are allowed the specified per diem amount. This is an IRS allowed practice and commonly used in business.

RECOMMENDATION:
The Personnel and Policy Committee recommends that the Park Board of Commissioners approve Ordinance 19.20.21, an Ordinance amending Crystal Lake Park District Employee Policy Manual Policy 3.02 Travel and Conference Expense Reimbursement Policy, as presented.
Ordinance 19.20.21

AN ORDINANCE AMENDING THE EMPLOYEE POLICY MANUAL REGARDING POLICY 3.02 – TRAVEL AND CONFERENCE EXPENSE REIMBURSEMENT POLICY

WHEREAS, the Board of Park Commissioners of the Crystal Lake Park District previously adopted an Employee Policy Manual;

WHEREAS, from time to time, the Board of Park Commissioners reviews the Employee Policy Manual to determine whether changes are necessary;

WHEREAS, the Board of Park Commissioners finds and determines that it is in the best interests of the Park District and its residents to revise the Policy relative to Travel and Conference Expense Reimbursement and to approve this Ordinance.

NOW, THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF PARK COMMISSIONERS OF THE CRYSTAL LAKE PARK DISTRICT, McHenry County, Illinois as follows:

Section 1: The above stated recitals are incorporated by this reference.

Section 2: Policy 3.02, Travel and Conference Expense Reimbursement in the Employee Policy Manual for the Crystal Lake Park is hereby repealed and replaced as provided in Exhibit A which is attached hereto:

Section 3: If any portion of this Ordinance is found and determined to be invalid, the remaining provisions shall continue in full force and effect.

Section 4: This Ordinance shall be in full force and effect from and after its passage and approval.

Section 5: All ordinances or parts of ordinances in conflict with the terms of this Ordinance are hereby repealed to the extent of such conflict.
Passed and approved this ____ day of February 2020.

AYES:
NAYS:
ABSENT:
ABSTAIN:

CRYSTAL LAKE PARK DISTRICT

_________________________________________
Deborah Gallagher, President

ATTEST:

_________________________________________
Jason Herbster, Secretary
EXHIBIT A
Purpose. The Board of Commissioners of the Crystal Lake Park District will reimburse or pay for employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Park District. Employees are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

Definitions. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event. "Travel" means any expenditure directly incident to official travel by employees and officers of the Park District or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Authorized Types of Official Business. Travel, meal and lodging expenses shall be paid or reimbursed for employees and officers of the Park District only for purposes of official business conducted on behalf of the Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee’s official duties. If you are unsure whether an expense is reimbursable, please contact the Executive Director.

Categories of Expenses.

1. Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

2. Personal Automobiles – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee’s residence. When attending a training event or other off-site official business directly from an employee’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is longer than the employee’s normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare, parking and ground transportation would have been less expensive.

3. Automobile Rentals – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business
are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

4. Public Transportation – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation shall be the cost of the public transportation plus any mileage in accordance with this policy.

5. Other Transportation – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economical transportation is encouraged.

6. Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges incurred will not be reimbursed paid by the attendee unless waived by Park District unless approved by a vote of the Board of Commissioners the Executive Director.

7. Meals- Meal expenses and reimbursements are limited to the current U.S. General Services Administration (GSA) per Meals & Incidentals (M&IE) per diem rate for the location of travel at the time the expense is incurred and will be reimbursed after travel has occurred. The first and last day of travel will receive 75% of the M&IE rate as recommended by the GSA. Employees are encouraged to keep their receipts for IRS purposes but are not required to turn in receipts for per diem. Receipts for expenses such as transportation shall be submitted to substantiate all expenses within 14 days after expenses are incurred. Any amount of the per diem allowance which was not spent by the traveler shall be returned to the Park District at the time receipts are submitted. Meals provided by a conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that are not part of an overnight stay will be reimbursed at the actual cost not to exceed the GSA meal rate.

8. Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

9. Accompanied Travel – Family members may accompany the traveler when traveling on official Park District business. However, no expenses attributable to any family member will be reimbursable. All expenses will be calculated as if the traveler were traveling alone, using the minimum costs to the Park District for lodging, meals, and transportation.

10. Parking – Parking fees at a hotel/motel will be reimbursed only with a receipt.

11. Entertainment Expenses - No employee or officer of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

E. Approval of Expenses.
1. Expenses for Employees. Travel, meal, and lodging expenses to be reimbursed to any employee must be approved by roll-call vote at an open meeting of the Board of Commissioners. Travel, meal and lodging expenses which are included in the annual budget and which are paid directly by the Park District or are advanced as a per diem allowance are not subject to this requirement. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy. The expenses may be included on the list of bills presented to the Board for approval. Any excess from the per diem allowance must be repaid as provided in this policy.

2. Other Expenses. All other expenses that do not fall within paragraph E.1, are subject to the Executive Director’s approval.

F. Documentation of Expenses.

Before an expense for travel, meals, or lodging may be reimbursed under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on a Travel, Meal, and Lodging Expense form:

1. an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
2. the name of the individual who received or is requesting the travel, meal, or lodging expense;
3. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
4. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

5. any request for an advance of per diem, not to exceed 50% of M&IE

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

G. Travel, Meal, and Lodging Expense Report Form.

The Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Attachment 1.

H. Maximum Reimbursement.

The maximum total amount the Park District will reimburse a traveler for a single trip is $5,000.00. The maximum amount may be increased because of emergency or other extraordinary circumstances when approved by the Board of Commissioners by a roll call vote at a meeting.

All expense reports shall be submitted to the Executive Director within four (414) weeks days of the later of (a) incurring such expense or (b) returning from travel required in the course of employment. Employees who fail to submit expense reports as required by this policy will be subject to discipline including, but not limited to, termination.
BOARD MEMORANDUM

DATE: February 10, 2020
TO: Park Board of Commissioners
FROM: Personnel and Policy Committee
       Jason Herbster – Executive Director
SUBJECT: Ordinance 19.20.22 an Amendment to Employee Policy Manual
       Policy 6.12 Proper Dress and Appearance

Minor revisions were made to the attached Employee Policy Manual Policy 6.12 Proper
Dress and Appearance. Items removed are struck through and items added are in
bold. Dress and appearance guidelines specific to different areas of the Crystal Lake
Park District such as Park Services are contained in operation manuals specific to that
area.

RECOMMENDATION:
The Personnel and Policy Committee recommends that the Park Board of
Commissioners approve Ordinance 19.20.22, an Ordinance amending Crystal Lake Park
District Employee Policy Manual Policy 6.12 Proper Dress and Appearance, as
presented.
Ordinance 19.20.22

AN ORDINANCE AMENDING THE EMPLOYEE POLICY MANUAL REGARDING POLICY 6.12 – PROPER DRESS AND APPEARANCE POLICY

WHEREAS, the Board of Park Commissioners of the Crystal Lake Park District previously adopted an Employee Policy Manual;

WHEREAS, from time to time, the Board of Park Commissioners reviews the Employee Policy Manual to determine whether changes are necessary;

WHEREAS, the Board of Park Commissioners finds and determines that it is in the best interests of the Park District and its residents to revise the Policy relative to Proper Dress and Appearance and to approve this Ordinance.

NOW, THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF PARK COMMISSIONERS OF THE CRYSTAL LAKE PARK DISTRICT, McHenry County, Illinois as follows:

Section 1: The above stated recitals are incorporated by this reference.

Section 2: Policy 6.12, Proper Dress and Appearance in the Employee Policy Manual for the Crystal Lake Park is hereby repealed and replaced as provided in Exhibit A which is attached hereto:

Section 3: If any portion of this Ordinance is found and determined to be invalid, the remaining provisions shall continue in full force and effect.

Section 4: This Ordinance shall be in full force and effect from and after its passage and approval.

Section 5: All ordinances or parts of ordinances in conflict with the terms of this Ordinance are hereby repealed to the extent of such conflict.
Passed and approved this ____ day of February 2020.

AYES:
NAYS:
ABSENT:
ABSTAIN:

CRYSTAL LAKE PARK DISTRICT

______________________________
Deborah Gallagher, President

ATTEST:

______________________________
Jason Herbster, Secretary
Crystal Lake Park District  
Employee Policy Manual  

Policy Number: 6.12  
Policy Name: Proper Dress and Appearance  
Date Adopted: 10/20/2005  
Last Revision: 04/18/2019

The personal appearance of employees conveys to the public a general impression of the Park District. An employee’s attire, including jewelry, on the job should be in good taste, clean, neat and appropriate for the place of business. Clothing and shoes that are torn, frayed, deteriorated, and/or visibly dirty are considered unacceptable attire. The Park District expects that employees to will be mature in choosing the type of appropriate clothing, hairstyles, accessories, shoes and make-up that are worn while working. Undergarments cannot be exposed and shirts cannot expose an employee’s midriff. Safety equipment and attire may be required for certain jobs. Employees holding these positions are expected to wear the assigned apparel when on the job. For specific details see your immediate supervisor. In general, business casual attire is to be worn at all times by administrative staff. Jeans and shorts are not considered business casual. Jeans can be worn on Friday’s and if specific tasks warrant, on days other than Friday.

Employees should avoid extremes in dress and appearance. Employees dress and appearance must be neat, clean and orderly at all times while on duty. Hair must be neat, clean, trimmed and present a groomed appearance. Mustaches and beards are permitted as long as they are neatly trimmed and groomed, and such Hair and facial hair does may not pose a safety or health risk given the nature of the employee’s job responsibilities. For safety purposes, all employees working with maintenance equipment or in food preparation must either keep their hair in the back no longer than one inch below the ear or must firmly secure longer hair so that it does not hang below the ears. Food sanitation regulations regarding proper attire must be fully adhered to by all employees and wear closed-toe shoes with socks.

Body piercing jewelry is strictly limited to earrings, The style of earring or jewelry may not present a safety hazard to you the employee, your co-workers, or the public, as determined by the Park District. The District may require inappropriate tattoos or excessive tattoos to be covered by clothing and/or makeup. A tattoo may be considered to be inappropriate if it is offensive in nature (i.e. words including profanity and/or symbols).

Any employee who does not comply with this policy will be sent home to change without pay. The District (including department heads and immediate supervisors) reserve the right to determine and modify the dress and appearance standards for employees at any time. If there is a difference of opinion between the employees and the immediate supervisor, the Executive Director will make the final decision.

It is the employees’ responsibility to wear their staff photo identification or name tag and staff shirt while on duty if one has been provided to you. Please remember that staff shirts, staff photo identification, keys and other Park District property are and remain the property of the Park District and must be returned upon termination of your employment. Employees will be held liable for the cost of replacing any damaged or lost Park District property. Staff shirts, staff photo identification and other identifying items identify you one as a Park District employee while on duty. They are not to be worn when you are not on duty. Employees will be charged a $5.00 reprint fee for lost staff photo identification. The fee must be paid at the time of the staff photo identification replacement. Staff photo identification that is brought to the Safety Coordinator that is worn or broken will be replaced for free.

See individual department procedure manuals for specific department dress guidelines.
Note: Any employee who cannot comply with this policy based upon disability, religion, national origin or other legally recognized basis must forward in written request to the Executive Director for an authorized deviation from this policy. Said request shall include the policy exception requested, and include the basis for said request.

This policy revises and replaces policy revision date: 7/2016
BOARD MEMORANDUM

DATE: February 10, 2020

TO: Park Board of Commissioners

FROM: Personnel and Policy Committee
      Anna Olas – Human Resources Manager
      Jason Herbster – Executive Director

SUBJECT: Ordinance 19.20.23 an Amendment to Employee Policy Manual
        Policy 1.06 Alcohol and Drugs

Due to the recent changes to the cannabis laws in the State of Illinois, Crystal Lake Park
District Employee Policy Manual Policy 1.06 Alcohol and Drugs has been changed.
Because the changes are substantial, the entire policy has been re-written and
reviewed by legal counsel. Attached to this memo is a clean copy of the policy.

RECOMMENDATION:
The Personnel and Policy Committee recommends that the Park Board of
Commissioners approve Ordinance 19.20.23, an Ordinance amending Crystal Lake Park
District Employee Policy Manual Policy 1.06 Alcohol and Drugs, as presented.
Ordinance 19.20.23

AN ORDINANCE AMENDING THE EMPLOYEE POLICY MANUAL REGARDING POLICY 1.06 – ALCOHOL AND DRUGS POLICY

WHEREAS, the Board of Park Commissioners of the Crystal Lake Park District previously adopted an Employee Policy Manual;

WHEREAS, from time to time, the Board of Park Commissioners reviews the Employee Policy Manual to determine whether changes are necessary;

WHEREAS, the Board of Park Commissioners finds and determines that it is in the best interests of the Park District and its residents to revise the Policy relative to alcohol and drugs and to approve this Ordinance.

NOW, THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF PARK COMMISSIONERS OF THE CRYSTAL LAKE PARK DISTRICT, McHenry County, Illinois as follows:

Section 1: The above stated recitals are incorporated by this reference.

Section 2: Policy 1.06, Alcohol and Drugs in the Employee Policy Manual for the Crystal Lake Park is hereby repealed and replaced as provided in Exhibit A which is attached hereto:

Section 3: If any portion of this Ordinance is found and determined to be invalid, the remaining provisions shall continue in full force and effect.

Section 4: This Ordinance shall be in full force and effect from and after its passage and approval.

Section 5: All ordinances or parts of ordinances in conflict with the terms of this Ordinance are hereby repealed to the extent of such conflict.
Passed and approved this ____ day of February 2020.

AYES:
NAYS:
ABSENT:
ABSTAIN:

CRYSTAL LAKE PARK DISTRICT

______________________________
Deborah Gallagher, President

ATTEST:

______________________________
Jason Herbster, Secretary
Section 1: Employment Policies and Procedures

Crystal Lake Park District Alcohol and Drug Abuse

PURPOSE

The Crystal Lake Park District ("District") has implemented an Alcohol and Drug Abuse Policy (the "Policy") in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees’ health, job performance, safety and efficiency. Because the District employees operate, supervise and maintain parks, facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the District wishes to maximize the health and safety of its patrons and employees.

This Policy also expresses the District’s desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701, et seq., and 30 ILCS 580/1, et seq.). In accordance with these statutes and concerns, the District has resolved to maintain a drug free workplace.

The purpose of this Policy is to inform employees of the District’s investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all District employees will abide by its terms, as well as all applicable laws. As with all policies in this Manual, this Policy is subject to periodic addition, modification or deletion.

This Policy does not replace any of the provisions or requirements of the District’s Controlled Substance and Alcohol Testing Policy for positions that require a Commercial Driver’s License (CDL). The District employees who operate District commercial motor vehicles and possess a CDL have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the District has established a controlled substance and alcohol testing policy for District positions that require a CDL (see Alcohol and Drug Procedures for CDL Employees that follows). Both the District and the federal government recognize it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures for CDL Employees is in addition to and supplements and complements rather than supersedes all other District policies, rules, procedures and practices, including, without limitation, this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures for CDL Employees applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures for CDL Employees and the provisions of any other District policy, rule, procedure or practice, the provisions of the Alcohol and Drug Procedures for CDL Employees will control.

Notwithstanding any other provision of this Policy, police and law enforcement officers are prohibited from consuming, possessing, selling, purchasing or delivering cannabis or cannabis-infused substances while on duty and off duty in accordance with 410 ILCS 705/10-35(a)(8), as may be amended.

ACTS PROHIBITED

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, medical marijuana and alcohol, is prohibited on District property, during any on-call period or while acting on behalf of the District.

DEFINITIONS

For purposes of this Policy, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to ethanol, methanol, propanol and isopropanol.

2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1, et seq.), which provisions are specifically incorporated in this Policy by reference.
3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.

4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession or use of any controlled substance or cannabis.

5. "Director" is the Executive Director of the District.

6. "District Property" means any building, gym, pool, office, common area, open space, vehicle, parking lot or other area owned, leased, managed, used or controlled by the District. District Property also includes property used by District patrons while on District-sponsored events or field trips or property of others when presence thereon by the District employee is related to employment with the District.

7. "Drugs" mean Prescription/OTC Drugs and controlled substances, including cannabis and medical marijuana.

8. "Medical Facility" means any physician, laboratory, clinic, hospital or other similar entity.

9. "On Call" means the employee is scheduled with at least 24 hours' notice by the District to be on standby or otherwise responsible for performing tasks related to his or her employment either at the District's premises or other previously designated location by his or her employer or supervisor to perform a work-related task.

10. "Policy" means this Alcohol and Drug Abuse Policy.

11. "Possess" means to have either in or on an employee's person, personal effects, desk, files or other similar area.

12. "Prescription/OTC Drugs" mean prescription drugs (including medical marijuana) and over-the-counter ("OTC") drugs obtained legally and being used in the manner and for the purpose for which they were prescribed or manufactured.

13. "Public Safety Responsibility" means a safety-sensitive position in which the nature of the employee's duties is such that impaired perception, reaction time or judgment may place the employee or members of the public or other employees at risk of serious bodily harm, or the employee is responsible for the administration or enforcement of alcohol/drug policies. As examples and not by way of limitation, employees with public safety responsibility may include lifeguards; non-CDL employees who drive District vehicles; employees who operate heavy machinery; employees who handle hazardous or toxic materials or substances of any kind; and similar positions.

14. "Under the Influence" or "impaired" means the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, scientifically valid test, layperson's opinion or the statement of a witness. For cannabis, this determination will be made based on whether the employee manifests while working or on-call specific, articulable symptoms of decreased or lessened performance of the duties or tasks of the employee's job position, including: symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property or personal injury; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

**VOLUNTARY TREATMENT**
It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action or violations of policies, rules of conduct or performance standards. The District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem, if the employee is not in violation of the District's drug and alcohol policy or other policies, rules of conduct and
standards. Seeking such assistance will not be a defense for violating the District's Alcohol and Drug Abuse policy, nor will it excuse or limit the employee's obligation to meet the District's policies, rules of conduct and standards including, but not limited to, those regarding attendance, job performance and safe and sober behavior on the job. The District encourages those employees who suffer from alcohol or drug abuse to consult voluntarily with District management and/or the District's Employee Assistance Program ("EAP") and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the Human Resources Manager for details. District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

SCREENING AND TESTING
Pre-employment Testing. The District may require applicants whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in other any Public Safety Responsibility to be drug screened or tested on a conditional post-offer, pre-employment basis as part of its hiring process.

Reasonable Suspicion Testing. The District will require screening or testing of an employee when that employee exhibits conduct or behavior that raises a reasonable suspicion the employee is under the influence of, or is impaired by, drugs or alcohol. (See Definition of "Under the Influence" or "Impaired" above.) All Reasonable Suspicion Testing shall be based on a good faith belief by the District that the employee is under the influence of, or is impaired by, drugs or alcohol. If the District disciplines an employee on the basis that the employee is under the influence or impaired by cannabis, the District will provide the employee a reasonable opportunity to contest the basis of this determination.

Random Testing. The District may require random screening or testing of employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in any other Public Safety Responsibility.

Post-accident or Post-incident Testing. The District may require the screening or testing of any employee following a workplace accident or injury that results in property damage to District or third-party property, personal injury to another employee or third-party, or any personal injury to the employee himself or herself where the circumstances raise a reasonable suspicion that impairment may have played a role in the injury. When an accident or incident occurs, the District will send all employees who may have contributed to the accident or injury for post-accident or post-incident testing, not just the employee injured (unless he or she was the only person who contributed to the accident or injury).

Post-rehabilitation Program Testing. The District may require screening or testing of an employee during and after participation in an alcohol or drug counseling or rehabilitation program to ensure compliance with the recommended treatment and conditions of continued employment.

The Testing Process. A medical facility selected by the District at the District's expense will conduct drug or alcohol screening or testing. The screening or testing may require an analysis of the employee's breath, urine, saliva and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will have the opportunity, prior to the collection of a specimen or other testing, to disclose the use of prescription/OTC drugs, including medical marijuana, and to explain the circumstances of their use. If an initial test is positive, the facility will conduct a second test from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Opportunity to Contest. After the District receives a confirmed, positive drug or alcohol test and/or information indicating that the employee manifests specific, articulable symptoms that demonstrate impairment or being under the influence, the employee will have a reasonable opportunity to contest the basis of the District's determination. However, any the District will make a final decision at its sole and exclusive discretion.
**Consent Forms Required.** The District requires each employee to sign a consent form, a copy of which is included with this Policy. The District will require prospective employees applying for positions that require a CDC or pre-employment drug testing to sign a consent form prior to taking the pre-employment drug screening.

The District may also require each employee and prospective employee to sign a separate consent form requested by the medical facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the District, in its sole discretion, under the circumstances.

**TREATMENT**

If the medical facility recommends treatment, the District may, depending on the circumstances as determined in its sole discretion, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work and that the employee agrees to all conditions of reinstatement as determined by the District, which may include, but is not limited to, future alcohol and/or drug testing.

**USE OF PRESCRIPTION/OTC DRUGS**

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind or has any other Public Safety Responsibility and who has taken a prescription/OTC drug (including medical marijuana) must report the use of such prescription/OTC drug to his or her immediate supervisor if the prescription/OTC drug may cause drowsiness or if it may alter judgment, perception or reaction time. While the District will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act or any similar law, any employee who is a registered qualifying patient is nevertheless required to comply with this Policy. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether the prescription/OTC drug may have such a potential side effect or whether the employee may perform his or her job duties safely while using the prescription/OTC drug. The District will retain the information in a confidential manner and only disclose it to persons who need to know. The employee's immediate supervisor, after conferring with the department head or Director, will decide whether the employee may safely continue to perform the job while using the prescription/OTC drug. Failure to declare the use of such prescription/OTC drugs may be cause for discipline up to and including dismissal.

**NOTICE OF CONVICTIONS**

Any employee convicted of violating any federal or state criminal drug statute must notify the Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Director may subject the employee to disciplinary action, up to and including dismissal.

**DISCIPLINE/PENALTIES FOR VIOLATION**

1. The District reserves the right to discipline any employee suspected of being impaired by or under the influence of drugs or alcohol during working hours or any on-call period.

2. An employee who reports to work or is found during working on-call hours to be or to have been under the influence of alcohol, controlled substances or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances or cannabis while on District property or while acting on behalf of the District, is convicted of a drug related crime, causes financial or physical damage to the District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report
the use of prescription/OTC drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the District's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the District in its sole discretion, the District may require the employee to successfully complete an alcohol and/or drug abuse counseling or rehabilitation program approved for such purposes by the District and by a federal, state, or local health law enforcement. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participation in a treatment program will not protect the employee from disciplinary actions should job performance remain unsatisfactory.

3. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the District will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the District; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or (6) if the employee fails to notify the Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

INSPECTIONS
To assure employees comply with the prohibition on manufacturing, distributing, dispensing, possessing or using alcohol, controlled substances or cannabis (including medical marijuana), employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the District and which the District permits an employee to use during employment are and remain the property of the District at all times, and employees have no reasonable expectation of privacy regarding such property. The District does not permit employees to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property.

2. Any such property reasonably suspected of having or holding such substances is subject to search by the District.

3. The District will treat any refusal to submit to such an inspection as an act of insubordination, which may result in disciplinary action up to and including dismissal.

RECORDS
The District will maintain medical records relating to alcohol or drug abuse, diagnosis and treatment confidential and in a medical file separate from the regular personnel files. The District will limit access to those who need to know. The District will not disclose these records to persons outside the District without the employee's consent, unless disclosure of the records is necessary for legal or insurance purposes or the law requires it.
CONSENT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, hospital, laboratory or medical facility chosen by the Crystal Lake Park District (the "District") at the District's expense to determine if I have alcohol or any controlled substance or cannabis in my system. I hereby consent to the physician, clinic, hospital, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, hospital, laboratory or medical facility to disclose his/her/its findings, conclusions and opinions regarding the drug and/or alcohol screening or testing to a District official or a designated representative but to no other person without my written consent. If the results of such testing indicate I have violated the District's Alcohol and Drug Abuse Policy, I understand I will be subject to non-hire or disciplinary action up to and including immediate discharge. If I test positive for a drug that may be legally prescribed for prescription use (including medical marijuana), I hereby further consent to allow the Medical Review Officer of the medical facility that administered the test to contact my physician or pharmacist to verify my reported use of legally prescribed drugs. I authorize my physician or pharmacist to provide the District or its agents with any current prescription information or physician's letters authorizing the use of any such medicines, which may explain the positive test results, and I will execute any required consent or authorization forms. I understand the legal use of certain prescription or over-the-counter drugs may disqualify me from certain jobs due to safety risks.

I also confirm I will cooperate with any disclosure authorization requirements the physician, clinic, laboratory or medical facility has implemented pursuant to applicable law (including the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA)) that relate to its ability to disclose findings, conclusions and opinions, or other protected health information associated with the drug and/or alcohol screening or testing to a District official or a designated representative. I hereby further confirm I will cooperate with any disclosure authorization requirements that my physician or pharmacist implemented pursuant to applicable law (including HIPAA) to allow it to share information with the medical facility regarding my reported use of prescription/OTC drugs in accordance with the District's Alcohol and Drug Abuse Policy.

In consideration of my employment or continued employment, I hereby release and agree to hold the District and its elected officials, Commissioners, officers, members and agents harmless against any and all claims, charges or causes of action whatsoever I now have or may have in the future that may arise from this testing or from any investigation or personnel action related to or arising out of any such testing or screening.

I also acknowledge receiving, reading and understanding the District's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the District the use of prescription/OTC drugs as required by the policy, may result in non-hire or disciplinary action up to and including termination. In consideration of my employment or continuing employment, I understand that my consent is a continuing consent and shall apply to all future screening or testing by the District and that this consent shall remain in place until I revoke it in writing. I also understand that if I revoke this consent that I will be subject to disciplinary action up to and including termination. I further acknowledge I have read this consent form carefully, and I am signing of my own free will.

Employee Name: ____________________________  
(Print)

Employee Signature: ____________________________

Date: ____________________________

Witness Signature: ____________________________

☐ I agree to the screening or testing  ☐ I will not agree to the screening or testing
Alcohol and Drug Procedures for CDL Employees
D.O.T. DRUG AND ALCOHOL PROCEDURE

Introduction
To promote public safety and help prevent accidents and injuries, the U.S. Department of Transportation (DOT) instituted regulations that establish a zero-tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by DOT regulations are: Marijuana, Cocaine, Opiates, Amphetamines and Phencyclidine (PCP). The following procedures have been developed to implement the DOT regulations found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

Adverse Effects of Alcohol and Drug Use
Unlawful use of drugs and alcohol poses risks. Alcohol and drug abuse can lead to health problems such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease and seizures. Drug abusers have an increased risk of AIDS and hepatitis.

The impairments drugs cause mean users (and their nearby coworkers) suffer more accidental injuries and motor vehicle accidents. Drugs can also rob the user of the ability to reach long-term goals, deal constructively with stress and anxiety or have successful and satisfying friendships and family relationships. Because drug use is unlawful, users ruin lives when they are arrested, jailed or injured by drug-related violence.

The District has gathered a variety of pamphlets and other materials about alcohol and drugs. These materials are available from the Business Manager. In addition, full time employees may access the confidential Employee Assistance Program (EAP) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the District’s EAP through the employees’ immediate supervisor or Business Manager.

Affected Employees
The following employees are subject to these alcohol and drug procedures, restrictions and requirements: All employees required to have a valid CDL driver's license as a condition of employment and operate a commercial vehicle for the Crystal Lake Park District ("District"). This includes full-time and part-time employees.

The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call-back time. An exception may be made by the Director to exempt an employee from alcohol use restrictions if the employee is attending off-site training and is not expected to return to duty for the remainder of the day.

Employee Requirements (382.201 to .215)
To meet DOT regulations, the District’s places the following requirements upon affected employees. The Director may make exceptions to these requirements in making temporary work assignments for employees.

• Affected employees will not consume any product containing alcohol or controlled substances while on duty.
• Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties and has advised the affected employee that the substance does not adversely affect his/her ability to safely perform his/her job).
• Affected employees will not possess any product containing alcohol or controlled substances while on duty.
- Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.
- Affected employees must immediately report for testing when so ordered and must cooperate with testing personnel and procedures.
- Affected employees must agree to release testing results to the District and to the substance abuse professional (SAP) and to release the substance abuse professional’s report to the District.
- Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or 72 hours for a controlled substance test.

**Tests Performed**
The District will conduct testing in accordance with the procedures contained in 49 CFR Part 40 and Part 382.

**Six Circumstances Under Which Testing Will Be Performed**

1. **Pre-employment Testing.** The District will perform drug and alcohol testing pursuant to the procedures set forth in 49 CFR 382.301 and 49 CFR 382.413.

2. **Random Testing.** The District will perform random drug and alcohol testing in accordance with the procedures set forth in 49 CFR 382.305.

3. **Reasonable Suspicion Testing.** The District will perform drug and alcohol testing when a District supervisor has a reasonable suspicion that an employee is under the influence of alcohol or controlled substances pursuant to the procedures set forth in 49 CFR 382.307. *(382.307)*

4. **Post-accident Testing (382.303).** The District will perform drug and alcohol testing after certain accidents in accordance with the procedures set forth in 49 CFR 382.303.

5. **Return to Duty Testing.** The District will perform drug and alcohol testing on employees who have been removed from duty as a result of testing positive for controlled substances and/or alcohol pursuant to the procedures set forth in 49 CFR 382.309.

6. **Follow-up Testing.** The District will perform drug and alcohol testing on employees who have been reinstated after a failed drug and/or alcohol test pursuant to the procedures set forth in 49 CFR 382.311 and 49 CFR 382.605.

**Consequences of failed or refused tests (382.605)**
An employee will be immediately removed from duty upon the employee’s refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge. The District may require employees who fail or refuse drug and or alcohol tests to procure a substance abuse professional and follow the procedures set forth in 49 CFR 382.605.

**Required Training**
- Employees with CDLs will receive training pursuant to the provisions set forth in 49 CFR 382.601 and 49 CFR 382.603. All supervisors will receive training pursuant to the provisions set forth in 49 CFR 382.603.
BOARD MEMORANDUM

DATE: January 31, 2020

TO: Park Board of Commissioners

FROM: Jason Herbster – Executive Director

SUBJECT: Resolution 19.20.07 – Lakewood Manor Home Owners Association (LMHOA) License Agreement Relative to Piers, Mooring Anchors, Boat Lifts and Swimming Rafts on Crystal Lake

Staff have been working with Lakewood Manor Home Owners Association (LMHOA) Board members to develop a long term license agreement per Ordinance 11.41.1 The Parks and Property Owned or Controlled by the Crystal Lake Park District section D.7 which states:

7. Homeowners Associations and Lots Owned by Multiple Owners

Homeowners Associations and multiple owners of a single lot may place piers, swimming rafts, boat lifts and mooring anchors and buoys for boats on the Park District’s lake bed property with the annual approval of the Crystal Lake Park District unless there is an existing written agreement relative to their placement with the Crystal Lake Park District.

No Homeowners Association or multiple owners of a single lot may increase the number of boats on piers, moorings or boat lifts in existence on such piers, moorings or boat lifts after July 23, 2019 without the approval of the Park District Board of Commissioners. Any Homeowners Association or multiple owners of a single lot desiring to modify or increase the number of boats on piers, moorings or boat lifts shall submit a plan to the Park District for review and approval by the Park District. The submittal shall include a diagram indicating the location of the pier or piers, moorings, or boat lifts; the number of boats; the construction material or material constituting a mooring anchor; distance from shore; distance from adjacent properties; and removal and storage plans during winter months. When considering the plans of a Homeowners Association or multiple owners of a single lot for piers, moorings or boat lifts, the Park District will review it for general compliance with the other requirements of this ordinance relative to location, distance from shoreline, distance from adjacent properties, and crowding of boats on the lake. If a plan depicting the existing conditions relative to piers, moorings or boat lifts is approved, that plan shall be implemented and may not be expanded unless approved by the Park District. A Homeowners Association or multiple owners of a single lot may enter into a written
agreement with the Park District that they intend to continue to adhere to the approved plan for subsequent years. If there is no such agreement in place, then the Homeowners Association or multiple owners of a single lot shall by March 1 of each year submit a plan which includes the requirements of this paragraph to the Park District for review and approval by the Park District.

Attached is the License Agreement Relative to Piers, Mooring Anchors, Boat Lifts and Swimming Rafts on Crystal Lake that the both parties have agreed is appropriate. The agreement has been approved and signed by the LMHOA Board.

**Recommendation:**
For the Park Board of Commissioners to approve Resolution 19.20.07 as presented.
RESOLUTION NO. 19.20.07

A RESOLUTION AUTHORIZING A LICENSE AGREEMENT RELATIVE TO PIERS, MOORING ANCHORS, BOAT LIFTS AND SWIMMING RAFTS ON CRYSTAL LAKE WITH LAKewood MANOR HOME OWNERS ASSOCIATION

WHEREAS, the Crystal Lake Park District ("Park District") is the owner of the majority of the Lake Bed of Crystal Lake;

WHEREAS, for many years the Lakewood Manor Home Owners Association ("Association") has placed piers, moorings, anchors, boat lifts and/or swim rafts in Crystal Lake and it desires to continue the practice on the terms and conditions set forth in the License Agreement relative to piers, mooring anchors, boat lifts and swimming rafts on Crystal Lake ("Agreement") which is attached hereto as Exhibit A;

WHEREAS, in accordance with the Park District’s Ordinance relative to the placement of items in Crystal Lake, the Board of Park Commissioners desire to enter into the Agreement.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Commissioners of the Crystal Lake Park District, McHenry County, Illinois, as follows:

Section 1: The above-stated recitals are incorporated herein and made a part of this Resolution.

Section 2: The Agreement which is attached hereto as Exhibit A is hereby approved. The President is authorized to sign, and the Secretary to attest to, the Agreement and each of them are also authorized to execute any and all documents necessary to effectuate the intent of the Agreement.

Section 3: If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution.

Section 4: This Resolution shall be in full force and effect from and after its passage and approval.

Passed and approved this ________ day of ____________, 2020.

AYES:
NAYS:
ABSENT:
ABSTAIN:

Crystal Lake Park District

________________________________________
Deborah Gallagher, President

Attest:

________________________________________
Jason Herbster, Secretary
LICENSE AGREEMENT RELATIVE TO PIERS, MOORING ANCHORS, BOAT LIFTS AND SWIMMING RAFTS ON CRYSTAL LAKE

This License Agreement is made this _______ day of ______________, 20__ between the Crystal Lake Park District (hereinafter called “Park District”) and Lakewood Manor Home Owners Association (hereinafter called “Association”). The Park District, in consideration of the covenants and agreements herein contained, hereby agrees to license to Association the right to place piers, mooring anchors, boat lifts and swimming rafts on the bed of Crystal Lake in the locations depicted in Exhibit A which is attached hereto, for the term commencing on the date hereof, and expiring on the 31st day of December 2029.

IN CONSIDERATION of the foregoing and the covenants and agreements hereinafter expressed, it is agreed as follows:

1. Association shall not be obligated to pay Park District a fee during the term of this Agreement. It is understood that the Association may charge or assess a fee to its members for the privilege of mooring boats from the Association’s beach or property in accordance with this Agreement.

2. Association acknowledges that it is very familiar with the conditions of Crystal Lake and the lakebed as it has placed piers and engaged in the mooring of boats for many years. The Park District makes no warranty or representation about the condition of Crystal Lake or the lakebed.

3. Association shall keep its piers, mooring anchors, boat lifts and swimming rafts in a proper and safe condition for the use of its members. The Park District has no responsibility to maintain the Association’s piers, mooring anchors, boat lifts and swimming rafts.
4. Park District shall not be liable for any reason for any loss or damage of or to the Association's property or the loss or damage of or to any boat or watercraft owned by third parties located on or in Crystal Lake.

5. The maximum number of boats and watercraft moored by the Association in accordance with this Agreement shall be 10 as depicted on Exhibit A. Any increase in the number of piers, mooring anchors, boat lifts, swimming rafts, boats or watercraft shall require the permission of the Park District. Association shall not make any alterations to the installation which is provided in this Agreement and depicted on Exhibit A without the prior written consent of the Park District.

6. Association shall permit the Park District access to the pier area at all reasonable times, to ensure compliance with the provisions of this Agreement. Except in the case of an emergency, in the event of a condition which renders the Association in non-compliance with the terms of this Agreement, the Park District shall provide notice to the Association of the issue and the parties shall reasonably agree on the time when the Association will remedy the issue.

7. Association waives and releases all claims for injuries it may have or that any member, user, invitee, resident, agent, guest or participant ("Participant") in its activities may have or which arise out of the placement and installation of piers, mooring anchors, boat lifts and swimming rafts. Association also indemnifies and holds the Park District harmless as provided herein.

8. Association agrees to waive and relinquish all claims it may have as a result of its installation as provided herein against the Park District and its elected and appointed officers, servants, Board of Commissioners, individual appointed or elected officials, and employees ("Covered Entities").
9. Association does hereby fully release and discharge the Park District and its Covered Entities from any and all claims from injuries, including death, damage, or loss which it may have or which may accrue to any Participant or Association on account of its piers, mooring anchors, boat lifts and swimming rafts and Association covenants not to sue the Park District or any of the Covered Entities. Association further agrees to indemnify and hold harmless and defend the Park District and its Covered Entities from any and all claims resulting from injuries, including death, damages, and losses sustained by the Park District or the Covered Entities arising out of, in connection with, or in any way associated with Association’s installation of piers, mooring anchors, boat lifts and swimming rafts by any Participant. Association hereby assumes all responsibility for any bodily injury, death or property damage brought about as a result of its installation of piers, mooring anchors, boat lifts and swimming rafts by any Participant.

10. Association, at its sole cost and expense, shall maintain a commercial general liability insurance policy with combined single limits in at least the amount of $2,000,000.00 per occurrence, $2,000,000.00 aggregate, or such other amount as the Park District may reasonably require in the future. A certificate of insurance evidencing the required insurance coverage shall be provided to the Park District each year.

11. This Agreement is for the period of time provided herein. At the expiration of its term, the parties agree to work cooperatively to negotiate an extension and/or a revision of the Agreement.

12. Nothing contained herein shall be construed as a lease of all or part of Crystal Lake or the lake bed. This is merely an agreement regarding the use of a portion of Crystal Lake and/or the lake bed for a limited purpose in the same manner that it has been used by the Association for many years.
13. In the event either party deems that there has been a breach of this Agreement, the non-breaching party shall provide written notice of the breach to the other party and the other party shall be given 14 days to cure the breach. If the breach is in the process of being cured after 14 days, the time frame to cure shall be extended to 30 days. In the event the breach is not cured after notice and the time period for curing the breach has expired, the party alleging the breach may seek the appropriate remedy at law or in equity. The prevailing party in any litigation shall be paid its attorney’s fees and costs by the other party.

14. If the Association fails to remove its piers, mooring anchors, boat lifts and swimming rafts from Crystal Lake or the lake bed at the end of the term of this Agreement and any extension, the Park District may remove and dispose of the property after 21 days prior notice to the Association.

15. Association shall abide by all municipal codes, regulations and ordinances applicable to Crystal Lake.

16. Any notices required by this Agreement shall be in writing and shall be sent by certified mail, return receipt requested, or by a nationally recognized overnight courier service as follows:

To the Park District

Jason Herbster
Crystal Lake Park District
1 E. Crystal Lake Ave.
Crystal Lake, Illinois 60014

With a copy to:

Scott A. Puma
Ancel, Glink, P.C.
175 E. Hawthorn Parkway, Suite 145
Vernon Hills, Illinois 60061
To ASSOCIATION: Lakewood Manor Home Owners Association
c/o Geri Schmidt
8715 Oakwood Drive
Lakewood, IL 60014

17. This Agreement is subject to the following general provision:

   a. The rights and remedies hereby created are cumulative and the use of one remedy shall not be taken to exclude or waive the right to the use of another.

   b. This Agreement embodies the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written, between the parties hereto.

   c. If any portion of this Agreement is deemed unenforceable, then it shall be severed and stricken from this Agreement and the remainder shall remain in full force and effect.

   d. This Agreement shall not be construed against any party by virtue of a party’s attorney drafting all or part of this Agreement. It has been drafted for the benefit of both parties and been reviewed by their respective attorneys.

   e. This Agreement shall create no third-party beneficiaries as it is solely for the benefit of the two parties hereto.

   f. Time is of the essence.

   g. Jurisdiction for any dispute shall be in the Circuit Court of McHenry County, Illinois. Both parties expressly waive the right to a jury trial in any litigation related to this Agreement.
h. This Agreement is not assignable or transferable by Association without the written approval of Park District, which may be refused in the Park District’s sole discretion.

IN WITNESS WHEREOF, the Association has caused this agreement to be executed, and the Park District has caused this agreement to be executed as of the date of this Agreement.

Lakewood Manor Home Owners Association

By: [Signature]

[Name]
Its president

Attest: [Signature]

[Name]
Its secretary

Crystal Lake Park District

By: [Signature]

[Deborah Gallagher, President]

Attest: [Signature]

[Jason Herbster, Secretary]
EXHIBIT A

LOCATION OF PIERS, MOORING ANCHORS, BOAT LIFTS AND SWIMMING RAFTS

[map or drawing to be inserted]
Below is a diagram of the proposed pier configuration as received from Team Reil:
DATE: February 14, 2020

TO: Park Board of Commissioners

FROM: Ann Viger, Director of Park Development and Interpretive Services

SUBJECT: Recreational Trails Grant Application

Background

The State of Illinois is currently accepting applications for the Recreational Trails Grant program. This program funds 80% of a trail project, up to $200,000. The application is due on March 2. We plan to submit an application for maintenance, upgrades, and expansion of the walking trails at Veteran Acres and Sterne’s Woods and Fen.

The project was reviewed by the Buildings and Grounds Committee on February 11. A public input meeting is scheduled for February 18.

Project Goal

The goal of the project is to improve the safety, handicapped accessibility, sustainability and user-friendliness of our existing trail system.

There are five major components to the project:

• Expand the existing trail system to connect the Veteran Acres pond trail and provide connections to the Ridgefield Trace and the Walkup Avenue Trails.
• Develop four interpretive centers/overlook points along the trail system (Fen View, Moraine View, Prairie View and Pond View Interpretive Centers) that would provide educational signage, benches and trash cans.
• Provide 3 new primary trail heads and 13 new secondary trail heads along the trail system. Primary trail heads will contain a kiosk, bench and trash can. Secondary trail heads will contain a single panel sign.
• Provide handicap accessibility from the Nature Center Trail Head to the Veteran Acres Pond and from the Sterne's Fen Trail Head to the Fen View Interpretive Center. The Nature Center/pond connection will be accomplished by a switch-back path from the Nature Center parking lot along the hill in the vicinity of the Schweitzer Memorial, and terminate near the fishing pier. An aggregate trail will then extend around the north side of the pond, thereby providing a handicap accessible trail completely looping the pond.
• Improve trail conditions, particularly in locations where erosion is a problem.

**Trail Inventory and Master Plan**

A vital component of this grant application is the Trail Inventory and Master Plan for Veteran Acres and Sterne's Woods and Fen. The need for this plan was identified as a strategic objective for the park district. A plan is nearing completion that identifies and maps all trails in both parks. Trail conditions are identified along with areas needing repair. Trails are named and their length is established. This master plan will establish priorities for repair, restoration and extension work for the next several years. A portion of the recommendations from the master plan are included in this grant application. A draft (updated after the Buildings and Grounds Committee meeting) is included with the copy of the grant application that is in the board packet. The final plan will be completed next week after the public input meeting and submitted with the grant application.

**Project Budget**

The total cost of improvements included in this grant application is $245,000, with $196,000 being funded by the State of Illinois and $49,000 funded by the park district. The grant is a reimbursement and by adopting the Resolution of Authorization, the Board is committing to funding the entire project up front, with reimbursement coming after successful completion of the project and all close-out documentation. This project is not included in the upcoming FY 2020/21 budget because notification of the grant award will take approximately 18 months.

**Recommendation**

It is recommended that the Park Board of Commissioners adopt a resolution to approve submission of the Recreational Trails Grant application for Sterne's Fen and Veteran Acres Trail Improvements and Extension.
UNIFORM APPLICATION FOR STATE GRANT ASSISTANCE

Agency Completed Section

1. Type of Submission: Pre-application ☐ Application ☑ Change/Corrected Application ☐

2. Type of Application: New ☐ Continuation (i.e. multiple year grant) ☑ Revision (modification to initial application) ☐

3. Completed by State Agency upon Receipt of Application

Date Received by State: ___________________________ Time Received by State: ___________________________

4. Name of the Awarding State Agency: Illinois Department of Natural Resources

5. Catalog of State Financial Assistance (CSFA) Number: 422-11-1154

6. CSFA Title: Recreational Trails Program

Catalog of Federal Domestic Assistance (CFDA)

☐ Not Applicable

7. CFDA Number: 20.219

8. CFDA Title: Recreational Trails Program

9. CFDA Number: ___________________________

10. CFDA Title: ___________________________

Funding Opportunity Information

11. Funding Opportunity Number: FY2021 RTP

12. Funding Opportunity Title: 2021 Recreational Trails Program

13. Funding Opportunity Program Field: ___________________________

Funding Opportunity Information

☐ Not Applicable

14. Competition Identification Number: ___________________________

15. Competition Identification Title: ___________________________
UNIFORM APPLICATION FOR STATE GRANT ASSISTANCE

Applicant Completed Section

Applicant Information

16. Legal Name (Name used for Data Universal Number System (DUNS) registration and grantee pre-qualification):
Crystal Lake Park District

17. Common Name (Doing Business As-DBA):

18. Employer/Taxpayer Identification Number (EIN, TIN): 36-6005741

19. Organizational Data Universal Number System (DUNS) Number: 068003334


21. Business Address:
Street: 1 E Crystal Lake Avenue
City: Crystal Lake State: IL County: US Zip+: 60014-6101

Applicant’s Organization Unit

22. Department Name:

23. Division Name:

Applicant’s Name and Contact Information for Person to be Contacted for Program Matters involving this Application

24. First Name: Ann
25. Last Name: Viger
26. Suffix:

27. Title: Director of Park Development and Interpretive Services

28. Organizational Affiliation: Crystal Lake Park District

29. Telephone Number: 815-459-0680 x 4205
30. Fax Number: 815-477-5005

31. E-mail Address: aviger@crystallakeparks.org

Applicant’s Name and Contact Information for Person to be Contacted for Business/Administrative Office Matters involving this Application

32. First Name: Jason
33. Last Name: Herbster
34. Suffix:

35. Title: Executive Director

36. Organizational Affiliation: Crystal Lake Park District

37. Telephone Number: 815-459-0680 x 1203
38. Fax Number: 815-477-5005

39. E-mail Address: jherbster@crystallakeparks.org

Areas Affected

40. Areas Affected by the Project (cities, counties, state-wide):
Crystal Lake and Lakewood, IL (residents of the Crystal Lake Park District), McHenry County

41. Legislative and Congressional Districts of Applicant:
32, 64, 6

42. Legislative and Congressional Districts of Program/Project:
32, 6
UNIFORM APPLICATION FOR STATE GRANT ASSISTANCE

Applicant's Project

43. Description Title of Applicant's Project (Text only for the Title of the Applicant's Project):
Sterne's Fen and Veteran Acres Trail Improvements and Extension

44. Proposed Project Term:
Start Date: 05/01/2021
End Date: 11/1/2021

45. Estimated Funding (include all that apply):
☒ Amount Requested from the State: $196,000.00
☒ Applicant Contribution (e.g., in kind, matching): $49,000.00
☐ Local Contribution:
☐ Other Source of Contribution:
☐ Program Income:

Applicant Certification:

By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 218, Section 1001)

(*) The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity.

☒ I Agree

Authorized Representative

46. First Name: Jason
47. Last Name: Herbster
48. Suffix:
49. Title: Executive Director
50. Telephone Number: 815-459-0680 x 1203
51. Fax Number: 815-477-5005
52. E-mail Address: jherbster@crystallakeparks.org

53. Signature of Authorized Representative: ____________________________
Date Signed - Authorized Representative: ____________________________
State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

This form is used to apply to individual State of Illinois discretionary grant programs. Applicants should submit budgets based upon the total estimated costs for the project including all funding sources. Pay attention to applicable program specific instructions, if attached. The applicant organization should refer to 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" cited within these instructions.

You must consult with your Business Office prior to submitting this form for any award restrictions, limitations or requirements when filling out the narrative and Uniform Budget Template.

Section A – Budget Summary
STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. Eligible applicants requesting funding for only one year should complete the column under "Year 1." Eligible applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

STATE OF ILLINOIS GRANT FUNDS

Provide a total requested State of Illinois Grant amount for each year in the Revenue portion of Section A. The amount entered in Line (a) will equal the total amount budgeted on Line 18 of Section A.

BUDGET SUMMARY – STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17.

Line 18: Show the total budget request for each fiscal year for which funding is requested.

Please use detail worksheet and narrative section for further descriptions and explanations of budgetary line items.

Section A (continued) Indirect Cost Information: (This information should be completed by the applicant's Business Office). If the applicant is requesting reimbursement for indirect costs on line 17, the applicant’s Business Office must select one of the options listed on the Indirect Cost Information page under Section-A Indirect Cost Information (1-4).

Option (1): The applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) that was approved by the Federal government. A copy of this agreement must be provided to the State of Illinois’ Indirect Cost Unit for review and documentation. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information".

NOTE: The applicant may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for the applicant to be reimbursed for Indirect Costs from the State of Illinois, the applicant must either:

A) Negotiate an Indirect Cost Rate with the State of Illinois’ Indirect Cost Unit with guidance from our State Cognizant Agency on an annual basis.

B) Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.

C) Use a Restricted Rate designated by programmatic statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs).

GOMBGATU-3002-(R-02-17)
Section A – Budget Summary (continued)

Option (2a): The applicant currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. The applicant is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c). Note: If this option is selected by the applicant, basic information is required for completion of this section. See bottom of “Section-A Indirect Cost Information”.

Option (2b): The applicant currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. The applicant must submit its initial Indirect Cost Rate Proposal (ICRP) immediately after the applicant is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b). The initial ICRP will be sent to the State of Illinois’ Indirect Cost Unit. Note: The applicant should check with the State of Illinois awarding Agency for information regarding reimbursement of indirect costs while its proposal is being negotiated.

Option (3): The applicant elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68). Note: (The applicant must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs.)

Option (4): If you are applying for a grant under a Restricted Rate Program, indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement, or whether you are using a restricted indirect cost rate that complies with statutory or programmatic policies. Note: See Notice of State Award for Restricted Rate Programs.

Section B – Budget Summary

NON-STATE OF ILLINOIS FUNDS

NON-STATE OF ILLINOIS FUNDS: If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non-State of Illinois resources to the project, the applicant must provide a revenue breakdown of all Non-State of Illinois funds in lines (b)-(d). the total of “Non-State Funds” should equal the amount budgeted on Line 18 of Section B. If a match percentage is required, the amount should be entered in this section.

BUDGET SUMMARY – NON-STATE OF ILLINOIS FUNDS

If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non-State of Illinois resources to the project, these costs should be shown for each applicable budget category on lines 1017 of Section B.

Lines 1-17: For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Line 18: Show the total matching or other contribution for each fiscal year.

Please see detail worksheet and narrative section for further descriptions and explanations of budgetary line items.

GOMBGATU-3002-(R-02-17)
Section C – Budget Worksheet & Narrative

[Attach separate sheet(s)]

Pay attention to applicable program specific instructions, if attached.

All applicants are required to submit a budget narrative along with Section A and Section B. The budget narrative is sometimes referred to as the budget justification. The narrative serves two purposes: it explains how the costs were estimated and it justifies the need for the cost. The narrative may include tables for clarification purposes. The State of Illinois recommends using the State of Illinois Uniform Budget Template worksheet and narrative guide provided.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B.

2. For non-State of Illinois funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
   a. The specific costs or contributions by budget category;
   b. The source of the costs or contributions; and
   c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

   [Please review cost sharing and matching regulations found in 2 CFR 200.306.]

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.

4. If the applicant is requesting reimbursement for indirect costs on line 17, this information should be completed by the applicant's Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which the applicant is applying and/or the applicant's approved Indirect Cost Rate Agreement, some direct cost budget categories in the applicant's grant application budget may not be included in the base and multiplied by your indirect cost rate. Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

5. Provide other explanations or comments you deem necessary.
State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Keep in mind the following—

Although the degree of specificity of any budget will vary depending on the nature of the project and State of Illinois agency requirements, a complete, well-thought-out budget serves to reinforce your credibility and increase the likelihood of your proposal being funded.

- A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely.
- The budget should be as concrete and specific as possible in its estimates. Make every effort to be realistic, to estimate costs accurately.
- The budget format should be as clear as possible. It should begin with a budget narrative, which you should write after the entire budget has been prepared.
- Each section of the budget should be in outline form, listing line items under major headings and subheadings.
- Each of the major components should be subtotalled with a grand total at the end.

Your budget should justify all expenses and be consistent with the program narrative:

- Salaries should be comparable to those within the applicant organization.
- If new staff is being hired, additional space and equipment are considered, as necessary.
- If the budget lists an equipment purchase, it is the type allowed by the agency.
- If additional space is rented, the increase in insurance is supported.
- If an indirect cost rate applies to the proposal, the division between direct and indirect costs is not in conflict, and the aggregate budget totals refer directly to the approved formula. Indirect costs are costs that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project (like the cost of operating and maintaining facilities, depreciation, and administrative salaries).

§200.308 Revision of budget and program plans

(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or $1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.
State Agency: Department of Natural Resources

Organization Name: Crystal Lake Park District

Data Universal Number System (DUNS) Number (enter numbers only): 068003334

Notice of Funding Opportunity (NOFO) Number: FY2021 RTP

Catalog of State Financial Assistance (CSFA) Number: 422-11-1154

CSFA Short Description: Recreational Trails Program

Section A: State of Illinois Funds

Fiscal Year: 01/01/2021

### REVENUES

<table>
<thead>
<tr>
<th>State of Illinois Grant Requested</th>
<th>$196,000.00</th>
</tr>
</thead>
</table>

### Budget Expenditure Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>OMB Uniform Guidance Federal Awards Reference 2 CFR 200</th>
<th>Total Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (Salary and Wages)</td>
<td>200.430</td>
<td>$</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>200.431</td>
<td>$</td>
</tr>
<tr>
<td>Travel</td>
<td>200.474</td>
<td>$</td>
</tr>
<tr>
<td>Equipment</td>
<td>200.439</td>
<td>$</td>
</tr>
<tr>
<td>Supplies</td>
<td>200.94</td>
<td>$</td>
</tr>
<tr>
<td>Contractual Services and Subawards</td>
<td>200.318 &amp; 200.92</td>
<td>$</td>
</tr>
<tr>
<td>Consultant (Professional Service)</td>
<td>200.459</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td>$176,000.00</td>
</tr>
<tr>
<td>Occupancy (Rent and Utilities)</td>
<td>200.465</td>
<td>$</td>
</tr>
<tr>
<td>Research and Development (R&amp;D)</td>
<td>200.87</td>
<td>$</td>
</tr>
<tr>
<td>Telecommunications</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Training and Education</td>
<td>200.472</td>
<td>$</td>
</tr>
<tr>
<td>Direct Administrative Costs</td>
<td>200.413 (c)</td>
<td>$</td>
</tr>
<tr>
<td>Miscellaneous Costs</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>A. Grant Exclusive Line Item(s)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>B. Grant Exclusive Line Item(s)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Total Direct Costs (add lines 1-15)</td>
<td>200.413</td>
<td>$196,000.00</td>
</tr>
<tr>
<td>Total Indirect Costs</td>
<td>200.414</td>
<td>$</td>
</tr>
</tbody>
</table>

Rate %:  
Base:  

18. Total Costs State Grant Funds
   (Lines 16 and 17)  $196,000.00

MUST EQUAL REVENUE TOTALS ABOVE

GOMBGATU-3002-(R-02-17)
State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Organization Name: Crystal Lake Park District
NOFO Number: FY2021 RTP

SECTION A - Continued - Indirect Cost Rate Information
If your organization is requesting reimbursement for indirect costs on line 17 of the Budget Summary, please select one of the following options:

1. Our Organization receives direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our Federal Cognizant Agency. A copy of this agreement will be provided to the State of Illinois’ Indirect Cost Unit for review and documentation before reimbursement is allowed. This NICRA will be accepted by all State of Illinois agencies up to any statutory, rule-based or programmatic restrictions or limitations. NOTE: (If this option is selected, please, provide basic Negotiated Indirect Cost Rate Agreement in area designated below.)

Your organization may not have a Federally Negotiated Cost Rate Agreement. Therefore, in order for your organization to be reimbursed for the Indirect Costs from the State of Illinois your organization must either:

a. Negotiate an Indirect Cost Rate with the State of Illinois’ Indirect Cost Unit with guidance from your State Cognizant Agency on an annual basis;
b. Elect to use the de minimis rate of 10% modified for total direct costs (MTDC) which may be used indefinitely on State of Illinois awards; or

c. Use a Restricted Rate designated by programmatic or statutory policy (see Notice of Funding Opportunity for Restricted Rate Programs).

2a. Our Organization currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois that will be accepted by all State of Illinois agencies up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within 6 months after the close of each fiscal year [2 CFR 200, Appendix IV(C)(2)(c)]. NOTE: (If this option is selected, please provide basic Indirect Cost Rate information in area designated below.)

2b. Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois. Our organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that the State award will be made no later than three (3) months after the effective date of the State award [2 CFR 200 Appendix (C)(2)(b)]. The initial ICRP will be sent to the State of Illinois Indirect Cost unit. Note: (Check with your State of Illinois Agency for information regarding reimbursement of indirect costs while your proposal is being negotiated.)

3. Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or the State of Illinois and elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards [2 CFR 200.414 (C)(4)(f) and 200.68.]

[Note: Your Organization must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs.]

4. For Restricted Rate Programs, our Organization is using a restricted indirect cost rate that:

☐ is included as a "Special Indirect Cost Rate" in the NICRA, pursuant to 2 CFR 200 Appendix IV(5); or
☐ complies with other statutory policies.

The Restricted Indirect Cost Rate is: %

☐ 5. No reimbursement of Indirect Cost is being requested. (Please consult your program office regarding possible match requirements.)

Basic Negotiated Indirect Cost Rate Information (Use only if option 1 or 2(a), above is selected.)

Period Covered by NICRA: From: To: Approving Federal or State Agency:
Indirect Cost Rate: % The Distribution Base Is:

GOMBGATU-3002-(R-02-17)
## Section B: Non-State of Illinois Funds

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee Match Requirement %:</td>
<td>(Agency to Populate)</td>
</tr>
<tr>
<td>b) Cash</td>
<td>$49,000.00</td>
</tr>
<tr>
<td>c) Non-Cash</td>
<td>$</td>
</tr>
<tr>
<td>d) other Funding and Contributions</td>
<td>$</td>
</tr>
<tr>
<td>Total Non-State Funds (lined b through d)</td>
<td>$49,000.00</td>
</tr>
</tbody>
</table>

### Budget Expenditure Categories

<table>
<thead>
<tr>
<th>OMB Uniform Guidance</th>
<th>Total Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Awards Reference 2 CFR 200</td>
<td></td>
</tr>
<tr>
<td>1. Personnel (Salaries and Wages)</td>
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</tr>
<tr>
<td>2. Fringe Benefits</td>
<td>200.431</td>
</tr>
<tr>
<td>3. Travel</td>
<td>200.474</td>
</tr>
<tr>
<td>4. Equipment</td>
<td>200.439</td>
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<tr>
<td>5. Supplies</td>
<td>200.94</td>
</tr>
<tr>
<td>6. Contractual Services and Subawards</td>
<td>200.318 &amp; 200.92</td>
</tr>
<tr>
<td>7. Consultant (Professional Services)</td>
<td>200.459</td>
</tr>
<tr>
<td>8. Construction</td>
<td>$44,000.00</td>
</tr>
<tr>
<td>9. Occupancy (Rent and Utilities)</td>
<td>200.465</td>
</tr>
<tr>
<td>10. Research and Development (R&amp;D)</td>
<td>200.87</td>
</tr>
<tr>
<td>11. Telecommunications</td>
<td>$</td>
</tr>
<tr>
<td>12. Training and Education</td>
<td>200.472</td>
</tr>
<tr>
<td>13. Direct Administrative Costs</td>
<td>200.413 (c)</td>
</tr>
<tr>
<td>14. Miscellaneous Costs</td>
<td>$</td>
</tr>
<tr>
<td>15. A. Grant Exclusive Line Item(s)</td>
<td>$</td>
</tr>
<tr>
<td>15. B. Grant Exclusive Line Item(s)</td>
<td>$</td>
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<tr>
<td>16. Total Direct Costs (add lines 1-15)</td>
<td>200.413</td>
</tr>
<tr>
<td>17. Total indirect Costs</td>
<td>$49,000.00</td>
</tr>
</tbody>
</table>

- **Rate %:**
- **Base:**

18. Total Costs State Grant Funds (Lines 16 and 17) $49,000.00

**MUST EQUAL REVENUE TOTALS ABOVE**
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my grant award(s).

Crystal Lake Park District
Institution/Organization Name:

Superintendent of Business Services
Title (Chief Financial Officer or equivalent):

Katrina Hanna
Printed Name (Chief Financial Officer or equivalent):

Signature (Chief Financial Officer or equivalent):

Date of Execution (Chief Financial Officer):

Crystal Lake Park District
Institution/Organization Name:

Executive Director
Title (Executive Director or equivalent):

Jason Herbster
Printed Name (Executive Director or equivalent):

Signature (Executive Director or equivalent):

Date of Execution (Executive Director):

Note: The State Awarding Agency may change required signers based on the grantee's organizational structure. The required signers must have the authority to enter onto contractual agreements on the behalf of the organization.
State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

FFATA Data Collection Form (if needed by agency)
Under FFATA, all sub-recipients who receive $30,000 or more must provide the following information for federal reporting. Please fill out the following form accurately and completely.

<table>
<thead>
<tr>
<th>4-digit extension if applicable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-recipient DUNS:</td>
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<tr>
<td>Sub-recipient Parent Company DUNS:</td>
</tr>
<tr>
<td>Sub-recipient Name:</td>
</tr>
<tr>
<td>Sub-recipient DBA Name:</td>
</tr>
<tr>
<td>Sub-recipient Street Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub-recipient Principal Place of Performance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Contract Number (if known):</td>
</tr>
</tbody>
</table>

State of Illinois Awarding Agency and Project Detail Description:

Under certain circumstances, sub-recipient must provide names and total compensation of its top 5 highly compensated officials. Please answer the following questions and follow the instructions.

Q1. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches and affiliates worldwide) receive (1) 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements and (2) $25,000,000 or more in annual gross revenue from U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements?
   Yes ☐ If Yes, must answer Q2 below. No ☐ If No, you are not required to provide data.

Q2. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Security Exchange Act of 1934 (5 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue code of 1986 (i.e., on IRS Form 990)?
   Yes ☐ No ☐ If No, you must provide the data. Please fill out the rest of this form.

Please provide names and total compensation of the top five officials:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Amount:</td>
</tr>
<tr>
<td>Name:</td>
<td>Amount:</td>
</tr>
<tr>
<td>Name:</td>
<td>Amount:</td>
</tr>
<tr>
<td>Name:</td>
<td>Amount:</td>
</tr>
</tbody>
</table>
1). Personnel (Salaries and Wages) *(2 CFR 200.430)*

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project and length of time working on the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives in the narrative space provided below. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary or Wage</th>
<th>Basis (Yr./Mo./Hr.)</th>
<th>% of Time</th>
<th>Length of Time</th>
<th>Personnel Cost</th>
<th>Add/Delete Row</th>
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</table>

**State Total**

|      |          |                |                     | %         |                |                | Add            |
|      |          |                |                     |           |                |                | Delete         |

**NON-State Total**

**Total Personnel**

Personnel Narrative (State):

Personnel Narrative (Non-State): (i.e. "Match" or "Other Funding")
### 2. Fringe Benefits (2 CFR 200.431)

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in category (1) direct salaries and wages, and only for the percentage of time devoted to the project. Provide the fringe benefit rate used and a clear description of how the computation of fringe benefits was done. Provide both the annual (for multiyear awards) and total. If a fringe benefit rate is not used, show how the fringe benefits were computed for each position. The budget justification should be reflected in the budget description. Elements that comprise fringe benefits should be indicated.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position(s)</th>
<th>Base</th>
<th>Rate (%)</th>
<th>Fringe Benefit Cost</th>
<th>Add/Delete Rows</th>
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Fringe Benefits Narrative (State):

Fringe Benefits Narrative (Non-State): (i.e. "Match" or "Other Funding")
3). Travel (2 CFR 200.474)
Travel should include: origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project. In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known; or if unknown, indicate “location to be determined.” Indicate source of Travel Policies applied, Applicant or State of Illinois Travel Regulations. NOTE: Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the consultant category along with the consultant’s fee. Travel for training participants, advisory committees, review panels and etc., should be itemized the same way as indicated above and placed in the “Miscellaneous” category.

<table>
<thead>
<tr>
<th>Purpose of Travel/Items</th>
<th>Location</th>
<th>Cost Rate</th>
<th>Basis</th>
<th>Quantity</th>
<th>Number of Trips</th>
<th>Travel Cost</th>
<th>Add/Delete Row</th>
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State Total

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<th>Basis</th>
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NON-State Total

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</table>

Total Travel

Travel Narrative (State):

Travel Narrative (Non-State): (i.e., "Match" of "Other Funding")
4). Equipment (2 CFR 200.439)

Provide justification for the use of each item and relate them to specific program objectives. Provide both the annual (for multiyear awards) and total for equipment. Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than $5,000. (Note: Organization’s own capitalization policy for classification of equipment can be used). Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost Per Item</th>
<th>Equipment Cost</th>
<th>Add/Delete Rows</th>
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Equipment Narrative (State):

Equipment Narrative (Non-State): (i.e. "Match" or "Other Funding")
5). Supplies (2 CFR 200.94)
List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity/Duration</th>
<th>Cost Per Item</th>
<th>Supplies Cost</th>
<th>Add/Delete Rows</th>
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Supplies Narrative (State):

Supplies Narrative (Non-State): (i.e. "Match" or "Other Funding")
6). Contractual Services (2 CFR 200.318) & Subawards (200.92)

Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole contracts in excess of $150,000 (See 2 CFR 200.88). NOTE: this budget category may include subawards. Provide separate budgets for each subaward or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project.

Please also note the differences between subaward, contract, and contractor (vendor):

1) Subaward (200.92) means an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal/State award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal/State program.
2) Contract (200.22) means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.
3) "Vendor" or "Contractor" is generally a dealer, distributor or other seller that provides supplies, expendable materials, or data processing services in support of the project activities.

<table>
<thead>
<tr>
<th>Item</th>
<th>Contractual Services Cost</th>
<th>Add/Delete Rows</th>
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<td>Total Contractual Services</td>
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</table>

Contractual Services Narrative (State):

Contractual Services Narrative (Non-State): (i.e. "Match" or "Other Funding")
State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

7). Consultant Services and Expenses (2 CFR 200.459)

Consultant Services (Fees): For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.) Consultant—Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions Policy is used.

<table>
<thead>
<tr>
<th>Consultant Services (Fees)</th>
<th>Services Provided</th>
<th>Fee</th>
<th>Basis</th>
<th>Quantity</th>
<th>Consultant Services (Fee) Cost</th>
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<tbody>
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<td>Hey and Associates, Inc.</td>
<td>Civil engineering</td>
<td>$20,000.00</td>
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<td>Civil engineering</td>
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<td>Total Consultant Services (Fees)</td>
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<td>$25,000.00</td>
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</table>

Consultant Services Narrative (State):
civil engineering design and construction administration

Consultant Services Narrative (Non-State):
civil engineering design and construction administration

<table>
<thead>
<tr>
<th>Consultant Expenses - Items</th>
<th>Location</th>
<th>Cost Rate</th>
<th>Basis</th>
<th>Quantity</th>
<th>Number of Trips</th>
<th>Consultant Expenses Cost</th>
<th>Add/Delete Row</th>
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Consultant Expenses Narrative (State):
8). Construction

Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable unless with prior written approval. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category. Estimated construction costs must be supported by documentation including drawings and estimates, formal bids, etc. As with all other costs, follow the specific requirements of the program, the terms and conditions of the award, and applicable regulations.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Description of Work</th>
<th>Construction Cost</th>
<th>Add/Delete Rows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trail renovation and expansion</td>
<td>surface repairs, new surface, sign and bench install</td>
<td>$176,000.00</td>
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<td>State Total</td>
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<td>$176,000.00</td>
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</tr>
<tr>
<td>Trail renovation and expansion</td>
<td>surface repairs, new surface, sign and bench install</td>
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</table>

Construction Narrative (State):
repair existing trails, install new trails, provide handicap accessibility, install signs, install benches, install bike racks, grading and drainage

Construction Narrative (Non-State): (i.e. “Match” or “Other Funding”)
repair existing trails, install new trails, provide handicap accessibility, install signs, install benches, install bike racks, grading and drainage
9). Occupancy - Rent and Utilities (2 CFR 200.465)

List items and descriptions by major type and the basis of the computation. Explain how rental and utility expenses are allocated for distribution as an expense to the program/service. For example, provide the square footage and the cost per square foot rent and utility, and provide a monthly rental and utility cost and how many months to rent. **NOTE:** This budgetary line item is to be used for direct program rent and utilities, all other indirect or administrative occupancy costs should be listed in the indirect expense section of the Budget worksheet and narrative. Maintenance and repair costs may be included here if directly allocated to program.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Basis</th>
<th>Cost</th>
<th>Length of Time</th>
<th>Occupancy Cost</th>
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State Total

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NON-State Total

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Total Occupancy - Rent and Utilities

Occupyancy - Rent and Utilities Narrative (State):

Occupyancy - Rent and Utilities Narrative (Non-State): (i.e. "Match" or "Other Funding")
10). Research & Development (R&D) (2 CFR 200.87)

**Definition:** All research activities, both basic and applied, and all development activities that are performed by non-Federal entities directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. Provide a description of the research and development project and an estimate of the costs. Consult with the program office before budgeting funds in this category.

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<th>Purpose</th>
<th>Description of Work</th>
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**Research and Development Narrative (State):**

**Research and Development Narrative (Non-State):** (i.e. "Match" or "Other Funding")
11. Telecommunications

List items and descriptions by major type and the basis of the computation. Explain how telecommunication expenses are allocated for distribution as an expense to the program/service. NOTE: This budgetary line item is to be used for direct program telecommunications, all other indirect or administrative telecommunication costs should be listed in the indirect expense section of the Budget worksheet and narrative.

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<th>Description</th>
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Telecommunications Narrative (State):

Telecommunications Narrative (Non-State): (i.e. "Match" or "Other Funding")
12). Training and Education (2 CFR 200.472)

Describe the training and education cost associated with employee development. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training. When training materials (pamphlets, notebooks, videos, and other various handouts) are ordered for specific training activities, these items should be itemized below:

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<th>Description</th>
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Training and Education Narrative (State):

Training and Education Narrative (Non-State): (i.e. "Match" or "Other Funding")
### 13. Direct Administrative Costs (2 CFR 200.413 (c))

The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs. Direct charging of these costs may be appropriate only if all of the following conditions are met: (1) Administrative or clerical services are integral to a project or activity; (2) Individuals involved can be specifically identified with the project or activity; (3) Such costs are explicitly included in the budget or have the prior written approval of the State awarding agency; and (4) The costs are not also recovered as indirect costs.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary or Wage</th>
<th>Basis (Yr./Mo./Hr.)</th>
<th>% of Time</th>
<th>Length of Time</th>
<th>Direct Administrative Cost</th>
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**Direct Administrative Costs Narrative (State):**

**Direct Administrative Costs Narrative (Non-State):** (i.e. "Match" or "Other Funding")
14). Other or Miscellaneous Costs

This category contains items not included in the previous categories. List items by type of material or nature of expense, break down costs by quantity and cost per unit if applicable, state the necessity of other costs for successful completion of the project and exclude unallowable costs (e.g., Printing, Memberships & subscriptions, recruiting costs, etc.)

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<th>Description</th>
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Total Other or Miscellaneous Costs

Other or Miscellaneous Costs Narrative (State):

Other or Miscellaneous Costs Narrative (Non-State): (i.e. "Match" or "Other Funding")
15). GRANT EXCLUSIVE LINE ITEM

Grant Exclusive Line Item Description:

Costs directly related to the service or activity of the program that is an integral line item for budgetary purposes. To use this budgetary line item, an applicant must have Program approval. (Please cite reference per statute for unique costs directly related to the service or activity of the program). (Note: Use columns within table as needed for the item being reported. Leave blank those columns that are not applicable. This table does NOT auto-calculate each line. You must enter the line totals. The table will auto-calculate the State, Non-State, and Total Grant Exclusive Line Item amounts based on your line entries. The State, Non-State and Total Grant Exclusive Line Item amounts will NOT carry forward to the Budget Narrative Summary table. You will have to enter the State and Non-State Totals for ALL Grant Exclusive Line Items in the Budget Narrative Summary table. Use the "Add New Grant Exclusive Line Item" button below to add additional tables as needed.)

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<th>Description</th>
<th>Quantity</th>
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Grant Exclusive Line Item Narrative (State):

Grant Exclusive Line Item Narrative (Non-State): (i.e. "Match" or "Other Funding")

Add New Grant Exclusive Line Item  Delete Grant Exclusive Line Item
16). Indirect Cost (2 CFR 200.414)

Provide the most recent indirect cost rate agreement information with the itemized budget. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a program budget. The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s). After the amount of indirect costs is determined for the program, a breakdown of the indirect costs should be provided in the budget worksheet and narrative below.

<table>
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<th>Description</th>
<th>Base</th>
<th>Rate</th>
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<td>Total Indirect Costs</td>
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Indirect Costs Narrative (State):

Indirect Costs Narrative (Non-State):
## State of Illinois
### UNIFORM GRANT BUDGET TEMPLATE

**Budget Narrative Summary**—When you have completed the budget worksheet, transfer the totals for each category to the spaces below to the uniform template provided (SECTION A & B). Verify the total costs and the total project costs. Indicate the amount of State requested funds and the amount of non-State funds that will support the project. (Note: The State, Non-State, and Total cost amounts for each line item below are auto-filled based upon the entries in the preceding budget tables 1-14 and 16. The State and Non-State Total amounts from Table 15 above, Grant Exclusive Line Item(s), must be entered into this table by hand due to the possibility of there being more than one Grant Exclusive Line Item table. Once the Grant Exclusive Line Item(s) amounts are entered into this table, the State Request amount, Non-State Amount and the Total Project Costs will be calculated automatically. It is imperative that the summary tables be completed accurately for the Budget Narrative Summary to be accurate.)

<table>
<thead>
<tr>
<th>Budget Category</th>
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<td>1. Personnel</td>
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<td>2. Fringe Benefits</td>
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<td>3. Travel</td>
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<td>5. Supplies</td>
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<td>6. Contractual Services</td>
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<td>7. Consultant (Professional Services)</td>
<td>$20,000.00</td>
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<td>8. Construction</td>
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<td>9. Occupancy (Rent and Utilities)</td>
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<td>10. Research and Development (R &amp; D)</td>
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<td>11. Telecommunications</td>
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<tr>
<td>12. Training and Education</td>
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<td>15. GRANT EXCLUSIVE LINE ITEM(S)</td>
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<td>16. Indirect Costs</td>
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**State Request**  
**Non-State Amount**  
**Total Project Costs**  

State Request  
Non-State Amount  
TOTAL PROJECT COSTS  

$196,000.00  
$49,000.00  
$245,000.00
For State Use Only

Grantee: Crystal Lake Park District

Data Universal Number System (DUNS) Number (enter numbers only): 068003334

Catalog of State Financial Assistance (CSFA) Number: 422-11-1154

CSFA Short Description: Recreational Trails Program

Fiscal Year(s): ________________________________

Initial Budget Request Amount: ________________________________

Prior Written Approval for Expense Line Item: ________________________________

Statutory Limits or Restrictions: ________________________________

Checklist: ________________________________

Final Budget Amount Approved: ________________________________

Program Approval Name ________________________________

Program Approval Signature ________________________________

Date ________________________________

Fiscal & Administrative Approval Name ________________________________

Fiscal & Administrative Approval Signature ________________________________

Date ________________________________

Budget Revision Approved: ________________________________

Program Approval Name ________________________________

Program Approval Signature ________________________________

Date ________________________________

Fiscal & Administrative Approval Signature ________________________________

Date ________________________________

§200.308 Revision of budget and program plans

(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or $1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.
1. Project Title: Sterne's Fen and Veteran Acres Trail Improvements and Extensions

2. Applicant (Sponsor) Legal Name: Crystal Lake Park District
   
   Applicant Executive Officer
   Name: Jason Herbster
   Title: Executive Director
   Address: 1 E Crystal Lake Ave
   City, State, Zip: Crystal Lake, IL 60014
   Phone #: 815-459-0680x1203
   Email Address: jherbster@crystallakeparks.org
   
   Applicant Contact Person
   Name: Ann Viger
   Title: Director of Park Development
   Address: 1 E Crystal Lake Ave
   City, State, Zip: Crystal Lake, IL 60014
   Phone #: 815-459-0680x4205
   Email Address: aviger@crystallakeparks.org

3. Trail Project Type:
   (indicate primary trail use)
   - Bicycle
   - Mountain Bikes
   - Hiking/Cross-Country Skiing
   - Equestrian
   - Snowmobile
   - Off-Highway Vehicle (OHV)
   - Water Trail
   - Other:

   Other permitted, secondary trail uses:
   - Bicycle / Mountain Bikes
   - Equestrian
   - Snowmobile
   - Hiking
   - Cross-country Skiing

4. Project Type:
   - Acquisition
   - Development (includes trail signage)
   - Development with land donation
   - Education
   - Rehabilitation / Restoration
   - Maintenance/Grooming of Trails
   - Equipment

5. Intended Use:
   - Motorized Use
   - Nonmotorized Use
   - Combination of Motor-Nonmotorized
   - Combination of Motorized Uses
   - Combination of Nonmotorized Uses

6. Concise Description of the Proposed Project: (USE ALLOCATED SPACE ONLY. DO NOT ATTACH ADDITIONAL SHEETS)
   (Be sure to indicate proposed project trail length, width & surface material)

   The purpose of this project is to improve an existing unpaved 11 mile trail system through Veteran Acres Park and Sterne's Woods and Fen, and to provide three short trail extensions that link to regional trails. The new total trail length will be 11.5 miles. Portions of the existing trail and new trails will be made handicap accessible with compacted crushed limestone surfacing. Four interpretive centers will be added along the trail system: the Moraine View Interpretive Center near the highest elevation point on the site, the Fen View Interpretive Center with a few of Sterne's Fen (an Illinois Nature Preserve), the Prairie View Interpretive Center with a view of Wingate Prairie (an Illinois Nature Preserve), and the Pond View Interpretive Center with a view of the Veteran Acres Pond. Wayfaring signs, mile markers, interpretive displays, benches and trash cans will be added along the trails. Repairs will be made to existing trails where erosion is a problem or the trail surface is in poor condition.
7. Project Costs: Land Acquisition Costs: (complete & attach Form RT/DOC-2) (include relocation costs, appraisal fees & survey fees, as applicable) $ 

Development / Equipment Costs: (complete & attach Form RT/DOC-3) (New Construction and Rehab) $ 245,000.00 

Restoration Costs: (complete & attach Form RT/DOC-3) $ 

Maintenance / Trail Groomer: (complete & attach Form RT/DOC-3) $ 

TOTAL PROJECT COSTS: $ 245,000.00 

GRANT FUNDS REQUESTED: $ 196,000.00 (Round down to the nearest $100) 

8. Project Location: McHenry County Nunda (County / Counties) (Township / Townships) 

9. For Project Site: IL Legislative (Senate) District: 32 IL Representative District: 64 
US Congressional District: 6 

10. Miles of Trails Constructed / Improved with this Project: 11.5 

11. Miles of Trail Directly Linked with Proposed Project: 34.5 

12. Population Within Sponsor’s Jurisdiction (Local Government Applicants Only): 58,000 

13. Source(s) of Initial Project Funding & Match Funding: 

Note: Illinois Recreational Trails Grant Programs operate on a reimbursement basis. Project sponsor must initially finance 100% of the project costs after DNR grant approval. 

☐ General Funds 
☐ Donations (specify): 
☐ Other Federal or State Funds (specify): 
☐ Non-Referendum Bonds 
☐ Referendum Bonds 

14. List any other prior state or federal funds involved in the proposed project facility or site. (list applicable project numbers and status): 

OS 86-205 Sterne's Woods and Fen Acquisition - completed 
OS 90-328 Sterne's Woods and Fen Addition - completed 
OS 98-781 Veteran Acres Pond Restoration - completed 
OS 08-1590 Sterne's Woods and Fen Development - completed
15. Project Termini: Please describe the locations of all termini for the trail project for which you are seeking grant assistance. *(For example: The Trail project's two proposed termini are Fifth & Main Streets and the County Park parking lot)*

This project is a series of looped trails through two parks. The termini in Veteran Acres Park are the Walkup Bike Path at Route 176 and Walkup Avenue, and the Nature Center at 300 N. Main Street, and the View Street parking lot just north of Route 176 on Lorraine Drive. The terminus in Sterne's Woods and Fen is the parking lot/shelter at 5617 E. Hillside Rd.

16. Does this project link to, or is it an integral part of any other trail(s)? *(Check One)*

☑ Yes
☐ No

If yes, provide the names of trails and explain relationship. Please reflect this information on maps in form # 3 of this application.

This trail links to the McHenry County Conservation District Prairie Trail (26.8 mi), the Walkup Avenue Bike Path (.2 mi) and the McHenry County Conservation District Ridgefield Trace (7.5 mi)

17. Provide excerpt(s) / reference(s) from local, regional or State Trail/Recreation Plan that justifies or identifies the proposed project as a priority.

18. Complete Form RT/DOC-4, Narrative Statement to provide a brief/concise description of the proposed project.

Local Government Applicants: If this project will *initially* establish a trail within a linear corridor, a public hearing must be held to discuss the project and solicit public comments. If your project meets this criteria, provide the following:

Date the hearing was advertised in a local newspaper:

Date of the public hearing:

Were negative comments received: Yes ☐ No ☐

NOTE: Minutes of the public hearing must be submitted to IDNR at time of application.
Contents:

- Veteran Acres and Sterne's Woods and Fen Trails Inventory and Master Plan (January 2020)
- McHenry County Bicycle and Park Trails Map
- City of Crystal Lake Bike Destinations Map
- Excerpts from Community Survey for the Crystal Lake Park District (July 2019)
- Crystal Lake Park District Ten Year Capital Plan (December 2019)
Veteran Acres and Sterne’s Woods and Fen Trails Inventory and Master Plan

January 2020

DRAFT 2-13-20 4 PM

Prepared by John Fiorina
Manager of Natural Resources and Interpretive Services
Crystal Lake Park District

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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1.0 INTRODUCTION

1.1 Overview and Purpose

Veteran Acres and Sterne’s Woods and Fen combine to preserve a total of 325 acres of continuous open space. Within their borders are woodland, savanna, wetland, and prairie ecosystems, as well as traditional manicured park land. There are also approximately 11 miles of trails located within the boundaries of the two properties.

The existing multi-use trails are utilized by an estimated 30,000 people annually. The trail system provides visitors with opportunities such as hiking, trail running, and bicycling. In addition, the Park District offers many programs that take advantage of the trail system.

The purpose of this document is to provide information regarding the current location and state of all trails located within Veteran Acres and Sterne’s Woods and Fen. In addition, it will provide recommendations for the creation of a system of interconnected trails throughout the two properties, which will allow for an accurate mapping and wayfinding system, while at the same time maintaining the quality hiking experience park district visitors have come to expect. The report will conclude with recommendations for trail improvements, wayfinding signage, as well as ongoing maintenance needs.
1.2 Location within Crystal Lake

Located in the northeast corner of Crystal Lake (Figure 1.1), Sterne's Woods and Fen and Veteran Acres are popular recreational destinations for people of Crystal Lake and surrounding communities. The two properties combine to provide 325 acres of continuous openspace.

1.3 Park Boundaries and Recreational Facilities

Sterne’s Woods and Fen is a 185 acre natural area with approximately 6 miles of trails, a picnic shelter, vault toilets, a fire pit, and parking lot (Figure 1.2). The site also includes ten wetland, sedge meadow, oak savanna, and oak woodlands communities, a portion of which was dedicated as an Illinois Nature Preserve in 1994.

Veteran Acres, one of the Crystal Lake Park Districts oldest parks, is 140 acres, and contains a mix of natural area (79% of total acreage) and manicured traditional park areas (21% of total acreage). The park contains approximately 5 miles of hiking trails, The Nature Center, two buildings available for rental, two picnic shelters, and two public restroom buildings. In addition, there are parking lots, a playground and splashpad, baseball fields, and tennis and basketball courts (Figure 1.2).

Wingate Prairie, a dedicated Illinois Nature Preserve, is located in the eastern portion of the park. This high quality gravel hill prairie is surrounded by pine plantations, oak
savanna, and oak woodland. The southern portion of the park contains Veteran Acres Pond. This 5 acre pond is a popular location within Veteran Acres Park for wildlife observation.

2.0 TRAILS INVENTORY:

Veteran Acres and Sterne’s Woods and Fen, with their varied natural communities, hilly terrain, and easy access, have long been favorite hiking locations for many residents of Crystal Lake and the surrounding communities. As a result, there are many user created trails throughout both properties.

2.1 Existing Trail System

The following is a comprehensive assessment of all manmade trails known to exist within Veteran Acres and Sterne’s Woods and Fen (Figure 2.1). While the majority of these trails are located in suitable areas and suffer from minor issues that can easily be remedied, some of them are plagued with problems that will require more extensive repairs, and some which can only be corrected through the use of trail closures.

Additionally, the user created trails have no discernable “pattern” and lack a sufficient mapping system and corresponding wayfinding signage. This can lead to confusion for visitors attempting to navigate the trail system and also creates difficulties for Crystal Lake Park District staff (i.e. Parks Services, Park Police, etc.) when responding to an emergency or resident concern at a specific location within the Veteran Acres – Sterne’s Woods trail system.

The information has been compiled over the past
several years through the efforts of park district staff and volunteers. A variety of collection methods have been utilized including: handheld GPS units, smart phones, and visual observations. In addition, aerial photographs and GIS software has been used to create the maps used in this document.

2.2 Trails Assessment

While there are several challenges which negatively affect the useability of the trails, this section will deal primarily with erosion. Figure 2.2 shows the existing trails at Sterne’s Woods and Fen, while Figure 2.3 shows Veteran Acres. In both photographs the trails have been categorized in terms of erosion.

Approximately 44% (3.6 miles) of all mapped trails within Veteran Acres and Sterne’s Woods and Fen fall into the “To Be Assessed” category, which are trails that have not been inspected by park district staff within the past year. These trails are slated to be assessed in the early spring of 2020. Upon completion of these inspections, the trails will be placed in one of the remaining four categories.

The “Acceptable Condition” category includes sections of trails that meet the current needs of the public, and comprises approximately 43% (3.5 miles) of all mapped trails. It is important to remember that while these trails are “acceptable” it does not mean that they could not be improved.

Trails identified in the category of “Minor Erosion” make up 6% (.5 mile) of the mapped trails, and are currently in a state where erosion is occurring, but can be remedied through best management practices conducted by Park District staff and/or volunteer groups. These sections of trail, if left untended, have the
which has a tendency to "wash out" with the following heavy rain event. These trails are in need of more permanent solutions, however funding for such work has been difficult to acquire.

The sections of trail that do not fall within the categories of acceptable, minor erosion, or significant erosion are trails that are unsustainable in their current condition and must be closed to protect the health of the natural area. A series of five trails at Sterne's Woods and Fen, which traverse one of the greatest slopes in the park fall into this category, and combine to comprise approximately 5%(0.4 mile) of the existing trail system in potential to become much larger problems that will require more extensive remedies.

Consisting of roughly 7% (.6 mile) of the mapped trails within Veteran Acres and Sterne's Woods and Fen, the category of "Significant Erosion" includes sections of trail where the erosion is currently causing such a problem that the trail must be repaired on a regular basis. This usually entails Parks Department staff adding material, typically grade 9 gravel, to the eroded portion of trail.
both parks. These trails have maximum slopes ranging from 50% - 78% (Figure 2.4). According to the United States Department of Agriculture Trail Construction and Maintenance Notebook 2007 Edition, "Trails steeper than 20% become difficult to maintain in the original location without resorting to steps or hardened surfaces."

2.2 Local and Regional Trail Connectivity

Throughout the Veteran Acres and Sterne’s Woods and Fen trail system there are several existing connections to regional and/or local trails (Figure 2.4), however the connections are not identified by any means other than proximity. Opportunities exist for increased connectivity through the use of designated “Trail Connections.” These Trail Connections would provide potential for greater use through increased awareness of the trails.

While each of the connections identified in Figure 2.4 would benefit from wayfinding signage alone, the addition of seating, bike racks, and trash cans would add to the usability of the areas.

3.0 PROPOSED TRAILS

In addition to erosion, the lack of effective maps and wayfinding signs for the Veteran Acres and Sterne’s Woods and Fen trail system is the other factor affecting the enjoyment of visitors to Stern’s Woods and Fen and Veteran Acres. The following is a list of proposed loop trails that will allow for a more meaning trail marking system.
3.1 Proposed Veteran Acres and Sterne’s Woods and Fen Trail System

The proposed VA – Sterne’s Trail utilizes the existing trail system throughout the two properties and is approximately 2.87 miles. Running in a clockwise direction, the trail begins at The Nature Center and leads the user through woodland, wetland, savanna, and prairie. This moderate to difficult trail will serve as the main trail through Veteran Acres and Sterne’s Woods and Fen with several shorter trails intersecting throughout its length. As a result, mile markers, directional signs, and trail maps will be utilized to aid in navigation.

3.2 Proposed Oak View Trail

The proposed Oak View Trail is a 1 mile loop trail through pine plantation and oak savanna. This moderately difficult trail is located in the northeast corner of Sterne’s Woods and Fen and provides users with a unique view of the fen wetlands. Accessible from the proposed VA Sterne’s Trail, the Sterne’s View Trail utilizes existing trails, and will require a developed trailhead and directional signage. The possibility exists to create interpretive signage along a portion of the trail.
3.3 Proposed Fen View Trail

The proposed Fen View Trail (figure 3.3) and interpretive Center follows the existing access road located at Sterne’s Woods and Fen for .75 miles. This loop trail is located on level ground, which will allow for easy modification to provide a handicap accessible trail. The trail will require one trailhead at the Sterne’s Woods and Fen parking lot, as well as directional signage.

3.4 Proposed Moraine View Trail

The proposed Moraine View Trail is a moderately difficult trail that leads users on a 1.3 mile loop through the pine plantation on the southern border of Sterne’s Woods and Fen before heading north to follow the top of the moraine, which creates the highest point of the park. Due to the location of the trail, there will be multiple access points along from the proposed VA Sterne’s Trail.

An added benefit will be the addressing erosion problems along this trail by limiting access to trail users.
3.5 Proposed Boulder Kettle Trail

The proposed Boulder Kettle Trail is located in the northern portion of Veteran Acres. With two trailheads, one by the Rotary Shelter and one by the Frank Repp Ballfield, the trail will provide a moderately difficult one mile trail through Veteran Acres Woods to the erratic boulder located in Wingate Prairie. Portions of the trail will need a substantial amount of work to open, however it will provide visitors access to a portion of the park that they may not be aware of.

3.6 Proposed Prairie View Trail

The prairie View Trail consists of .75 miles of difficult trail within Veteran Acres. Access to the trail will be provided through two trailheads, one at Lorraine Street and one near the Frank Repp Ballfield, and will utilize existing trails. In conjunction with the Prairie View Interpretive Center, this trail will provide visitors with a greater understanding and appreciation of Wingate Prairie and the habitat it provides for native flora and fauna.
3.7 Proposed Pond View Trail

The Pond View Trail is a .5 mile wheelchair accessible trail on level ground that encircles VA Pond providing visitors with an opportunity to view a variety of native plants and animals. The addition of an accessible trail from The Nature Center parking lot will allow the Park District to provide access to a greater variety of visitors. In addition to the trail, an interpretive center, to be located on the north side of the pond, will provide detailed information about the importance of wetlands as a habitat.

3.8 Proposed Savanna View Trail

Insert Savana View Trail information

Figure 3.7—Proposed Pond View Trail
4.0 Proposed Interpretive Centers

To add to the quality experience of visitors to Sterne's Woods and Fen and Veteran Acres, and to aid in Park District efforts to educate the public about the benefits of natural areas, four separate interpretive centers are proposed throughout the two properties. The following is a description of these centers.

Additional information about proposed Interpretive Centers

4.1 Fen View Interpretive Center

Insert Fen View Interpretive Center Location Map
4.2 Moraine View Interpretive Center

Insert Moraine View Interpretive Center Location Map

4.3 Prairie View Interpretive Center

Insert Prairie View Interpretive Center Location Map
4.4 Pond View Interpretive Center

Insert Pond View Interpretive Center Location Map

5.0 TRAIL MAPS AND WAYFINDING

Information about Trail Maps and Wayfinding
5.1 Trail Maps

Information about trail maps
Include picture?

5.2 Wayfinding Signs

Information about wayfinding signs
Include picture of sample
5.3 Trailheads

Information about Trailheads
Include picture of sample

5.3.1 Primary Trailheads

Information about Primary Trailheads

- Sterne's Lot
- Loraine St. Lot
- Nature Center
5.3.2 Minor Trailheads

Information about Minor Trailheads
Include Map of Locations
COMMUNITY SURVEY FOR THE CRYSTAL LAKE PARK DISTRICT

JULY 2019

aQity Research & Insights
Evanston, IL
Overall Opinions: CLPD Park and Facility Usage

Nine in Ten (90%) Report Using or Visiting a CLPD Park or Facility in the Past Year

- Most residents report going to Veteran Acres Park and Main Beach, which are clearly the most visited destinations. Younger residents appear more likely than average to visit Veteran Acres, and slightly older adults tend to go to Main Beach.

- At least half have also been to:
  - Lippold Park (60% of recent park visitors), with an additional 22% going to the Family Golf Center and 13% using the turf fields.
  - Crystal Lake (51%), especially cited by Hispanic households (79% of whom report going there).

- Among the remaining parks and facilities, the top destinations include:
  - Main Beach Pavilion (41%), especially among older residents (ages 55-64);
  - Sterne’s Woods & Fen (36%), especially the newest and most long-term local residents;
  - Woodscreek Park (33%), especially younger households;
  - The Nature Center (28%), especially younger and higher income households.

- While many parks and facilities tend to draw from specific regions, Crystal Lake (including Main Beach and Pavilion) and Lippold Park appear to draw visitors evenly from all parts of the District.

- Among these parks and facilities, those receiving the most repeat visits are along Crystal Lake (especially Main Beach), and Lippold Park (especially the park itself), followed by Veteran Acres Park.
Overall Opinions: Satisfaction with CLPD Parks, Facilities

- Recent visitors to District parks and facilities give very strong satisfaction ratings (8.0 or higher, on a 0-10 scale) across all attributes related to these properties.
  - They are especially satisfied with the overall safety at these locations (8.6 average rating, with 65% "completely satisfied").
  - In fact, a majority of CLPD users rate are "completely satisfied" with each attribute tested (54% or more).

- In the aggregate, no more than 6% are dissatisfied with any conditions at CLPD Parks. The few who are dissatisfied tend to provide feedback for the most frequently-used locations:
  - Main Beach (n=22 comments): Limited parking; more maintenance; safety concerns (more lifeguards, pedestrian walkways, leash laws); better playground area
  - Lippold Park (n=18): Limited parking or gravel issues; better maintenance and trails
  - Veteran Acres Park (n=13): Better maintenance (especially trails, pond); lack of trees
  - Fetzer Park (n=13): Concerns about recent renovations and loss of trees; need for more upkeep/maintenance
  - Sterne's Woods & Fen (n=12): Trail maintenance/uptkeep, too much tree clearing
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<th>Respondents (% of All)</th>
<th>Reporting (% of Those Reporting)</th>
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<td>Main Beach</td>
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<tr>
<td>Veteran Acres Park</td>
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- Smaller facilities also report going to Lippold Park or use Crystal Lake (separate from the beaches).
- About a third as many respondents report using West Park/West Beach (22%) as the Main Beach (73%).
- By far, Veteran Acres Park and Main Beach are the most widely visited, cited by nearly three in four residents.
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<td>Basketball court replacement</td>
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<td>Benches, bike racks, picnic tables</td>
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<td>Picnic shelter</td>
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<td>Pond shoreline restoration</td>
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<td>Fishing piers</td>
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<td>Baseball backstop</td>
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<td>Sand Volleyball court</td>
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<td>Rock river/waterfall</td>
<td>25</td>
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</tbody>
</table>
**Recreational Trails Program**

**Form RT/DOC-3**

**Development/Equipment Purchase Data**

Applicant (Sponsor) Legal Name: Crystal Lake Park District  
Project Title: Sterne's Fen and Veteran Acres Trail Improvements and Extensions

1. (Proposed Development Costs)

<table>
<thead>
<tr>
<th>Development / Equipment purchase items</th>
<th>Quantity</th>
<th>Construction Method</th>
<th>Cost Estimate</th>
<th>(see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree/brush removal and tree protection</td>
<td></td>
<td></td>
<td>5,800.00</td>
<td>C</td>
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<tr>
<td>Excavation and grading</td>
<td></td>
<td></td>
<td>20,500.00</td>
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<tr>
<td>Interpretive Center Construction</td>
<td>4.00</td>
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<td>12,960.00</td>
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<tr>
<td>Boulder retaining wall</td>
<td>1,290.00</td>
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<td>64,500.00</td>
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<td>Existing Trail Repairs</td>
<td>5,800.00</td>
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<td>44,800.00</td>
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<tr>
<td>New Trail Construction (unpaved)</td>
<td>1,180.00</td>
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<td>2,900.00</td>
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<td>New Trail Construction (aggregate)</td>
<td>1,462.00</td>
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<td>21,700.00</td>
<td>C</td>
</tr>
<tr>
<td>Bike Racks</td>
<td>4.00</td>
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<td>2,800.00</td>
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<td>Primary Trail Head Construction</td>
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<td>16,060.00</td>
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<tr>
<td>Secondary Trail Head Construction</td>
<td>13.00</td>
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<td>6,880.00</td>
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<td>Drainage Improvements</td>
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<td>15,000.00</td>
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<td>Restoration/seeding</td>
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<td>6,100.00</td>
<td>C</td>
</tr>
<tr>
<td>Engineer/consultants</td>
<td></td>
<td></td>
<td>25,000.00</td>
<td>C</td>
</tr>
</tbody>
</table>

**Please read Buy America Guidance on Appendix A-4 before completing this form.**

**TOTAL COST** $245,000.00 (Round down to the nearest $100)

C = Bid Contract  
FA = Force Account Labor  
DM = Donated Material  
DL = Donated Labor  
O = Other

NOTE: The value of donated materials and labor are not eligible for reimbursement. They are eligible to be used as matching funds (labor for governmental units only).

NOTE: Contingency Costs are NOT Allowable – do not include in the budget.

2. Provide a quarterly expenditure schedule for the grant funds to the best of your knowledge or ability. Use quarterly time increments. Example: Year 1, Quarter 1 = $10K (engineering fees). The project sponsor is not bound to this schedule and revisions can be made during the course of the project as necessary.

3. As applicable, attach a copy of the deed(s) showing proof of ownership or a copy of the lease agreement.  
(If the deed is less than Warranty such as Trustees or Quit Claim Deed, Title Insurance is REQUIRED.)
### Quarterly Statement of Expenditures

<table>
<thead>
<tr>
<th>Year 1, Quarter 1</th>
<th>$25,000</th>
<th>Engineering</th>
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</thead>
<tbody>
<tr>
<td>Year 1, Quarter 2</td>
<td>$150,000</td>
<td>Construction</td>
</tr>
<tr>
<td>Year 1, Quarter 3</td>
<td>$50,000</td>
<td>Construction</td>
</tr>
<tr>
<td>Year 1, Quarter 4</td>
<td>$25,000</td>
<td>Construction/Restoration</td>
</tr>
</tbody>
</table>
TRUSTEE'S DEED

This indenture, made this seventeenth day of November, 1994 between

Rosella H. Harper, as trustee under the provision of a deed or deeds in trust duly recorded and delivered to said trustee in pursuance of a trust agreement dated the 28th day of July, 1994, and known as Trust Number 2413, Grantor

Crystal Lake Park District, a General Park District organized and existing under and by virtue of the laws of the State of Illinois Grantee, whose address is

1 East Crystal Lake Avenue
Crystal Lake, IL 60014

WITNESSETH. That Grantor in consideration of the sum of Ten Dollars, and other good and valuable consideration in hand paid, does hereby grant, sell and convey unto said Grantee, the following described real estate, situated in the County of McHenry, and State of Illinois to-wit:

see attached legal description

That part of the North Half of the Southeast Quarter of Section 28, Township 44 North, Range 8 East of the Third Principal Meridian described as follows: Beginning at the Southeast corner of the Northeast Quarter of said Southeast Quarter; thence South 88 degrees, 09 minutes, 33 seconds West, 1042.31 feet along the South line of said North Half of said Southeast Quarter to a point on the Westerly right-of-way line of the Chicago and NorthWestern Railway Company for a place of beginning; thence continuing South 88 degrees, 09 minutes, 33 seconds West 450.09 feet along said South line to the Southwest corner of lands described in Document No. 486669, as recorded in McHenry County, Illinois; thence North 0 degrees, 54 minutes, 34 seconds West, 137.20 feet along the West line of said lands described in Document No. 486669, to the Northwest corner of said lands described in Document No. 486669; thence North 86 degrees, 42 minutes, 32 seconds East, 484.61 feet along the North line of said lands described in Document No. 486669 to a point on the Westerly right-of-way line of said Chicago and NorthWestern Railway Company; thence Southwesterly along said Westerly right-of-way line being along a non-tangential curve having a radius of 2946.76 feet, said curve is convex to the East for an arc distance of 153.88 feet (said curve having a chord bearing South 11 degrees, 55 minutes 08 seconds West and a chord distance of 153.86 feet) to the place of beginning. All containing 1.5370 acres, more or less, in McHenry County, Illinois.

PIN: (part of 14-28-400-008) 94-75-0160

Tr's. Deed Harper to C.L.P.D.

This deed is executed pursuant to the terms of power and authority granted to and vested in said trustee by the terms of said deed or deeds in trust delivered to said trustee in pursuance of the trust agreement above mentioned. This deed is made subject to the lien of every trust deed or mortgage and every other lien against said premises (if any there be) of record in said county given to secure the payment of money, and remaining unreleased at the date of the delivery hereof and all unpaid taxes and special assessments now, or hereafter to be made, a charge or lien against said premises.

IN WITNESS WHEREOF, said Grantor, as trustee, has hereunto set her hand and seal the day and year first above written.

[Seal]

Rosella H. Harper

Notarized by [Name]

Rosella H. Harper

This instrument was recorded on December 16, 1994, at 3:22 PM.
FOR USE BY INDIVIDUAL TRUSTEE

STATE OF ILLINOIS

County of McHenry

I, the undersigned, a Notary Public in and for and residing in said County, in the State aforesaid, DO HEREBY CERTIFY, that Rosella B. Harper, Trustee under Trust Dated July 28, 1994 personally known to me to be the same person whose name subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that she signed, sealed and delivered the said instrument as her free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial Seal, this 19th day of November, A.D. 1994

[Signature]
Notary Public

FOR USE BY CORPORATE TRUSTEE

STATE OF

County of

I, a Notary Public in and for said County, in the State aforesaid, do hereby certify that

Vice-President of BANK & TRUST CO. OF

and

Assistant Secretary of said corporation, who are personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such Vice-President and Assistant Secretary, respectively, and personally known to me to be such Vice-President and Assistant Secretary, respectively, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their free and voluntary act as such Vice-President and Assistant Secretary respectively, as aforesaid, and as the free and voluntary act of said

for the uses and purposes therein set forth.

Given under my hand and Notarial Seal, this day of , A.D.

[Signature]
Notary Public

Future Taxes to Grantee's Address (x) Return this document to:

OR to

John L. Coulin
20 Grant Street
Crystal Lake, IL 60014

This Instrument was Prepared by: John L. Coulin
Whose Address is: 20 Grant Street, Crystal Lake, IL 60014

TRUSTEE'S DEED

A Trustee Under Trust Agreement

TO
WARRANTY DEED
Statutory (ILLINOIS)
(Individual to Corporation)

THE GRANTOR, CATHARINE S. STERNE, widow of THEODORE W. STERNE, deceased, and not remarried,
of the Township of Nunda, County of McHenry, State of Illinois, for and in consideration of
Ten and no/100 ($10.00) -- DOLLARS,
in hand paid, CONVEYS and WARRANTS to CRYSTAL LAKE PARK DISTRICT, a general park district

in corporation, created and existing under and by virtue of the Laws of the State of Illinois,

having its principal office at the following address 300 Lake Shore Drive, Crystal Lake, Illinois 60014

the following described Real Estate situated in the County of McHenry, in the State of Illinois, to wit:

LEGAL DESCRIPTION IS ATTACHED HERETO, MADE A PART HEREOF AND
MARKED "EXHIBIT A."

SUBJECT TO general taxes for the year 1986 (due and payable in 1987) and subsequent years; roads and highways, if any; the
rights of adjoining owners to the uninterrupted flow of any
stream crossing the premises; rights of way for drainage tiles, ditches, feeders and laterals; easements and restrictions of
record.

hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Illinois.

Parcel 1: 14-28-300-016; Parcel 2: 14-28-400-002; Parcel 3: 14-28-300-007; Permanent Real Estate Index Number(s): Parcel 4: 14-28-300-015; Parcel 5: 14-28-400-009

Address(es) of Real Estate: ______________________________

DATED this ______ day of __________, 19____

__________________________ (SEAL) 
Catherine Sterne

__________________________ (SEAL)

STATE OF ILLINOIS, COUNTY OF McHenry

__________________________ (STATE)

IMPRESS

SEAL

HERE

Commission expires June 30, 19____

This instrument was prepared by Attorney Robert B. Hug, 6 East Galena,
P. O. Box 1327, Alton, IL 62002
PARCEL 1: The East Half of the Southwest Quarter of Section 28, (excepting and reserving therefrom the Northwest Quarter of the Northeast Quarter of said Southwest Quarter; ALSO excepting the North 200 feet of the West 25 feet of the Northeast Quarter of the Northeast Quarter of the Southwest Quarter of Section 28 North, Range 8 East of the Third Principal Meridian; ALSO excepting a Parcel of land in the South Half of Section 28 and the North Half of Section 33, Township 44 North, Range 8 East of the Third Principal Meridian, described as follows: Beginning at the intersection of the North Section line of said Section 33, with the Westerly right of way line of the Chicago and Northwestern Railway Company, which point is 893.5 feet, more or less, East of the Northeast corner of the Northwest Quarter of said Section 33; thence Southerly along the Westerly right of way line of said Railway Company, 175.45 feet; thence Westerly to the Southwest corner of the East Half of the Southwest Quarter of said Section 28; thence North along the West line of the East Half of the Southwest Quarter of said Section 28, 150 feet; thence Easterly 2,206.8 feet, more or less, to the place of beginning), all in Township 44 North, Range 8 East of the Third Principal Meridian, in McHenry County, Illinois. ALSO

PARCEL 2: Part of the West Half of the Southeast Quarter of said Section 28, described as follows: Beginning at the Quarter post on the South side of said Section 28; thence North on the Quarter line, 28 chains and 51 links to the South corner of Palmer's South line, 17 chains and 50 links; thence South, 8 chains and 57 links; thence East, 2 chains and 12 links to the Northwesterly line of the Elgin and State Line Railroad; thence in a Southwesterly direction along said Northwesterly line to the Southerly line of said Section 28; thence Westerly along (excepting a Parcel of land in the South Half of Section 28, and the North Half of Section 33, Township 44 North, Range 8 East of the Third Principal Meridian), described as follows: Beginning at the intersection of the North Section line of said Section 33, with the Westerly right of way line of the Chicago and Northwestern Railway Company, which point is 893.5 feet, more or less, East of the Northwest corner of the Northeast Quarter of said Section 33; thence Southerly along the Westerly right of way line of said Railway Company, 175.45 feet; thence Westerly to the Southwest corner of the East Half of the Southwest Quarter of said Section 28; thence North along the West line of the East Half of the Southwest Quarter of said Section 28, 150 feet; thence Easterly 2,206.8 feet, more or less, to the place of beginning; ALSO except that part of the West Half of the Southeast Quarter of Section 28, Township 44 North, Range 8 East of the Third Principal Meridian, described as follows: Beginning at the Intersection of the South line of said West Half of the Southeast Quarter and the Westerly right of way line of the Chicago and Northwestern Railway; thence North 35 degrees, 13 minutes, 06 seconds East along said right of way line, a distance of 119.95 feet; thence North 65 degrees, 44 minutes, 04 seconds West, a distance of 122.81 feet; thence South 40 degrees, 14 minutes, 45 seconds West, a distance of 34.83 feet to the North right of way line of the Southern Illinois (now Commonwealth Edison Company) as described in Deed dated December 10, 1928 and recorded in the Recorder's Office in Book 194 of Deeds, page 11; thence South 85 degrees, 56 minutes, 00 seconds East along said Northerly right of way line, a distance of 78.24 feet to the place of beginning), all in Township 44 North, Range 8 East of the Third Principal Meridian, in McHenry County, Illinois. ALSO

PARCEL 3: That part of the East Half of the Northwest Quarter of the Northeast Quarter of the Northwest Quarter of Section 28, Township 44 North, Range 8 East of the Third Principal Meridian, described as follows: Commencing at a point 66 feet West of the Northeast corner of said East Half of the Northwest Quarter of the Northeast Quarter of the Southwest Quarter; thence South on a line parallel with the East line of said East Half, for a distance of 454.14 feet to a point for a place of beginning; thence South on a continuation of the last described line, for a distance of 207 feet to an intersection with the Northwest Quarter; thence West on said South line, a distance of 261.08 feet to a point; thence Northwesterly on a straight and direct line, a distance of 334.15 feet to the place of beginning, in McHenry County, Illinois. ALSO

EXHIBIT A
PARCEL 4: The East 66 feet (excepting therefrom the North 200 feet) of the East Half of the Northwest Quarter of the Northeast Quarter of the Southwest Quarter of Section 28, Township 44 North, Range 8 East of the Third Principal Meridian, in McHenry County, Illinois.

THE ENTIRE FEESimple interest in the following described property:

PARCEL 5: A part of the Southeast Quarter of the Southeast Quarter of Section 28, Township 44 North, Range 8 East of the Third Principal Meridian, beginning at the Northwest corner thereof; thence South along the West line thereof, 10.12 chains, more or less, to the Northwesterly line of the right of way of the Chicago and Northwestern Railway; thence Northeasterly along said right of way line to the North line of the Northeast Quarter of the Southeast Quarter of said Section; thence West 4.27 chains on said North line to the place of beginning, in McHenry County, Illinois.
WARRANTY DEED

TO

CRYSTAL LAKE PARK DISTRICT

THIS INDICTMENT WITNESSETH, That the Trustee Burle Blumenthal, as Trustees, in accordance with the authority conferred upon him under the provisions of a Trust Agreement dated November 10th, 1926 and recorded December 12th, 1926 in Book 33 of Deeds, Page 356, of the City of Chicago in the County of Cook and State of Illinois for and in consideration of the sum of Ten ($10.00) DOLLARS in hand paid, QUITEY and WARRANT to the Crystal Lake Park District of the -- of -- County of McHenry and State of Illinois the following described Real Estate, to wit:

Lot number nine (9) of Oakwoods Golf Course Addition to Crystal Lake, in accordance with the plat thereof. ALSO the Northeast quarter of the Northwest Quarter of Section thirty-three (33). ALSO the Southwest quarter of the Northeast Quarter of Section thirty-three (33), excepting and reserving therefrom the South 900.86 feet thereof. ALSO the East half of the Northeast Quarter of Section thirty-two (32) in Township forty-four (44) North, Range eight (8) East of the Third Principal Meridian in the County of McHenry and State of Illinois, excepting and reserving therefrom the following described property: Commencing at the quarter point on the East side of Section thirty-two (32); thence west on the quarter section line to the West line of the East half of the Northeast Quarter; thence North on the last described line 186.8 feet to a point in range with the northerly line of Oakwoods Golf Course Addition to Crystal Lake, as shown on the plat of said Addition recorded in the Recorder's Office of County and State aforesaid in Book 3 of Plats, page 76; thence Easterly on the Easterly line of said Addition and said line extended to the East line of said Section; thence South on said Section line 177.2 feet to the place of beginning. ALSO excepting and reserving therefrom the Easterly thirty-three (33) feet of North Main Street as shown on the plat of Avery T. McCollum's Addition, to the Village of Hinsdale and recorded in said Recorder's Office, in Book 1 of Plats, page 76. ALSO excepting and reserving therefrom the West 35 feet of the following described property: Beginning at the Southeast corner of the Northeast quarter of said Section 32; thence West along the East and West quarter Section line twenty (20) chains and thirteen (13) links to the center line of the highway; thence North along the center line of said highway 22.66 chains; thence North 84.6 degrees East 20.13 chains to the East line of said Section; thence South on said Section line 18.46 chains to the place of beginning. All of the above described property lying and being in Township forty-four (44) North, Range eight (8) East of the Third Principal Meridian, and containing a total area of 103.5 acres of land, more or less, situated in the Township of Hinsdale in the County of McHenry in the State of Illinois, hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Illinois.

WITNESS my hand and seal this 15th day of December A. D. 1926.

Revenue Stamps 30.00.

Burle Blumenthal as Trustee

(Seal)

STATE OF ILLINOIS

COUNTY OF McHENRY

I, Myrtle Householder, a Notary Public, in and for, and residing in said County, in the State aforesaid, DO HEREBY CERTIFY that Burle Blumenthal, as Trustee, in accordance with the authority conferred upon him under the provisions of a Trust Agreement dated November 10th, 1926 and recorded December 12th, 1926 in Book 33 of Deeds, Page 356, personally known to me as to be the same person whose seal is subscribed to the foregoing
instrument, appeared before me this day in person and acknowledged that he signed, sealed and delivered the said instrument as his free and voluntary act for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

GIVEN under my hand and material seal, this 15th day of December A. D. 1939.

Myrtle Houghbein
Notary Public
Monroe County, Ill.

By Commission Expires February 27, 1945.

No. 143383. Filed for record this 15th day of December A. D., 1939 at 11:40 o'clock A. M.

##
##
Know All Men by These Presents, THAT THE GRANTOR, HOME STATE BANK/NATIONAL ASSOCIATION, a daily organized Trust Company, organized and existing under the laws of the State of Illinois, as Trustee under the provisions of a Trust Agreement dated January 4, 1977, and known as Trust No. 1922, and having its principal business office in the City of Crystal Lake, County of McHenry and State of Illinois, for the consideration of Ten and 00/100 DOLLARS Convey to Crystal Lake Park District of the City of Crystal Lake County of McHenry and State of Illinois

That part of the East Half of the Northwest Quarter of Section 33, Township 44 North, Range 8 East of the Third Principal Meridian, described as follows: Beginning at the intersection of the West line of the East Half of said Northwest Quarter with the Southerly right of way line of the Public Service Company of Northern Illinois; thence Easterly along said Southerly right of way line, a distance of 433.19 feet to a point on a line that is 433.0 feet East of (measured at right angles thereto) and parallel with the West line of the East Half of the Northwest Quarter of said Section 33; thence Southerly along said parallel line, a distance of 1404.63 feet to the North line of the Subdivision of Block 4 of Sterne's Addition to Crystal Lake; thence westerly along said North line, a distance of 433.0 feet to the West line of the East Half of the Northwest Quarter of said Section 33; thence Northerly along said West line, a distance of 1418.11 feet to the place of beginning, (excepting that part described as follows: A strip of land 40 feet in width being a part of the East Half of the Northwest Quarter of Section 33, described as follows: Beginning at the intersection of the West line of said East Half of the Northwest Quarter of Section 33, with the Southerly right of way line of the Commonwealth Edison Company (successor by merger to the Public Service Company of Northern Illinois) as conveyed by Warranty Deed, dated December 10, 1928 and recorded on January 4, 1929 in the Recorder's Office of McHenry County, Illinois, as Document No. 86522; thence Easterly along said Southerly right of way line to a point on a line that is 433.0 feet East of and parallel with said West line of the East Half of the Northwest Quarter of Section 33; thence South along said parallel line to the intersection with a line that is 40 feet South of (measured at right angles) and parallel with the Southerly right of way line of said Commonwealth Edison Company; thence West along said last mentioned parallel line to the West line of said East Half of the Northwest Quarter of Section 33; thence South along said West line of the East Half of the Northwest Quarter to the point of beginning), in McHenry County, Illinois.

91-21-2228

MCHenry COUNTY

I, the undersigned, Rom J. Mont.

a Notary Public in and for and residing in the said County in the State aforesaid, Do Hereby Certify that O. Irene Cooper, personally known to me to be the Asst. Vice President & Trust Officer of the Home State Bank/National Association, Crystal Lake, Illinois and James J. Zambon, personally known to me to be the Sr. Vice President & Trust Officer of said Corporation, whose names are subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as Asst. Vice President & Trust Officer and Sr. Vice President & Trust Officer of said Corporation, they signed and delivered the said instrument of writing as Asst. Vice President & Trust Officer and Sr. Vice President & Trust Officer of said Corporation, and caused the seal of said Corporation to be hereunto affixed thereto pursuant to authority given by the Board of Directors of said Corporation as their free and voluntary act and deed of said Corporation for the uses and purposes therein set forth.

Given under my hand and notarial seal, this 10th day of May, 19__

Rom J. Mont

Official Seal

Notary Public

Notary Public, State of Illinois

By Commission Expires 5/25/23

Grantee Address:

300 Lake Shore Dr.
Crystal Lake, IL 60014

This Instrument Prepared by: O. Irene Cooper, Asst. VP & TO

Home State Bank/National Association
40 Grant St., Crystal Lake, IL

Send Future Tax Bills To: Grantee

91-21-2229
Recreational Trails Program
(Please Type or Print in Ink)

Project Narrative Statement

Applicant (Sponsor) Legal Name: Crystal Lake Park District
Project Title: Sterne's Fen and Veteran Acres Trail Improvements and Extensions

Crystal Lake Park District

Instructions:
Describe, at a minimum, the overall concept of the project, project funding, agencies involved, approach to implementation, project location, trail mileage to be provided through the project, need for the project, anticipated benefits and the proposed schedule of operation (daily and/or seasonal hours of operation) for the project facility. Be thorough and explicit, this narrative should completely describe the project and expected outcome.

The purpose of this project is to improve an existing unpaved 11 mile trail system through Veteran Acres Park and Sterne’s Woods and Fen, and to provide three trail extensions that link to regional trails. The new total trail length will be 11.5 miles. Portions of the existing trail and new trails will be made handicap accessible with compacted crushed limestone surfacing. Four interpretive centers will be added along the trail system: the Moraine View near the highest elevation point on the site, the Fen View with a few of Sterne’s Fen (an IL Nature Preserve), the Prairie View with a view of Wingate Prairie (an IL Nature Preserve), and the Pond View with a view of the Veteran Acres Pond. Veteran Acres and Sterne’s Woods and Fen are unique remnants of the Wisconsin era glacier featuring moraines and kettles that contain diverse ecological habitats of woodlands, wetlands and prairie.

The existing trail system is heavily used and draws both individuals and groups of users from throughout McHenry County and beyond. Wear and tear on the trails from normal use, as well as substantial wear and tear from cross country and other group races, have left portions of the system in need of renovation. The steep grades are uncommon in the otherwise flat McHenry County landscape making the parks very attractive to athletes and serious hikers. Remediation of damaged portions of the trail will improve the ability to properly maintain the trail system. The addition of wayfaring signs, mile markers, and the interpretive centers will provide both orientation and education to users.

A substantial extension of the trail system is planned to link the Crystal Lake Park District Nature Center to the nearby pond and provide handicap accessibility for the pond trail loop and the Pond View Interpretive Center. The Nature Center is perched 38’ above the pond elevation which will require a lengthy switchback trail to provide access. The Nature Center was visited by 19,000 people in 2019. The parks are open daily from dawn to dusk. There is no way to determine the number of casual users of the parks, but activities that required reservations brought approximately 27,000 users to Veteran Acres Park and Sterne’s Woods and Fen. Both parks have active volunteer stewardship groups who maintain the nature preserves.

This project is being funded in its entirety by the Crystal Lake Park District. The Illinois Nature Preserve Commission, the Sleepy Hollow/Silver Creek Watershed Coalition, and the Environmental Defenders of McHenry County provide support with stewardship, education and publicity.
Financial Certification Statement

Applicant (Sponsor) Legal Name: Crystal Lake Park District
Project Title: Sterne’s Fen and Veteran Acres Trail Improvements and Extensions

As the individual duly designated to represent the Crystal Lake Park District (Sponsor), I do hereby certify that the information presented in this grant application is true and correct. I do further certify that the project, if approved for funding, will be completed in accordance with the provisions set forth in the Recreational Trails Grant Manual and that the Crystal Lake Park District (Sponsor) has the financial resources to initially fund 100% of the proposed project costs within the time frame imposed by the Illinois Department of Natural Resources for project execution prior to receiving grant reimbursement. Failure to complete said project within the specified time frame could be cause for project termination. In addition, failure to complete a project or withdrawal of a project due to lack of performance, insufficient funds or change in recreation priorities by the applicant shall result in the ineligibility of the project applicant for IDNR grant assistance consideration in the next two (2) consecutive grant cycles.

Acquisition and Development Projects

It is understood that the project should be completed within the timeframe established in the project agreement and the reimbursement request must be submitted within one year of the expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements, and relieves IDNR from further payment obligations on the grant.

The Crystal Lake Park District (Sponsor) hereby further certifies that 1) it will indemnify, protect and hold harmless the State of Illinois, Department of Natural Resources and its representatives from any and all liabilities, costs, damages or claims arising as a direct or indirect result of the actions and/or omissions of the Crystal Lake Park District (Sponsor) or its representatives in the construction, operation or maintenance of the above referenced project, and 2) that adequate public notice was given and local approval solicited on the proposed project and 3) that the facility will be operated and maintained in an attractive and safe manner, and open and available to the public without regard to race, color, sex, national origin, age, disability or place of residence in accordance with provisions of IDNR trail grant program regulations.

This Certification Statement was duly acted upon and adopted by the Crystal Lake Park District (Sponsor) on the 20 day of February 2020 (year)

Debbie Gallagher
Name (printed / typed)

Attested by: ____________________________

Signature ____________________________

Date: ____________________________

President, Park Board of Commissioners
Title

Page 26 of 63
Recreational Trails Program

Applicant (Sponsor) Legal Name: Crystal Lake Park District
Project Title: Sterne's Fen and Veteran Acres Trail Improvements and Extensions

Civil Rights Compliance State of Illinois, U.S. Department of Transportation
As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any state assistance or federal financial assistance from the Department of Transportation, it will comply with all Federal laws relating to nondiscrimination. These laws include but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant’s operations including those parts that have not received or benefited from federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, assigns, and sub-recipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant. Your RTP/COTF proposal must be reviewed by your local intergovernmental review agency, and the Illinois Historic Preservation Office.

<table>
<thead>
<tr>
<th>Signature of Authorized Certifying Official</th>
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<tr>
<td>Jason Herbst</td>
<td>Executive Director</td>
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<td>February 20, 2020</td>
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<th>Applicant/Organization Mailing Address</th>
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<td>1 E Crystal Lake Ave</td>
<td>Crystal Lake, IL 60014</td>
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</table>
Recreational Trails Program

Applicant (Sponsor) Legal Name: Crystal Lake Park District

Project Title: Sterne's Fen and Veteran Acres Trail Improvements and Extensions

Inter-Agency Agreements

An Inter-Agency Agreement is an agreement between two or more public or private agencies involved with funding, operating, or maintaining the trail project.

Do you have an interagency agreement for your proposed project?

☐ Yes, An Inter-Agency Agreement exists for the project. Please complete Part 1.
☒ No, An Inter-Agency Agreement does not exist for the project. Please complete Part 2.

PART 1

☐ INTER-AGENCY AGREEMENTS DO EXIST

a. If an inter-agency agreement exists, describe in detail any division of responsibility that may exist for completing acquisition, development and operation and maintenance. A copy of the agreements must be submitted with the application.

b. If any future local inter-agency agreements are anticipated, please explain why.

PART 2

☒ INTER-AGENCY AGREEMENTS DO NOT EXIST

a. If no inter-agency agreements exist, complete and sign the statement below and submit this form with the application.

Applicant-Agency: Crystal Lake Park District

THE APPLICATION FOR Sterne's Fen and Veteran Acres Trail Improvements and Extensions

(Project Title)

IS NOT SUBJECT TO ANY LOCAL INTER-AGENCY AGREEMENTS

(Original Signature)

Executive Director

(Title)

February 20, 2020

(Date)
Attachment 1
Crystal Lake Park District
Sterne’s Fen and Veteran Acres Trail Improvements
Attachment 2a Plat Map for Sterne's Woods and Fen (multiple parcels)
Crystal Lake Park District
Sterne's Fen and Veteran Acres Trail Improvements
THIS INDENTURE, made this seventeenth day of November, 1994 between
Rosella H. Harper,
as trustee under the provision of a deed or deeds in trust duly recorded and delivered to said trustee in pursuance of a trust agreement dated the 28th day of July, 1994, and known as Trust Number
Crystal Lake Park District, a General
Park District organized and existing
under and by virtue of the laws of the
State of Illinois
Granter, whose address is
1 East Crystal Lake Avenue
Crystal Lake, IL 60014

WITNESSETH, That Granter in consideration of the sum of Ten Dollars, and other good and valuable consideration in hand paid, does hereby grant, sell and convey unto said Grantee, the following described real estate, situated in the County of
McHenry, and State of Illinois

see attached legal description

That part of the North Half of the Southeast Quarter of Section 28,
Township 44 North, Range 8 East of the Third Principal Meridian
described as follows: Beginning at the Northwest corner of the
Northeast Quarter of said Southeast Quarter; thence South 88 degrees,
09 minutes, 33 seconds West, 1042.31 feet along the South line of
said North Half of said Southeast Quarter to a point on the Westerly
right-of-way line of the Chicago and Northwestern Railway Company
for a place of beginning; thence continuing South 88 degrees, 09
minutes, 33 seconds West 450.09 feet along said South line to the
Southwest corner of lands described in Document No. 486669, as
recorded in McHenry County, Illinois; thence North 0 degrees, 54
minutes, 34 seconds West, 137.20 feet along the West line of said
lands described in Document No. 486669; to the Northwest corner of
said lands described in Document No. 486669; thence North 86 degrees,
42 minutes, 32 seconds East, 484.61 feet along the North line of
said lands described in Document No. 486669 to a point on the
Westerly right-of-way line of said Chicago and Northwestern Railway
Company; thence Southwesterly along said Westerly right-of-way line
being along a non-tangential curve having a radius of 2946.76 feet,
said curve is convex to the East for an arc distance of 153.88 feet
(said curve having a chord bearing South 11 degrees, 55 minutes 08
seconds West and a chord distance of 153.86 feet) to the place of
beginning. All containing 1.5370 acres, more or less, in McHenry
County, Illinois.

FIN: (part of 14-28-400-008)
Tr's. Deed Harper to C.L.P.D.
94-75-0160

IN WITNESS WHEREOF, said Granter, as trustee, has hereunto set his hand and seal the day
and year first above written.

[Signature]
Notary Public (Seal)

Rosella H. Harper

[Notary Seal]
FOR USE BY INDIVIDUAL TRUSTEE

STATE OF ILLINOIS

County of McHenry

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY, that Rosella N. Harper, Trustee under Trust Dated July 28, 1994 personally known to me to be the same person whose name subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that she signed, sealed and delivered the said instrument as her free and voluntary act for the uses and purposes therein set forth.

Given under my hand and seal this 4th day of November A.D. 1994.

J. Cowlin
Notary Public
State of Illinois
My Commission Expires 10/3/94

FOR USE BY CORPORATE TRUSTEE

STATE OF

County of

I, a Notary Public in and for said County, in the State aforesaid, do hereby certify that

Vice-President of

BANK & TRUST CO. OF ____________ and

Assistant Secretary of said corporation, who are personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such Vice-President and Assistant Secretary, respectively, and personally known to me to be such Vice-President and Assistant Secretary, respectively, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their free and voluntary act as such Vice-President and Assistant Secretary respectively, as aforesaid, and as the free and voluntary act of said

for the uses and purposes therein set forth.

Given under my hand and Notarial Seal, this __________ day of __________ A.D. 19___

Notary Public

Future Taxes to Grantee’s Address (x)
OR to

John L. Cowlin
20 Grant Street
Crystal Lake, IL 60014

This Instrument was Prepared by: John L. Cowlin
Whose Address is: 20 Grant Street, Crystal Lake, IL 60014

TRUSTEE’S DEED

A Trustee Under Trust Agreement

TO
WARRANTY DEED
Statutory (ILLINOIS)
(Individual to Corporation)

THE GRANTOR, CATHARINE STERNE (also known as CATHERINE S. STERNE), widow of THEODORE W. STERNE, deceased, and not remarried,
of the Township of Nunda County of McHenry State of Illinois for and in consideration of Ten and No/100 - - ($10.00) - - DOLLARS,
in hand paid, CONVEYS and WARRANTS to CRYSTAL LAKE PARK DISTRICT, a general park district

(The Above Space For Recorder's Use Only)

created and existing under and by virtue of the Laws of the State of Illinois having its principal office at the following address 300 Lake Shore Drive, Crystal Lake, Illinois 60014 the following described Real Estate situated in the County of McHenry in the State of Illinois, to wit:

LEGAL DESCRIPTION IS ATTACHED HERE TO, MADE A PART HEREOF AND MARKED "EXHIBIT A."

SUBJECT TO general taxes for the year 1986 (due and payable in 1987) and subsequent years; roads and highways, if any; the rights of adjoining owners to the uninterrupted flow of any stream crossing the premises; rights of way for drainage tile, ditches, feeders and laterals; easements and restrictions of record.

hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Illinois.

Parcel 1: 14-28-300-016; Parcel 2: 14-28-400-002; Parcel 3: 14-28-300-007; Permanent Real Estate Index Number(s): 14-28-300-015; Parcel 4: 14-28-400-009

Address(es) of Real Estate:

DATED this day of December 1986

PLEASE (SEAL) Catherine Sterne
PRINT OR TYPE NAMES BELOW (SEAL)

SIGNATURE(S)

State of Illinois, County of Lake ss I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that CATHERINE STERNE (also known as CATHERINE S. STERNE), widow of THEODORE W. STERNE, deceased, and not remarried, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that she signed, sealed and delivered the said instrument as her free and voluntary act, for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and official seal, this day of December 1986

Commission expires 1986

This instrument was prepared by Attorney Robert B. Wynn & East Galena P. O. Box 1327, AYPO, IL 60007

MAIL TO

20 Grant St., P. O. Box 180
Crystal Lake, IL 60014
(Ch. State and St.)

RECORD BREAKS HERE

RECORD BREAKS HERE
AN UNDIVIDED ONE-HALF (1/2) INTEREST IN THE FOLLOWING PARCELS 1, 2, 3 and 4

PARCEL 1: The East Half of the Southwest Quarter of Section 28, excluding and reserving therefrom the Northwest Quarter of the East Half of the Southwest Quarter of Section 28, Township 44 North, Range 8 East of the Third Principal Meridian; ALSO excepting the North 200 feet of the West 25 feet of the Northeast Quarter of the Northeast Quarter of the Southwest Quarter of Section 28, Township 44 North, Range 8 East of the Third Principal Meridian; ALSO a Parcel of land in the South Half of Section 28 and the North Half of Section 33, Township 44 North, Range 8 East of the Third Principal Meridian, described as follows: Beginning at the intersection of the North Section line of said Section 33, with the Westerly right of way line of the Chicago and Northwestern Railway Company, which point is 893.5 feet, more or less, East of the Northwest corner of the Northwest Quarter of said Section 33; thence Southerly along the Westerly right of way line of said Railway Company, 175.45 feet; thence Westerly to the Southwest corner of the East Half of the Southwest Quarter of said Section 28; thence North along the West line of the East Half of the Southwest Quarter of said Section 28, to the place of beginning, all in McHenry County, Illinois.

PARCEL 2: Part of the West Half of the Southeast Quarter of said Section 28, described as follows: Beginning at the Quarter post on the North side of said Section 28, thence North on the Quarter line, 28 chains and 51 links to the Southwest corner of John H. Palmer's land; thence East along said Palmer's South line, 17 chains and 50 links; thence South, 8 chains and 57 links; thence East, 2 chains and 50 links to the East line; thence South along said East line, 10 chains and 12 links to the Northwesterly line of the Elgin and State Line Railroad; thence in a Southwesterly direction along said Northwesterly line to the Southerly line of said Section 28, thence Westerly along said Southerly line of said Section 28, to the place of beginning; excluding a Parcel of land in the South Half of said Section 28, and the North Half of Section 33, Township 44 North, Range 8 East of the Third Principal Meridian, described as follows: Beginning at the intersection of the North Section line of said Section 33, with the Westerly right of way line of the Chicago and Northwestern Railway Company, which point is 893.5 feet, more or less, East of the Northwesterly corner of the Northwest Quarter of said Section 33; thence Southerly along the Westerly right of way line of said Railway Company, 175.45 feet; thence Westerly to the Southwest corner of the East Half of the Southeast Quarter of said Section 28; thence North along the West line of the East Half of the Southeast Quarter of said Section 28, Township 44 North, Range 8 East of the Third Principal Meridian, described as follows: Beginning at the intersection of the South line of said West Half of the Southeast Quarter and the Westerly right of way line of the Chicago and Northwestern Railway; thence North 35 degrees, 19 minutes, 06 seconds East, along said right of way line, a distance of 115.95 feet; thence South 65 degrees, 44 minutes, 94 seconds West, a distance of 122.81 feet; thence South 40 degrees, 16 minutes, 45 seconds West, a distance of 54.83 feet to the North right of way line of the Public Service Company of Northern Illinois (now Commonwealth Edison Company) as described in Deed dated December 10, 1928 and recorded in the Recorder's Office in Book 194 of Deeds, page 11; thence South 85 degrees, 56 minutes, 09 seconds East, along said Northerly right of way line, a distance of 78.24 feet to the place of beginning, all in Township 44 North, Range 8 East of the Third Principal Meridian, in McHenry County, Illinois.

PARCEL 3: That part of the East Half of the Northwest Quarter of the Northeast Quarter of the Southwest Quarter of Section 28, Township 44 North, Range 8 East of the Third Principal Meridian, described as follows: Commencing at a point 66 feet West of the Northeast corner of said East Half of the Northwest Quarter of the Northeast Quarter of the Southwest Quarter; thence South on a line parallel with the East line of said East Half, for a distance of 454.14 feet to a point for a place of beginning; thence South on a continuation of the last described line, for a distance of 207 feet to an intersection with the Southwest Quarter; thence West on said South line, a distance of 261.08 feet to a point; thence Northeasterly on a straight and direct line, a distance of 334.15 feet to the place of beginning, in McHenry County, Illinois.

EXHIBIT A
PARCEL 4: The East 66 feet (excepting therefrom the North 200 feet) of the East Half of the Northwest Quarter of the Northeast Quarter of the Southwest Quarter of Section 28, Township 44 North, Range 8 East of the Third Principal Meridian, in McHenry County, Illinois.

THE ENTIRE FEE SIMPLE INTEREST IN THE FOLLOWING DESCRIBED PROPERTY:

PARCEL 5: A part of the Southeast Quarter of the Southeast Quarter of Section 28, Township 44 North, Range 8 East of the Third Principal Meridian, beginning at the Northwest corner thereof; thence South along the West line thereof, 10.12 chains, more or less, to the Northwesterly line of the right of way of the Chicago and Northwestern Railway; thence Northeasterly along said right of way line to the North line of the Southeast Quarter of said Section; thence West 4.27 chains on said North line to the place of beginning, in McHenry County, Illinois.
Attachment 2a Plat Map for Veteran Acres Park (multiple parcels)  
Crystal Lake Park District  
Sterne's Fen and Veteran Acres Trail Improvements
BARRE BLUMENTHAL, AS TRUSTEE, ETC. [Signature]

TO

CRYSTAL LAKE PARK DISTRICT

WARRANTY DEED

THIS INDENTURE WITNESSETH, that the Grantor Barre Blumenthal, as Trustee, in accordance with the authority conferred upon him under the provisions of a Trust Agreement dated November 16th, 1920, and Deed in Trust dated November 16th, 1920 and recorded November 22nd, 1920 in Book 236 of Deeds, Page 555, of the City of Chicago in the County of Cook and State of Illinois, for and in consideration of the sum of Ten ($10.00) DOLLARS in hand paid, CHUNKY and WARRANT to the Crystal Lake Park District of the County of McHenry and State of Illinois the following described Real Estate, to wit:

Lot number nine (9) of Oakwood Golf Course Addition to Crystal Lake, in accordance with the plat thereof. ALSO the Northwest quarter of the Northeast Quarter of Section thirty-three (33), also the Southwest quarter of the Northeast Quarter of Section thirty-three (33), excepting and reserving therefrom the South 900.66 feet thereof. ALSO the East half of the Northeast Quarter of Section thirty-two (32) in Township forty-four (44) North, Range eight (8) East of the Third Principal Meridian in the County of McHenry and State of Illinois, excepting and reserving therefrom the following described property: Commencing at the quarter post on the East side of Section thirty-two (32); thence west on the quarter section line to the East line of the East half of the Northeast Quarter; thence North on the last described line 128.9 feet to a point in range with the northerly line of Oakwood Golf Course Addition to Crystal Lake, as shown on the plat of said addition recorded in the Recorder's Office of County and State aforesaid in Book 6 of Plats, page 76; thence westerly on the northerly line of said Addition and said line extended to the East line of said Section; thence South on said Section line 172.8 feet to the place of beginning. ALSO excepting and reserving therefrom the westerly thirty-three (33) feet of North Main Street as shown on the plat of Arnie T. Huglen's Add. to the Village of Hinda aforesaid in said Recorder's Office, in Book 6 of Plats, page 76. ALSO excepting and reserving therefrom the West 55 feet of the following described property: Beginning at the Southeast corner of the Northeast quarter of said Section 32; thence West along the East and West quarter Section line twenty (20) chains and thirteen (13) links to the center line of the highway; thence North along the centerline of said highway 11.88 chains; thence North 68 degrees East 20.13 chains to the east line of said Section; thence South on said Section line 128.46 chains to the place of beginning. All of the above described property lying and being in Township forty-four (44) North, Range eight (8) East of the Third Principal Meridian, and containing a total area of 109.6 acres of land, more or less, situated in the Township of Hinda in the County of McHenry in the State of Illinois, hereby releasing and waiving all rights under and by virtue of the Homestead Exception Laws of the State of Illinois.

WITNESS my hand and seal this 15th day of December A.D. 1920.

Revenue Stamps $30.00.

Barre Blumenthal as Trustee [Signature]

Revised Declaration of Trust dated Nov. 12th 1920.

STATE OF ILLINOIS

COUNTY OF McHenry

1. Myra Householder, a Notary Public, in and for, and residing in said County, in the State aforesaid, DO HEREBY CERTIFY that Barre Blumenthal, as Trustee, in accordance with the authority conferred upon him under the provisions of a Trust Agreement dated November 16th, 1920, and Deed in Trust dated November 16th, 1920 and recorded November 22nd, 1920 in Book 236 of Deeds, Page 555, personally known to me to be the same person whose name is subscribed to the foregoing.
Instrument, appeared before me this day in person and acknowledged that he signed, sealed and delivered the said instrument as his free and voluntary act for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

GIVEN under my hand and notarial seal, this 12th day of December A. D. 1939.

My Commission Expires February 27, 1943.

No. 143383. Filed for record this 16th day of December A. D. 1939 at 11:40 o'clock A. M.
TRUSTEE'S DEED

Know All Men by these Presents, That the Grantor, Home State Bank/National Association, a duly organized Trust Company, organized and existing under the laws of the State of Illinois, as Trustee under the provisions of a Trust Agreement dated January 4, 1977, and known as Trust No. 1922 and having its principal business office in the City of Crystal Lake, County of McHenry and State of Illinois, for the consideration of Ten and 00/100 Dollars, Conveys to Crystal Lake Park District

of the City of Crystal Lake County of McHenry and State of Illinois

That part of the East Half of the Northwest Quarter of Section 33, Township 44 North, Range 8 East of the Third Principal Meridian, described as follows: Beginning at the intersection of the West line of the East Half of said Northwest Quarter with the Southerly right of way line of the Public Service Company of Northern Illinois; thence Easterly along said Southerly right of way line, a distance of 143.19 feet to a point on a line that is 433.0 feet East of (measured at right angles thereto) and parallel with the West line of the East Half of the Northwest Quarter of said Section 33; thence Southerly along said parallel line, a distance of 1404.63 feet to the North line of the Subdivision of Block 4 of Sterne's Addition to Crystal Lake; thence Westerly along said North line, a distance of 433.0 feet to the West line of the East Half of the Northwest Quarter of said Section 33; thence Northerly along said West line, a distance of 1418.11 feet to the place of beginning, (excluding that part described as follows: A strip of land 40 feet in width being a part of the East Half of the Northwest Quarter of Section 33, described as follows: Beginning at the intersection of the West line of said East Half of the Northwest Quarter of Section 33, with the Southerly right of way line of the Commonwealth Edison Company (successor by merger to the Public Service Company of Northern Illinois) as conveyed by Warranty Deed, dated December 10, 1928 and recorded on January 4, 1929 in the Recorder's Office of McHenry County, Illinois, as Document No. 86522; thence Easterly along said Southerly right of way line to a point on a line that is 433.0 feet East of and parallel with said West line of the East Half of the Northwest Quarter of Section 33; thence South along said parallel line to the intersection with a line that is 40 feet South of (measured at right angles) and parallel with the Southerly right of way line of said Commonwealth Edison Company; thence West along said last mentioned parallel line to the West line of said East Half of the Northwest Quarter of Section 33; thence North along said West line of the East Half of the Northwest Quarter to the point of beginning), in McHenry County, Illinois.

McHenry County

I, the undersigned, Roma J. Vodravy, Notary Public in and for and residing in the said County in the State aforesaid, Do Hereby Certify that O. Irene Cooper, personally known to me to be the Asst. Vice President & Trust Officer, of the Home State Bank/National Association, Crystal Lake, Illinois and James J. Zambon, personally known to me to be the Sr. Vice President & Trust Officer, of said Corporation, whose names are subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as Asst. Vice President & Trust Officer and Sr. Vice President & Trust Officer they signed and delivered the said instrument of writing as Asst. Vice President & Trust Officer and Sr. Vice President & Trust Officer of said Corporation, and caused the seal of said Corporation, to be impressed thereunto in my presence, and that the same is the true copy of the instrument of writing executed by said Corporation, for the uses and purposes therein set forth.

Given under my hand and seal of the said Corporation this 10th day of May, 1977.

[Signature]

Notary Public

Home State Bank/National Association

300 Lake Shore Dr.
Crystal Lake, IL 60014

Grantee

91-21-2229
Sterne’s Fen and Veteran Acres Trail Improvements and Extensions
Crystal Lake Park District
January 2020

Key
🌟 Primary Trail Head (proposed)
🌟 Kiosk, Bench, Trash Can
🌟 Existing Trail Head
   (Located at the Nature Center)
⭕ Secondary Trail Head (proposed)
⃝ Single Panel Sign
⚠️ Interpretive Center (proposed)
📍 Triple Panel Sign, Bench
(variable)
B Bike Rack (proposed)

See enlargement for detail (Veteran Acres Trail Connection Concept Plan, sheet C1.0)

Attachment 2b Development Plan
Crystal Lake Park District
Sterne’s Fen and Veteran Acres Trail
Attachment 2b Development Plan
Crystal Lake Park District
Sterne's Fen and Veteran Acres Trail Improvements
Pond View Interpretive Center Sketch
Sterne's Fen and Veteran Acres Trail Improvements and Extension
Looking Southwest
State of Illinois, IDNR
Recreational Trails Program

Application Fee

The Trails Grant Programs require a non-refundable Application Fee which shall be calculated as 1/4 of 1% (0.0025%) of the grant request with a minimum fee of $100 and a maximum fee of $300. The following exceptions apply:

- Grants for which the total value of the financial assistance being sought is less than $25,000
- Grants to the federal government; and
- Operational grants

This fee is not a reimbursable expense and cannot be included in the project budget.

EXAMPLES:
- A $50,000 funding assistance request would require a $125 application fee ($50,000 x 0.0025 = $125)
- A $200,000 funding assistance request would require a $300 application fee ($200,000 x 0.0025 = $500 which exceeds the $300 maximum)

The Application Fee shall be rounded up to the nearest whole dollar amount.

Applications submitted without the required Application Fee, or with an incorrect amount, will not be accepted by IDNR. Failure of an Initial Application Fee to clear the bank it is drawn against will result in the automatic denial and return of the application to the applicant without consideration.

Please submit this form with the project application and Initial Application Fee.

RECREATIONAL TRAILS PROGRAM

APPLICANT (Sponsor) LEGAL NAME: Crystal Lake Park District
PROJECT TITLE: Sterne's Fen and Veteran Acres Trail Improvements and Extensions
TOTAL PROJECT COST: $245,000
TOTAL GRANT ASSISTANCE REQUEST: $245,000
INITIAL APPLICATION FEE AMOUNT ATTACHED: 300.00
(Application fee based on this amount)

Must be in the form of a bank draft made payable to the “Illinois Department of Natural Resources”

NOTE: Grant application fees submitted with this grant application will not be refunded by IDNR to the grant applicant. Grant application fees are tendered for consideration of the application only and do not imply any promise of financial assistance by IDNR.

Please contact the DNR Office of Grant Management and Assistance at 217/782-7481 or dnr.grants@illinois.gov if you have any questions.
Recreational Trails Program  
ENVIRONMENTAL ASSESSMENT STATEMENT (EAS)  

Attachment 4  
(page 1 of 3)

Applicant (Sponsor) Legal Name: Crystal Lake Park District  
Project Title: Sterne's Fen and Veteran Acres Trail Improvements and Extensions

Instructions:
1. Attach to this EAS checklist a concise (no more than 1 page) description of the project site including dimensions (size), physical characteristics (pay particular attention to unique features), and existing improvements on the property.
2. For each of the following environmental and social factors, indicate to the best of your knowledge whether the proposed project will have a Beneficial (B), Neutral (N), or Adverse (A) impact or is Not Applicable (NA). Consider both temporary (during construction) and long-term impacts.
3. For Adverse (A) impacts, explain in the Comment Section of this EAS the nature of the impact and whether 1) it can be minimized by mitigation measures OR 2) is unavoidable and cannot be positively addressed/mitigated.

<table>
<thead>
<tr>
<th>FACTORS</th>
<th>Key to impacts:</th>
<th>Type of Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Socio-Economic Factors</td>
<td>(B) Beneficial,</td>
<td>B N A n/a</td>
</tr>
<tr>
<td></td>
<td>(N) Neutral,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(A) Adverse</td>
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</tr>
<tr>
<td></td>
<td>(N/A) Not</td>
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<tr>
<td></td>
<td>Applicable</td>
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<td>(Check only 1 box for each factor)</td>
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</tr>
<tr>
<td>1. Adjacent Land Use (describe):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Disruption of Neighborhood/Community Cohesion</td>
<td></td>
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<tr>
<td>3. Impact on churches / cemeteries / schools / healthcare facilities / elderly housing</td>
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<td></td>
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<tr>
<td>4. Local economic/business impacts</td>
<td></td>
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<tr>
<td>5. Displacement / Relocation of residence(s) or business</td>
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<tr>
<td>6. Local Tax Base (i.e., property tax loss)</td>
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<tr>
<td>7. Land Use Change / Zoning (current zoning classification):</td>
<td>RE</td>
<td></td>
</tr>
<tr>
<td>8. Agricultural Activities / Prime Farmland Conversion (*)</td>
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</table>

(*) In compliance with the 1982 Illinois Farmland Preservation Act, it is MANDATORY that notification be sent to the IL Dept. of Agriculture (IDOA), Bureau of Land Water Resources, State Fairgrounds, Springfield, IL 62794-9281 (tele 217/785-4458) regarding all land acquisition projects located outside municipal corporate limits regardless of the land's current use. Application material to be provided includes "copies" of 1) project location map (attachment A-2) with project boundary clearly delineated, 2) project plat map (attachment A-4) with current zoning and adjacent land uses identified on the map, 3) county soil survey map with the project site boundary delineated (soil maps can be obtained from the County Soil & Water Conservation District office), and 4) completed application Narrative Statement (Attachment A-1). Comments provided by the IDOA to the project sponsor must be submitted to the DNR as part of the project application review process.

☐ Project requires IDOA review. Date Sent: ☑ Project does not require IDOA review.

<table>
<thead>
<tr>
<th>Physical Resource Factors</th>
<th>Type of Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Wildlife / Wildlife Habitat:</td>
<td>Game Species</td>
</tr>
<tr>
<td>10. Fisheries</td>
<td>Non-Game Species</td>
</tr>
<tr>
<td>11. Soils (erosion, removal, contamination)</td>
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<tr>
<td>12. Air Quality</td>
<td></td>
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<tr>
<td>13. Noise</td>
<td></td>
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<tr>
<td>14. Energy Usage</td>
<td></td>
</tr>
</tbody>
</table>
Recreational Trails Program
ENVIRONMENTAL ASSESSMENT STATEMENT (EAS)

Physical Resource Factors (cont.)
15. Water Useage
16. Mineral Resources
17. Tree Removal
18. Surface Waters (lakes, streams, drainageways, etc.)
19. Groundwater
   Floodplains (percent of project area within 100 year floodplain): 0.00%
20. Wetlands (*)
21. Threatened and Endangered species (*)
22. Archaeological Resources and Historic Sites/Districts (*)
   (* See required "Cultural Resource, Endangered Species & Wetlands Review Report" form located at
   the end of this EAS report that must be completed (with the requested map attachments and photos, if
   applicable) and attached in duplicate (3 copies) to the EAS as part of the project application submitted to
   the DNR. As part of the cultural resource review, an on-site archaeological reconnaissance survey
   may be required to determine the existence and/or significance of such resources and potential impacts
   to them. The cost of such a survey is the responsibility of the local applicant and is eligible for grant
   assistance if included in the application project budget. You will be notified if such a survey is
   required. PLEASE NOTE that the survey, if required, does not need to be conducted until after
   DNR grant approval.
23. Other Factors
24. Public Roadway / Traffic / Public Transit / Railroad Impacts
25. Public Utilities / Transmission Facilities
26. Visual Impacts
27. Hazardous Waste/Mater isls
28. Consistency with Local Plans (if no, explain)
29. Known Project Controversy (if yes, explain)
30. Identify any Other Adverse Impact(s)

COMMENT SECTION for "Adverse Impacts" (do not generalize or use vague/ambiguous terms in your comments)

Describe each adverse impact in an objective and quantified manner and describe specifically HOW MITIGATION
will be accomplished to minimize the adverse impact OR which impacts are unavoidable and cannot be positively
addressed through mitigation measures. BE CONCISE.

Factor #    Comment
### Comments Section Cont.

<table>
<thead>
<tr>
<th>Factor #</th>
<th>Comment</th>
</tr>
</thead>
</table>

### Project Permit Requirements

- Section 10 Navigational Permits (COE): YES [✓] NO
- Section 404 Permit (COE): YES [✓] NO
- Illinois Rivers, Lakes & Streams Permit (IL DNR): YES [✓] NO
- NPDES Permit (US/IL EPA): YES [✓] NO

### Person Responsible for Preparing This Document:

<table>
<thead>
<tr>
<th>Ann Viger</th>
<th>Crystal Lake Park District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; Title (printed or typed):</td>
<td>Agency:</td>
</tr>
<tr>
<td>Signature:</td>
<td>02/20/2020</td>
</tr>
<tr>
<td>Date:</td>
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</tbody>
</table>

Attach list (bibliography) of persons, agencies, references, etc. consulted in preparing this Environmental Assessment Statement

Page 35 of 63
CULTURAL RESOURCES, ENDANGERED SPECIES & WETLANDS REVIEW REPORT

Project Sponsor: Crystal Lake Park District
Project Title/Site Name: Sterne's Fen and Veteran Acres Trail Improvements and Extension
Contact Person: Ann Viger
Address: 1 E Crystal Lake Ave, Crystal Lake, IL 60014
Phone: 815-459-0680x4205 Date: 02/20/2020
email: aviger@crystallakeparks.org

Check appropriate response: ☑ New Project Application (not previously reviewed/considered by IDNR)

Application Resubmittal*

*If resubmittal, indicate the year(s) previously submitted:

Has project proposal changed in scope or design layout from previous submittal(s)?
If this is a development project was the property acquired with IDNR funds?

Yes No

Project Location
Street Address and City: 330 N. Main Street, Crystal Lake
USGS Numeric Location Designation: Township: 44N Range: 8E Section: 32, 28

Please attach:
1) project site development plan
2) topographic map
(Note: photocopy ONLY that portion of Topo map where project site is located. Copies should be no larger that 11" x 17").
(Clearly delineate and identify the project site/park boundary on the map with a dashed black line)

Topographic maps may be obtained from:
Illinois State Geological Society
Champaign, IL
(217) 344-2414
Topographical maps may also be available from local and/or regional planning commissions.

Does the project include tree removal?

Yes No

If yes, anticipated number to be removed:

Concise Project Description: (Also, attach 2 sets of color photos of any existing buildings/structures on project site.)

Renovate and expand an existing trail system through Veteran Acres Park and Sterne's Woods and Fen. Construct four interpretive centers along the trails and install wayfinding signs and mileage markers along the trails. Repair eroded areas along existing trails. Provide handicap accessibility to two trailheads and two interpretive centers.

DEPARTMENT USE ONLY

Approved
Approved w/ Restrictions*
Comments*
Grant Adm.

Cultural Resources
T&E Species/NP/Natural Area/LWR
Wetlands (Sec.404, see reverse side)
OREP/RR&C/CERP Coordinator

* see attached letter/comments

Signature indicated IDNR CERP sign-off for ONLY the project information included in this submittal. Any changes must be resubmitted for review.

3 COPIES OF THIS FORM AND THE SPECIFIED ATTACHMENTS MUST BE SUBMITTED WITH APPLICATION
OVERVIEW

Information contained on this form is used by Illinois DNR to evaluate compliance of the proposed project with three state laws protecting cultural resources, threatened and endangered species, and wetland resources. Results of the review will be indicated either on this signed form or an accompanying letter detailing anticipated impacts and compliance with state law.

Cultural Resource Review

Pursuant to Section 106 of the "National Historic Preservation Act of 1966" for federally assisted projects and the "Illinois State Agency Historic Resources Preservation Act" for state-assisted projects, ALL local agency grant projects must be reviewed for possible historic/cultural resource impacts. The Illinois DNR is responsible for ensuring compliance with these laws and will coordinate all necessary project reviews with the State Historic Preservation Office (SHPO). The historic value of buildings is determined in part by their age, architectural style, and building materials. These elements are to be considered in association with interior and exterior modifications proposed for the building, which may affect the structure's historic significance. Structures are not to be demolished in anticipation of receiving a grant. Please include information on all of these elements within your project description. If impacts to historic resources are anticipated, the applicant is encouraged to consult with Illinois Department of Natural Resources as early in the planning process as possible. Contact person for IDNR is Dawn Cobb – (217) 785-4992.

Threatened & Endangered Species Consultation

The Endangered Species Protection Act requires state and local units of government to consult with the DNR to determine the impacts of their actions in regards to endangered and threatened species. This process affords valuable protection to the 500 species of plants and animals listed as endangered or threatened within the state of Illinois. If a state listed species is known to occur within the vicinity of the proposed action, additional information will be required. If a determination is made that a listed species will be adversely impacted, recommendations will be made as to how those impacts may be avoided or minimized. Threatened & Endangered Species consultation (sign-off) is valid for two (2) years. If project is not initiated within this time period, resubmittal is necessary.

Interagency Wetlands Policy Act of 1989

A wetland is defined as land that has a predominance of hydric soils and is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of hydrophytic vegetation.

The Interagency Wetlands Policy Act (IWPA) of 1989 directs state agencies to preserve wetlands as a priority action. The provisions of the Act apply to all state and state supported actions including grants and other financial assistance provided by DNR to local units of government, private organizations or individuals.

The Act requires that all practicable alternatives be evaluated to avoid adverse wetland impacts. When avoidance is not possible then alternatives to minimize the adverse wetland impact are to be considered. If adverse wetland impacts are still unavoidable, then compensation is required.

Wetland Compensation Plan

When unavoidable impacts to wetlands are evident, a wetland compensation plan must be developed and implemented that adequately compensates for the adverse impact. This is best accomplished by hiring a qualified firm to evaluate the wetland and associated impact. The DNR will review the wetland compensation plan and determine compliance with the Act.

The Act required compensation for reductions in the size or functional capability of the wetland. Interim requirements of the Act require a compensation ratio of 1.5 units of compensation per 1.0 unit of impact. Replacement of the wetland type is required (emergent wetland for emergent wetland, etc.) in a similar location in the landscape (flood plain, pothole, etc.). The compensation site should be located as near to the impacted wetland as practicable. It is preferable that the compensation site have hydric soils. The hydrology of the compensation site should closely resemble that of the affected wetland.

The wetland compensation plan should be completed either prior to or concurrently with the project. The project sponsor is required to certify that the compensation plan was successfully completed and annually monitor the success of the compensation wetland for at least three years.

Relationship of Section 404 of the Clean Water Act

The IWPA has many provisions similar to the Section 404 program. However, there are several differences. Section 404 regulates the placement of dredged and fill material into waters of the U.S., of which wetlands are a subset. The IWPA regulates any action that would adversely impact a wetland. Compliance with either law does not ensure compliance with the other. Separate applications need to be submitted to IDNR and Army Corps of Engineers.

Rev. 10/15
Certification for Development Projects

This certification must be provided for development projects for which the land was acquired after September 2, 1971, if the acquisition procedures were not in accord with P.L. 91-646, the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act.

Jason Herbster, Crystal Lake Park District
Signature of Authorized Certifying Official Applicant/Organization

hereby certify, under penalty for willful misstatement (18 U.S.C. 1001) that at the time of the acquisition and last known displacement on the project lands for which this Federal financial assistance is being sought, no planning had been initiated by this agency to obtain this financial assistance.

SIGNATURE

DATE

*"Whoever, in any matter within jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statement or entry, shall be fined not more than $10,000 or imprisoned not more than five years, or both.”
Recreational Trails Program
Buy America Certification Guidance

FHWA's Buy America regulations, embodied in 23 CFR 635.410, "require a domestic manufacturing process for any steel or iron products (including protective coatings) that are permanently incorporated in a Federal-aid construction project. The FHWA's Buy America regulations will also apply to Clan Illinois Trails Fund projects. The regulation also provides a waiver of the Buy America requirements when the application would be inconsistent with the public interest of when satisfactory quality domestic steel and iron products are not sufficiently available."

To determine the necessary certification under Buy America, please follow the steps below:

1. Does the product contain any steel or iron manufactured outside the United States? To be considered domestic, all steel and iron used and all products manufactured from steel and iron must be produced in the United States and all manufacturing processes, including application of a coating, for these materials must occur in the United States. If the product does not contain any foreign steel or iron then you may fill out a Buy America Certification form and submit it to IDNR before bidding your project or before making your equipment purchase. The Buy America process does not apply to your project. The Buy America process does not apply to your project. If there is ANY foreign steel or iron in your product then you must move to step 2.

2. The buy America regulation does "not prevent a minimal use of foreign steel and iron materials, if the cost of such materials used does not exceed one-tenth of one percent (0.1 percent) of the total contract cost or $2,500, whichever is greater. For purposes of this paragraph, the cost is that shown to be the value of the steel and iron products as they are delivered to the project." If the minimal use clause applies to your project then please fill out the Buy America Certification form and submit it to IDNR. The Buy America process does not apply to your project. If the minimal use clause does not apply to your project then you must move to step 3.

3. FHWA policy provides for a Buy America waiver for certain manufactured products. To be eligible for the Manufactured Products waiver, the product must consist of less than 90% steel or iron content when it is delivered to the job site for installation. Please click here for the full guidance on manufactured products. If your product meets this manufactured products definition, please provide documentation of how the product is a manufactured product and submit to IDNR for approval.
ADD:

LETTERS OF SUPPORT
PUBLIC MEETING NOTICE
PUBLIC MEETING MINUTES
Report to the Board From: Jason Herbster

Date: February 12, 2020

**FOIA Requests**
The following FOIA request was received this month:

Feb. 10, 2020

To Whom It May Concern:

Under the provisions of the Illinois Freedom of Information Act, Illinois Revised Statutes Ch. 116, Par. 201, I am requesting the following information:

- List of addresses and Property Identification Numbers (PINs), or documents sufficient to show, all residential property owned by the park district.
- Copies of current/active leases (occupancy agreements) for any residential property owned by park district, including name of lessee, monthly or annual rent amount, relationship of lessee to park district, etc., or documents sufficient to show that information.
- Original purchase price for any and all residential properties currently owned by the park district, including year of purchase, or documents sufficient to show that information.

I prefer the information in electronic format and emailed to the address listed below. Please call if you are unable to grant this aspect of the request.

I am requesting that you waive any fees for providing this information, in accordance with the law, which allows for waiver of fees when release of the information is in the public interest. Please notify me by telephone if any fees will be charged.

I would appreciate it if you would handle this request as quickly as possible, and I look forward to hearing from you within five working days, as required by law. Thank you for your assistance. If you have any questions, please call me at 847-427-4602. My FAX is 847-427-4790. My email is jgriffin@dailyherald.com.

Jake Griffin | Assistant Managing Editor for Watchdog Reporting
jgriffin@dailyherald.com | office 847.427.4602 | cell 773.576.2225
95 W. Algonquin Road | Arlington Heights, IL 60005-4617
Daily Herald Media Group
www.dailyherald.com | Our Aim: To fear God, tell the truth and make money
**Follow Up/Outstanding Items**

At the January Board meeting during matters from the public, a current program instructor of the Crystal Lake Park District brought forward his concern about raising non-resident fees to 30% of the resident fee. At the time of the January meeting, no determination on a revised non-resident fee had been made therefore, the information provide to this instructor was not accurate. This situation has been addressed with staff.

All abatement Ordinances were filed with the County Clerk's Office on January 17, 2020.

The Strategic Plan update to include all comments in the plan should be completed no later than the end of February.

The tree removal project at Sterne’s Woods was completed on February 12, 2020.

**Playground Community Input Meetings**

Community input meetings were held in January for the upcoming playground replacements at Asbury and Canterbury Parks. The Asbury meeting was well attended by both adults and children. A lot of good ideas were shared with staff. The Canterbury meeting was lightly attended with only 3 adult residents. Director of Park Development and Interpretive Services Viger did an excellent job reviewing the replacement process and fielding questions and ideas from those in attendance. The funding for the Canterbury project has historically been a 50/50 split with School District 47 due to the playground being used mostly by students at Canterbury School. Currently, School District 47 is only able to fund 50% of the playground equipment and surface. They are not able to fund the site work and engineering cost. After a meeting with a School District 47 representative, we will meet again once the bids are received to see if something can be worked out. If the proper funding is not in place, removal of the playground without a replacement may be a reality.

**NISRA Finance Committee Meeting**

January 15, 2020, I attended the NISRA Finance Committee Meeting. Agenda items included review of the 20/21 proposed budget, agency staffing needs, review of the Articles of Agreement pertaining to annual member district dues, and the funding formulas used by other special recreation agencies. With the annual member district dues being frozen for the past 4 years due to the declining EAV’s during the recession, there have been challenges to assembling the NISRA budget. With some agencies EAV’s increasing and surpassing the frozen levels, their contributions are no longer frozen per the Articles of Agreement. Upon reviewing the different funding formulas, it appears that SRA’s gain their finding from member agencies in one of two ways. A percentage of the agencies EAV or a combination of EAV and population served are the two methods used to determine agency contributions. NISRA uses a straight EAV.
**NISRA Board Meeting**

A NISRA Board meeting was held on January 15, 2020, at the NISRA offices. Agenda items included the 708 Board Funding Agreement for 2020, an Ordinance regarding the State Officials and Employees Ethics Act, a Vehicle Purchase Bid approval, review of the 2019 Needs Assessment Survey Report, Strategic Plan Goals update, and information on a transformational grant opportunity.

**IAPD/IPRA Distinguished Accreditation Committee**

On January 23, 2020, I chaired my last IAPD/IPRA Distinguished Accreditation Committee meeting. Chairing this committee was a great experience that allowed me to continue to grow as a professional and leader in our field. During my chairmanship, 10 agencies received accredited status, standards for Forest Preserve/Conservation Districts were drafted and some standards received major revisions to comply with current trends. The committee is made up of high quality professionals in our field. I look forward to continuing to be part of the committee and appreciate the Park Board allowing me to be involved.

**IAPD/IPRA State Conference**

Thank you to the Park Board of Commissioners for affording staff the opportunity to attend the annual IAPD/IPRA State Conference. As always, it was a great learning and networking experience. Sessions I attended at this year's conference included Data Storytelling: How to Identify the Story Behind the Data and Share it With the Community; Not in My Park: Regulating Controversial Park Activities; Preparing for the Future: Financial Forecasting Best Practices and Build a Strong Relationship between Your Park District and Your Park Foundation. Something new this year was our State Senator, Craig Wilcox, sent his Policy Advisor Kristoffer Adams to join us at the Awards Luncheon. Kristoffer arrived early and I was able to spend two hours with him prior to the luncheon catching him up to speed on what the Park District world is all about, specifics on the Crystal Lake Park District and a trip through the exhibit hall. He was impressed with the size of the conference and all we have to offer.

**Lakewood Manor Home Owners Association**

A meeting was held on January 30, 2020, with members of the Lakewood Manor Home Owners Association to review the pier license agreement. Everything was in order and the agreement was signed by their representatives and will be on the agenda for Board approval at the February Park Board meeting.

**Staff Pickle Ball Event**

A staff pickle ball event was held at The Racket Club on February 3, 2020, with numerous staff in attendance. This was a great way for staff to get together and have some fun and get to know each other. Thanks to The Racket Club staff for organizing and hosting a fun event.
School District 155 Meeting

I met with School District 155 Superintendent Steve Olson on February 5, 2020, to catch up on the happenings at our districts. Topics included the growth of lacrosse, projects, and facilities. Our relationship with School District 155 continues to be excellent.

Employee Relations Committee

I attended the monthly Employee Relations Committee meeting on February 6, 2020. The committee is working on some new ideas for the CLPD holiday party, a possible new concept for the employee of the year program, and ideas to enhance the high five employee recognition program. As plans become more definitive, they will be shared.

State of the Community Luncheon

Commissioner Cagle, staff members Jacqui Weber, Jenny Leech, Erik Jakubowski, Kurt Reckamp, Claire Naughton, Ann Viger and I attended the annual State of the Community Luncheon at the Crystal Lake Country Club. As always, this was a nice event that updates those in attendance on what has been going on in the communities of Lakewood and the City of Crystal Lake. The Crystal Lake Park District is asked to submit a report that is included in a booklet handed out at the luncheon to all attendees. The booklet is attached to this report.

High Five Luncheon

The annual High Five luncheon was held of February 12, 2020 at Lou Malnati’s. This luncheon is to recognize those employees that were nominated through the High Five program by their peers or public for a job well done above and beyond the normal scope of their job. The 2019 winners were Donna McCrindle – preschool, Carol Grabowski – preschool, Tracey Zschenmitz – preschool, Deanna Wolek – preschool, Nicole Michaelski – preschool, Teegan Reece – preschool, Marguerite Fogelson – Business Services, Bruce Peters – Park Services, Jessica Eitten – Park Services, Dave Rosinski – Park Services, Jim Pecoraro – Park Services, Ron Ebel – Park Services, Scott Schneider – Park Services, Brad Knipfel – Park Services, Jim McConnell – Park Services, Valerie Roberts – Park Services, Brett Seegers – Park Services, John Updike – Park Services, Jack Murphy – Park Services, Charles Reyes – Park Services, Chuck Shattuck – Park Services, Kyle Berge – Park Services, Brooke Larson – Recreation, Jennifer Peterson – Recreation, and Ann Viger – Park Development and Interpretive Services. Attached to this report are the written nominations that were received for the High Five winners.
State of the Community Luncheon 2020

Thank You to Our Community Partners

Crystal Lake Chamber of Commerce

City of Crystal Lake

Village of Lakewood

Crystal Lake Park District

Crystal Lake Public Library

Crystal Lake Elementary District 47

Community High School District 155

McHenry County College

Sponsored by: BMO Harris Bank
It is with great pleasure that the Crystal Lake Chamber of Commerce welcomes Philip Fritsche as our new President and CEO. Philip's background and chamber experience make him the ideal fit to lead our Chamber into the new decade.

Philip grew up in southeastern Wisconsin and has spent his life in the Midwest. For 21 of the last 24 years, Philip has earned his living as the head of two Wisconsin chambers of commerce, first as the Executive Director of the Germantown Chamber of Commerce and, most recently, as the President of the Beaver Dam Chamber of Commerce. Within the industry, he earned the Certificate in Organization Management at the University of Notre Dame campus through the U.S. Chamber of Commerce's Institute for Organization Management.

Philip's professional and personal interests have driven his extracurricular activities which have included a long-time membership in the Wisconsin Manufacturers & Commerce (WMC), the U.S. Chamber of Commerce, the Wisconsin Chambers of Commerce Executives (WCCE) association and the Association of Chamber of Commerce Executives (ACCE).

Philip served eight years on the Board of the WCCE, a term as the Chair and served a six-year term on the Board of Directors of the WMC.

Philip has also served on the Boards of county-wide tourism promotion organizations, volunteered with local historical societies such as the Wisconsin Trust for Historic Preservation, and has been an active Rotarian for over 16 years. He has been involved in German American organizations since his teen years, volunteering for many festivals and events and serving on the Board of Directors of Milwaukee's German Fest. He is a past Junior Achievement volunteer and devoted many years to Scouting, serving in many volunteer roles.

Philip believes that a local chamber must promote a pro-business attitude in their day to day operations and that this philosophy should dictate and govern everything that the Chamber must do in its annual programing.

Please join us in welcoming Philip to our Chamber and our community!

“I am excited to be able to serve the Crystal Lake community! The Crystal Lake Chamber of Commerce has been doing a great job of providing valuable and relevant programming. It is poised for its next chapter and I look forward to leading the organization in setting new goals and in evolving and improving our current activities, events and programming.”

Philip Fritsche, President/CEO
One of the roles of the Crystal Lake Chamber of Commerce is to educate members on the impact of legislation on the business climate. We are an advocate on behalf of business and we act as the united voice of business. We provide the perspective to our elected officials from the lens of business owners, employers and service providers. An informed and engaged business community is vital to a healthy community.

We will continue to build relationships and continue to promote open dialogue with our elected officials to ensure they have the business perspective.

The Chamber annually hosts legislative programming opportunities to meet and hear from elected officials at all levels of government. The Chamber also provides the opportunity to attend election candidate forums to hear directly from those running for office.

"To sit back hoping that someday, somehow, someone will make things right is to go on feeding the crocodile, hoping he will eat you last - but eat you he will."

Ronald Reagan - on the importance of being involved in the affairs of your community.

In an effort to provide as much information and resources as possible to our members, we produce articles about pending legislation and potential policy changes to encourage informed decisions. We host forums and coffees throughout the year with our elected officials and those running for office, to ensure that we have an ongoing dialogue with those who represent our community.

The Crystal Lake Chamber also understands the value of our partners at the State and Federal levels in providing information and perspective on legislation that affects you.

The Crystal Lake Chamber was a Watch Party site for the 2020 State of American Business address by US Chamber CEO Tom Donohue on January 9, 2020.
The Crystal Lake Chamber of Commerce understands that business success is the magic that happens when preparation and opportunity intersect. Business success is more than luck. It is more than raw talent. It is the result of hard work and preparation.

The Crystal Lake Chamber of Commerce believes that relationship building is a part of that preparation. We hold relationship building as one of the critical tools of business. Relationships build community. Relationships build brand awareness. Relationships build a professional bench of resources.

Everything we do offers the opportunity to build and foster relationships with your fellow business leaders. It creates an environment to share best practices, drive innovation and challenge assumptions.

Relationships help foster community and engagement. Building relationships through networking, volunteering, business referral groups, and professional development opportunities or merely reading about a business in any of the Chamber publications all lead to a stronger and more vibrant business landscape and healthy community.

There are six active and engaged Network groups within the Chamber that meet weekly at a variety of times and places. Women Empowering Women and the Young Professionals are professional development groups that meet monthly. Business Builders and Out to Lunch meet every other month and are a great informal way to meet other business leaders. And of course the Home and Business Expo, Community Clean Up and the Independence Day Parade are all wonderful ways to give back to your community and work with other business professionals in a volunteer capacity.

For more details visit us at clchamber.com.

"Every successful individual knows that his or her achievement depends on a community of persons working together."

Paul Ryan
Diamond Members

Emerald Member

Platinum Plus Members

Advocate Good Shepherd Hospital
Andrew Szocka, P.C.
BMO Harris Bank
Bruning & Associates, P.C.
Crystal Lake Bank & Trust Company, N.A.
Curran Contracting Company

Dorion-Gray Retirement Planning, Inc.
Exemplar Financial Network
Insight Financial Partners, LLC
Miller Verchota, Inc., CPAs
Northwest Herald

Platinum Members

Becky's Bikes
Black Diamond Plumbing & Mechanical
Country Donuts
CreativeCore Media
Douglas Automotive
EISENMANN Corporation
Freddy's Carpet Cleaning Plus
Georgio's Chicago Pizzeria & Pub
In Sync Systems, Inc.

JMS Marketing, Inc.
Liberty Outdoor Advertising & Self Storage
MarySaysItAll
Mixed Media Group, Inc.
Outback Steakhouse
Schafer Brothers Remodeling, Inc.
The Framery
The Grounds Guys McHenry
Vid.For:Web Productions

Premier Members

MPPL Financial
Wakeman Law Group, PC

VISION STATEMENT: Our Chamber ... the business force and foundation connecting the community through integrity, leadership, value, growth and service.

MISSION STATEMENT: The mission of the Crystal Lake Chamber of Commerce is to create value and opportunity for our members with the belief that a positive business climate is an integral part of a healthy community.

Crystal Lake Chamber of Commerce 427 W. Virginia Street, Crystal Lake 815.459.1300 clchamber.com
The City of Crystal Lake has a rich history, rewarding quality of life and tremendous community spirit. Crystal Lake has been a major economic engine in Northeastern Illinois for the past decade. The City offers residents and businesses high-quality services at one of the lowest municipal tax rates in the area.

Property Tax Rate to Decrease 2.04%

The Crystal Lake City Council recently voted to decrease the City's property tax rate by an estimated 2.04%.

The approved tax levy, which funds the Fire Rescue Department and required pension obligations, will ensure that the tax levy attributable to the City remains one of the lowest tax rates in the area. The property tax also includes the Crystal Lake Library's property tax levy.

The City will continue to provide the community with high-quality police and fire protection, water and wastewater treatment services, brush pick-up and drop-off, street maintenance, and other City services, including the Three Oaks Recreation Area.

The City Council's actions reflect the emphasis the City places on its role as a financial steward.

Great Service at a Low Price

When comparing surrounding communities that provide like services, Crystal Lake's portion of a property owner's tax bill is among the lowest. Since 1997, the City has not levied a property tax for the General Fund. As a result, only approximately 10% of the property tax bill is attributable to municipal services provided by the City of Crystal Lake.
Value for the Community

HIGHLIGHTS

Low Crime Rate
According to the Illinois State Police Uniform Crime Reporting statistics, Crystal Lake has experienced an estimated 55.42% decrease in total reported index crime offenses from 2004 to 2019.

Enhanced ISO Rating
ISO is the leading supplier of data and analytics for the property/casualty insurance industry.

ISO ratings are based on the Public Protection Classification (PPC) survey that conducts an analysis of the structural fire suppression delivery system provided in the City.

The City’s current ISO PPC rating is 2 out of 10, with the lower rating being better.

The City’s Class 2 rating placed the City within the top 3.87% of fire suppression services in the United States.

In 2019, the City’s residents and businesses benefited from the services listed below provided by the City of Crystal Lake:

Community Development
- Resurfaced 5 miles of roadway.
- Sidewalk repair to remove tripping hazards.
- Building and Engineering performed 12,927 inspections.

Public Works
- Supplied 1.33 billion gallons of fresh water.
- Processed 1.8 billion gallons of wastewater.
- Plowed 326 lane miles of roadway during each snow event.
- Cleaned 6.14 miles of sewer line.
- Planted 502 parkway trees.

Police
- Responded to 27,450 calls.

Fire Rescue
- Responded to 6,799 calls.
- Served 4,724 patients.
- Performed 541 plan reviews.
- Performed 595 life safety and re-inspections.

Three Oaks Recreation Area
- 173,200 vehicles entered the park in 2019.
- 30,985 guests visited the Swim Beach in 2019.
- 6,318 guests rented watercraft in 2019.

Good Things are Happening in Crystal Lake
Intergovernmental cooperation takes many forms, including mutual aid agreements for police and fire services, intergovernmental service contracting, joint purchasing agreements, coordinated growth management planning, and regional provision of emergency services. One of the advantages of these types of arrangements is that they provide economies of scale and allow entities to do more with less.

The City has been a leader for years in intergovernmental cooperation. Some examples include:

**Southeast Emergency Communications (SEECOM)**
The City was a founding member of SEECOM, a regional public safety dispatch center.

**Liability and Workers’ Compensation Insurance Pool**
The City is a participant in the Intergovernmental Risk Management Agency (IRMA), which allows municipal entities to band together for the purposes of reducing liability insurance costs.

**Contracted Fire Rescue Services**
Through a fee agreement, the City provides fire rescue services to the Village of Lakewood and the Crystal Lake Rural Fire Protection District.

**Health Insurance Pool**
The City is a participant in the Intergovernmental Personnel Benefit Cooperative (IPBC) which allows municipal groups to band together for the purposes of reducing health insurance costs.

**McHenry County Municipal Partnering Initiative (MPI)**
The City is a member of the McHenry County MPI which is a purchasing collaboration of local governments in McHenry County. This is an initiative to reduce program costs through basic principles: bulk purchasing, the sharing of best practices, and the sharing of workloads. Any community could choose to opt out of a proposed project, maintaining the ability for communities to choose to do things their way while simultaneously allowing interested parties to cooperate and save on costs.

**Joint Purchasing Agreements**
The City Council adopted a Procurement Ordinance which allows the City to take advantage of cooperative purchasing opportunities by becoming a member of various cooperative purchasing programs in addition to the State of Illinois Joint Purchase Program and the Suburban Purchasing Cooperative.

**Northern Illinois Municipal Electric Collaborative (NIMEC)**
The City is a member of NIMEC, a municipal Collaborative that pools the energy needs of members in order to secure more competitive pricing than can be provided individually to a single municipality, based on higher volumes. The City uses NIMEC to meet its electrical power needs for street lights and municipal facilities.
In 2019, Three Oaks Recreation Area continued to serve as a desirable recreational amenity. The park is highly regarded by those who visit, and is both a regional and national attraction. This is reflected in the continued high customer satisfaction ratings.

**Guest Satisfaction Remains a Priority**

- Per customer survey information, guests continued to be very satisfied with customer service provided by staff at the beach and marina.

- The number of repeat guests continues to remain high. Guests who visited the swim beach at least once a month increased in 2019. 32% of guests surveyed rented a watercraft at least once per month.

- 94% of surveyed guests are either likely or very likely to return to the park.

**Attendance**

- **30,985** non-resident guests visited the Swim Beach in 2019.

- Over **170,000** vehicles entered the park in 2019.

- **Sixty percent** of park guests are from areas outside of Crystal Lake.

**Park Vendors**

- The Quarry Cable Park, Board House, and Cottage on the Beach continued successful operations at the park in 2019.

**Media Attention**

- Three Oaks Recreation Area ranked **No. 1** on Trip Advisor’s Top 20 Things to do in Crystal Lake.

**Revenues and Expenses**

- Part-time staff expenses, which accounted for 56% of all park expenses, were completely paid for by park use revenues.
City Investment in Business Community

Crystal Lake is a well-established, maturing community with an abundance of opportunities for new development as well as redevelopment. The City of Crystal Lake is strongly supportive of business development and the enhancement of quality of life. The community's leaders encourage an entrepreneurial spirit and promote successful partnerships. For these reasons, and many more, Crystal Lake is a good place to live and a great place to do business.

City leaders have worked hard to offer superior government services while providing maximum value to our residents and businesses. Combined with our reasonable zoning, permitting, and inspection fees, the City of Crystal Lake works hard to keep the cost of doing business in Crystal Lake to a minimum in order to help businesses remain competitive and profitable.

There are 3,734 local businesses in Crystal Lake, providing a workforce of 22,595 employees.

Business Expansion

Camfil completed a major expansion at 500 S. Main Street. They invested $13 million into their facility, adding a 50,000 square-foot building and relocating six new product lines to this facility. The expansion included the hiring of 90 new employees.

Chicago Plastic Systems Inc is headquartered here in Crystal Lake and recently relocated and expanded their operations at 161 S. Virginia Road. The new facility is now home to the largest plastic joint machine in the United States.

Good Things are Happening in Crystal Lake
Steinhafels Furniture Superstore opened this past February at 5846 Northwest Highway. The family owned and operated furniture retailer offers 99,089 square feet of high quality indoor and outdoor home furniture, mattresses and décor all under one roof.

Binny’s Beverage Depot is a regional liquor store with over 40 locations in Illinois, opening in early 2020 at 5380 Northwest Highway. Binny’s offers a great selection of cigars, wine, beer and spirits.

Pet Supplies Plus offers a wide variety of pet toys and food that focuses on your pet’s happiness and health. The national pet store opened this fall at the corner of Main Street and Northwest Highway.

Hickory Hall, located at 406 W. Woodstock Street, recently underwent a complete renovation and now is a high-end elegant private banquet facility available for hosting events ranging from birthday parties to weddings.

815 ChopHouse is an upscale restaurant featuring a wide selection of steaks, burgers and chops located at 394 W. Virginia Street.

Popeyes Louisiana Kitchen opened its first Crystal Lake location at the intersection of Virginia Street and McHenry Avenue. They feature New Orleans style spicy and mild fried chicken, seafood and signature sides.

Carlos Pancake House opened a new breakfast and lunch restaurant in downtown Crystal Lake at 83 N. Williams Street.

Triple Berry Café, located at 435 Angela Lane, is a family-oriented eatery serving breakfast and lunch with unique offerings including tiramisu pancakes, triple berry crepes and strawberry cheesecake french toast.

AROMA Coffee & Wine, located at 77 E. Woodstock Street in downtown Crystal Lake, is the premier location for a morning cup of coffee and an evening glass of wine.

Smoothology, located at 67 E. Woodstock Street in downtown Crystal Lake, features smoothies, deli wraps, flatbread pizzas and quesadillas.

Mookie’s Steak and Seafood at 446 W. Virginia Street, offers an upscale dining experience with a great selection of fresh fish, pork chops and steaks.
Fairfield Inn and Suites by Marriott will be coming to Crystal Lake. The new hotel will be located at Northwest Highway and Route 31 and is slated to break ground in 2020. The hotel features 88 rooms and a wide variety of amenities for hotel guests including large meeting rooms, free hot breakfast, fitness center, and pool. Fairfield Inn and Suites by Marriott prides itself on providing both business travelers and tourists a comfortable and relaxing home away from home.

McAlister’s will be opening a Crystal Lake location in 2020 at 5500 Northwest Highway. McAlister’s is a counter-service chain known for its sandwiches, soups, salads, stuffed baked potatoes and sweet tea.

Jude’s, located at 19 N. Williams Street in downtown Crystal Lake, is the perfect spot for a night out. Enjoy small plates and cocktails in an elegant and trendy setting.

Freddy’s Frozen Custard & Steakburgers, located at 5500 Northwest Highway, is a fast casual restaurant chain new to McHenry County that specializes in various sandwiches, burgers and hot dogs that are cooked to order, as well as frozen custard.

Vine and Plate at 414 W. Virginia Street will open in early 2020 and offer a wide range of small plates and cocktails.

EDGE Fitness Club will be opening its first McHenry County location in Crystal Lake in 2020. The new 52,000 square-foot fitness facility will feature cardio and strength training equipment, but also an indoor turf for functional training, alongside yoga and spinning classes and a variety of amenities like a smoothie bar, childcare, sauna and a treadmill cinema.

New home construction is underway at the Woodlore Estates Subdivision. Over 125 permits have been issued and residents have moved into the subdivision. Once completed, the subdivision will consist of 68 townhome units, 105 age-targeted single-family homes and 319 single-family homes. The age-targeted single-family homes are ranch-style homes restricted to residents 55 years of age and older. The mixture of housing types provides future residents of Crystal Lake with a diverse selection of high quality housing choices.

Senior Residences of Crystal Lake will finish building 60 units of affordable senior-based housing at 355 Station Drive this year. Construction is underway and the facility will feature a theater, card room, game room, community area, library and café.
Future Capital Improvement Projects

Crystal Lake Avenue at Main Street

- Intersection improvement to improve traffic flow
- City awarded $1.5 million in federal funds
- Utility relocations began in 2019
- Construction to begin in the spring of 2020
- Construction contract awarded to Copenhaver Construction

North Main Street: Woodstock Street to Route 176

- New traffic signal and intersection improvements to improve traffic flow at Route 176 and North Main Street
- Resurfacing along North Main Street from Woodstock Street to Route 176
- City awarded $1.5 million in federal funds
- Construction anticipated 2021
2020 Annual Maintenance Programs

- Street resurfacing
- Pavement preservation such as crack sealing
- Sidewalk program to remove tripping hazards
- Pavement marking program to improve the visibility of worn markings
City Officials

MAYOR
Aaron T. Shepley

COUNCILMEMBERS
Ellen Brady        Haig Halebian
Ralph M. Dawson   Brett Hopkins
Cathy A. Ferguson Cameron Hubbard

CITY CLERK
Nick Kachiroubas

ADMINISTRATION
Gary J. Mayerhofer City Manager
Eric T. Helm Deputy City Manager
Jodie Hartman Director of Finance/Treasurer
Michelle Rentzsch Director of Community Development
Julie Meyer Director of Human Resources
Gregory A. Fettes Director of Information Technology
Michael Magnuson Director of Public Works
James Black Chief of Police
Paul DeRaedt Chief of Fire Rescue

Good Things are Happening in Crystal Lake
Outreach

The City of Crystal Lake is committed to delivering information to the public that is clear and timely and promotes two-way communication between City officials and the Crystal Lake community.

The City publishes a monthly newsletter to provide residents with information about municipal programs, services, community events and actions of the City Council. In a continuing effort to keep residents informed about City news and events, residents can register to receive timely news about municipal services, City Council meetings, agendas, news releases, and more via e-mail.

Comcast and AT&T U-Verse provide the City with a 24-hour community access channel. Comcast and AT&T subscribers can tune in to view information about community news and events.

The City’s website at www.crystallake.org offers several interactive tools designed to help foster better communication and efficiency, including E-News, online bill pay and licensing, online permit and development applications through ezApp, the City’s Transparency Portal, and the Form Center for requests or concerns.

Public documents are uploaded to the City’s website to help provide greater access to information for residents, businesses and visitors. A redesigned website debuted in 2019. The City has created a “Transparency Portal” page, a one-stop location that will direct residents to details about City spending and operations, including current and past year budgets and audits, salary information for all City employees, and City Council and Committee Meeting agendas and minutes.

Social Media

![Facebook](https://example.com)

![Instagram](https://example.com)

![Twitter](https://example.com)

Electronic Bidding

The City uses “BidSync”, an electronic bidding notification and procurement system. BidSync enables suppliers and vendors to identify, respond to, and potentially win bid opportunities with the City of Crystal Lake.

The City issues competitive solicitations for goods and services using the BidSync Electronic Bidding System. Vendors will be able to view, and when applicable, submit bids and proposal requirements electronically using the system. There is NO CHARGE TO VENDORS to use the BidSync Electronic Bidding System but vendors need to register. Vendors can also register through the City of Crystal Lake’s website.

Interactive Maps

In response to the surging demand for online access to a wealth of public information, the City has taken great strides in providing this information in easy to access maps via the City’s new GeoCortex portal. For residents just seeking information about a particular property, GeoCortex is an easy way to view a wealth of information on a specific property or the City overall.
2020 State of the Community Address

Incorporated on July 10, 1933, the Village of Lakewood is situated approximately 50 miles northwest of the City of Chicago. It is bounded by the City of Crystal Lake, Village of Lake in the Hills, City of Woodstock, and Village of Huntley. At the time of incorporation the Village of Lakewood had 125 residents as confirmed with the 1940 United States Census. The founders consisted of Chicago business men who built vacation homes as well as magnificent estates along the shores of Crystal Lake. The area incorporated consisted of 333 acres (1/2 square mile) and included what is commonly known as the Country Club Additions, open area west of Huntley Road, Grafton Park (now known as West Beach), and 1/2 of the lake. Today, the lake is still situated in part in the Village of Lakewood and the City of Crystal Lake.

Since that time, the Village has expanded its borders and is now 5 square miles which includes many options for residential living, 6 lakes, 4 golf courses, and several natural areas including wetlands and the Kishwaukee Fen Nature Preserve (pictured below).

The population count as of the 2010 decennial census is 3,811 and the Village anticipates an increase in population as a result of the 2020 decennial census. The type of government is a Village President and Trustee form of government in which trustees are elected at large to the Board.

The Village is professionally managed by a Chief Administrative Officer who is charged with enforcing the policies and procedures adopted by the Village Board.

In 1995 the Village of Lakewood adopted a mission statement to guide the implementation of its vision. It seeks to:

1. Provide quality services with affordable taxes;
2. Provide responsible growth through controlled, acceptable residential and commercial development;
3. Maintain and enhance the natural beauty of the Village;
4. Encourage resident participation in Village government;
5. Maintain an effective level of Village communication;
6. Pursue and maintain effective, responsible intergovernmental relations.

The specificity of this mission statement allows for a clear translation into the goals and objectives which have guided the community since that time.
The Village of Lakewood has observed many changes in the past year in all areas of Village governance and services. Former Trustee Phil Stephan was elected to serve the remainder of a four year term as President in April of 2019.

The Village Board

The new Board was seated on April 23, 2019, and has already accomplished much. Here is a glimpse at what has transpired since their first meeting:

Appointment of Trustee Bryan Younge

Bryan and Shelby (wife of 17 years) have raised their family in the Turnberry subdivision since 2008. He and his family volunteer to help collect toy donations for the Pediatric Oncology Treasure Chest Foundation, raise funds for various cancer research organizations, and volunteer time at local food pantries, prom dress charities, Christmas gift wrapping events and packaging food for Feed My Starving Children. Bryan is an Executive Vice President with Newmark Knight Frank and the national practice leader of the Hospitality, Gaming and Leisure Group. He has a Bachelor of Science degree from Cornell University and a Masters in Business Administration from Northwestern University's Kellogg School of Management. Mr. Younge brings a unique skillset to the Board which will benefit the Village in many ways and specifically in the areas of commercial real estate highest and best use analysis, economic impact analysis, valuation, as well as sports, recreation and leisure activities.

Administration and Finance

The Village welcomed Kimberly Berman as Treasurer when the Board of Trustees appointed her in October. Mrs. Berman brings over 20 years of private sector accounting management experience to our administration!

The Village maintains it is financially stable and was given a vote of confidence from Standard and Poor’s this fall when it obtained a AAA rating during the refunding of its 2010 Waterworks Bond Series. The Village continued its financial success by closing the newly refunded 2019 series with the Village’s lowest interest rate ever of 2.335% and added funding capacity for future waterworks projects.

Process improvement is an ongoing best practice in the Village and staff met objectives in 2019 by creating the Village’s first Social Media Policy, Capital Improvement Program, and various Standard Operating Procedures.

2500 Lake Avenue, Village of Lakewood, IL 60014
Phone: 815.459.3025 Email: info@village.lakewood.il.us
Economic Development

The newly seated Board ended its first month by approving several ordinances in an effort to improve ROI for the Village, its businesses and local builders. The first law enacted was video gaming to assist its four (4) golf clubs with additional revenue streams during the off season. The Village Board also suspended Impact Fees for a year to attract home builders to the area in an effort to reduce the inventory of vacant residential lots. This program is off to a good start and word is traveling fast.

Parks and Recreation

Continuing in its efforts to institute green initiatives, the Board of Trustees adopted the Village’s first solar ordinance, giving residents the ability to add roof top panels to their homes.

Additionally, the Village is excited to announce its collaboration with the Crystal Lake Park District and McHenry County Conservation District to build park and trail amenities on Haligus Road. There will be a public visioning session in spring of 2020 to kick off this initiative!

Public Properties

Being proactive instead of reactive is a major tenet of the newly seated board members. To that end, staff completed the following projects in 2019 to repair and maintain Village assets:

- RedTail Barn and Silo repair
- Cleaned, evaluated and repaired stormwater systems
- Worked with neighborhoods to improve subdivision entryways

Public Safety

Chief Todd Richardson was appointed in 2019 with the retirement of Chief Roth. Chief Richardson hit the ground running with the following accomplishments:

- Purchased new Lake Patrol Boat and hired new part time lake patrol officer
- Redesigned and applied new graphics to all squad cars
- Hired a new community relations officer and appointed a new range officer
- Added a new car seat installation program
- Installed speed radar signs along Lake Street resulting in immediate reduction of speeding
- Added a Bike Patrol to our fleet
- Added Toys for Tots to our series of special events

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Phone: 815.459.3025 | Email: info@village.lakewood.il.us
Public Safety (continued)

Additionally, the Village of Lakewood had a 0% increase in crimes reported to the Illinois Uniform Crime Index Reports (UICR) between 2018 and 2019. This means no increase in reported crimes in the Village. The Lakewood Police Department also had a 9% increase in traffic contacts between 2018 and 2019 and completed 1 full year of Data to the Lexis Nexis Crash Reporting System which will help enable future comparison of crash data. Finally, the Lakewood Police Department’s vacation watch program had a 20% increase in residents utilizing the program!

RedTail Golf Club

RedTail started the season with a bang when it was voted Best of the Fox Golf Course in McHenry County! We are thankful for the ongoing support of our golf community.

The Village finished its search for a new golf manager in August and hired Kenny Goodwin (formerly with Park Ridge Country Club) to lead us into the next decade.

Maintaining this Village Asset is an ongoing conversation at the Board level and 2019 was no exception. The first project completed was the reconstruction of the deck. The deck has been expanded to allow for a greater number of patrons and boasts a beautiful arbor to provide some protection from the sun.

The Village is pleased to report that we have expanded our marketing efforts to our neighboring communities. Residents of the Village of Lake in the Hills and the Crystal Lake Park District now call RedTail Golf Club their home course and receive resident rates!
Special Events

The Village of Lakewood offers annual special events the whole family can enjoy! In December the Village celebrated its 3rd annual Cocoa with Cops and Santa at RedTail Golf Club. A jolly time was had by all!

New in 2019, the Village hosted a Haunted Hayride at RedTail Golf Club complete with goblins and ghouls along the trail and witch’s brew at the Hawk’s Nest Pub.

Upcoming events for 2020 include:

- 4/11/20 at 11:00am Easter Egg Hunt at RedTail Golf Club (rain or shine)
- 7/10/20 at 7:00pm Family Movie Night on the range at RedTail Golf Club
- 8/4/20 at 5:30pm National Night Out at RedTail Golf Club
- 8/22/20 at 7:00pm RedTail Rocks! at Redtail Golf Club featuring Mike and Joe!

Stormwater Management

Stormwater continues to be a problem throughout the region. The Board fully supports finding solutions to move water efficiently to approved channels in order to relieve our residents from being negatively impacted by flooding.

In 2019, the Village completed a street program that included the reconstruction of Hampshire Road by fundamentally changing the way surface water moves along this roadway.

Stormwater now moves toward the center of the road and drops into a pipeline that leads to a grassy median on its route to the Broadway storm sewer system. Initial results prove the project is a success! In the winter of 2020, the Village will be meeting with residents for assistance with the installation of rain gardens within the medians along Broadway.
Technology

In its ongoing effort to improve efficiencies, the Village deployed new Human Resources and Payroll software. This software eliminated antiquated processes, improves communication with employees and provides data analytics for better resource management. In 2020, the Village will be pursuing additional software to consolidate legacy systems in the accounting, utility billing, and permitting departments. Additionally, the Village will be seeking quotes for a new website platform that better organizes information; allowing for a better experience for our residents and visitors alike.

Transportation

The Village of Lakewood received notice that the realignment of the IL 47/176 Intersection with Pleasant Valley Road is funded with construction to commence in 2021.

Thank you for this opportunity and best wishes for a prosperous 2020!
VILLAGE OF LAKEWOOD CONTACT INFORMATION

You may obtain more information about the Village of Lakewood, its services and upcoming events by visiting our website at www.village.lakewood.il.us, registering for Constant Contact by clicking on Sign Up Now and textCaster on our website’s homepage; and by liking us on Facebook.

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POLICE CHIEF
Todd Richardson
trichardson@village.lakewood.il.us

VILLAGE HALL
2500 Lake Avenue, Lakewood, IL 60014

Phone: (815) 459-3025
Email: info@village.lakewood.il.us
Web: www.village.lakewood.il.us

Hours: Monday through Friday
8:30am - 4:30pm

POLICE DEPARTMENT
2500 Lake Avenue, Lakewood, IL 60014

FOR EMERGENCIES ALWAYS DIAL 911
Non Emergency: (815) 459-2151

PUBLIC WORKS
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Phone: (815) 459-3025
Email: info@village.lakewood.il.us

REDTAIL GOLF CLUB
7900 RedTail Drive, Lakewood, IL 60014

REDTAIL MANAGER
Kenny Goodwin
kgoodwin@redtailgolf.com

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2500 Lake Avenue, Village of Lakewood, IL 60014
Phone: 815.459.3025 | Email: info@village.lakewood.il.us
I. ORGANIZATIONAL FOCUS

The Crystal Lake Park District is a separate unit of local government, accounting for approximately 5% of one's property tax bill. Charged with providing park and recreation services for approximately 55,000 residents, the Crystal Lake Park District system includes 42 parks and 17 facilities spanning over 1,400 acres and program offerings of over 1,000 annually. Facilities include the Nature Center, Main and West Beaches, Colonel Palmer House, Lippold Family Golf Center, Boncosky Softball Complex at Lippold Park, Grand Oaks Recreation/Active Adult Center, The Racket Club, Bartina House Preschool, the Rotary Building and numerous picnic shelters.

In addition to parks, facilities and programs, the district maintains miles of bike and hiking trails enjoyed by many throughout the year. The Crystal Lake Park District provides 3 seasonal brochures filled with programs and special events designed for participants of all ages. The Crystal Lake Park District hosts a nationally accredited and award winning summer day camp program each summer as well as an Extended Time before and after school program at District 47 Elementary Schools.

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.

II. ANNUAL REVIEW

Strategic Plan

The 2017-2022 Strategic Plan continues to progress as expected. Of the 162 items in the plan, 113 are either complete or on schedule to be completed on time. The remaining items are scheduled to start in the upcoming years as scheduled. Some examples of items that have been completed include:

- Developed a Crystal Lake Park District awareness program using digital analytics from social media and digital content
- Inventoried and assessed the Crystal Lake Park District's current facilities and open spaces
- Implemented and are using Intergovernmental Agreements to share resources and expand programming by identifying specific programs that can be held in the schools
- Developed a new Crystal Lake Park District logo as part of an overall new branding campaign
- Provided increased internal training on the budget format and development
Attitude & Interest Survey Update 2019

The Crystal Lake Park District recently completed an Attitude and Interest survey of Park District residents. The survey was conducted by an outside source in order to provide unbiased, statistically accurate results.

Some of the findings include:

- The Park District is held in very high regard with residents, averaging higher than state standards
- The Park District offers strong programs and special events
- Value of services based on taxes paid to the Park District was perceived as appropriate
- 9 out of 10 households reported visiting a Crystal Lake Park District park or facility within the past 12 months
- Interest in a pool and/or recreation center was cited, however, most respondents have concerns regarding an increase in tax dollars to support those facilities.

Recreation Update 2019

- The Racket Club hosted 7 USTA sanctioned tournaments
- The CLPD averages 43 inclusion participants per month in activities
- 1,112 tickets were sold to the annual CLPD Dance Academy recital
- The CLPD partners with 16 community affiliates to provide diverse recreational opportunities
Project Updates 2019

Boncosky Synthetic Turf
New synthetic turf infields at the Boncosky Softball Complex were installed last fall. The original turf was 14+ years old and beyond repair. The use of synthetic turf on this type of athletic facility is not only good for the players, but dramatically reduces daily maintenance needed on the fields.

Shamrock Hills Parking
The existing driveway is being widened and 22 parking spaces are being paved to provide public access to the park. Plans for remodeling the building and developing passive recreation areas in the park for public use will be the next phase once plans are complete and funding is available.

Sterne’s Fen Restoration
As reported in the spring 2019 issue of the Park Report, a large scale fen restoration project was completed in early spring. The removal of invasive trees and underbrush allowed sunshine to reach the ground for the first time in decades. The result was a beautiful flush of new growth from the dormant seed bank in the ground. Rehydrating the fen by installing check dams along the eroded creek provided the water needed for new seedlings. After just one growing season, the fen is flush with desirable, native plant material that provide abundant habitat for birds, bees and other wildlife. Further removal of invasive trees is planned for the winter of 2020.
Project Updates 2019 (Continued)

Lippold Park Drainage
In 1996, the City and Park District partnered to construct a berm north of the walking path near the soccer field complex using excavated material from the nearby North Shore sanitary sewer installation project. After historic flooding in 2017, it was discovered that the berm was not built per the approved engineering plans. The Park District undertook the task of “completing” the berm so that it would function as designed. This project was initiated through the City of Crystal Lake’s Storm water Initiatives Program in which the Park District has been an active participant.

Wyndwood Park Basketball Court
Several years ago, neighbors of Wyndwood Park approached the Park District asking that a basketball court be placed in the park. It took several years to add this project to the budget, but this year it became a reality. At the same time, the tennis court was rebuilt and handicap accessibility was improved.
Project Updates 2019 (Continued)

**Spoerl Park Pickleball Courts**
The tennis and basketball court at Spoerl Park were built in the 1980's. Large cracks in the surface had developed that were no longer able to be patched. After being approached by many residents, the Park District decided to change the two tennis courts into six permanent pickleball courts. The new pickleball facility and basketball court opened in the fall of 2019 and have been very popular.

**Racket Club Handicap Accessibility**
Racket Club Improvements to the handicap accessibility of outdoor spaces at the Racket Club are underway. The first phase of improvements were completed earlier this year with the sidewalks and paving near the front entrance being replaced. New landscaping around the front door has added to the beauty of the area.

**Colonel Palmer House Cellar Restoration**
Repairs to the masonry of the Colonel Palmer House (ca 1858) have been carried out over the last five years. In addition to tuck pointing three sides of the building, all four chimneys have been rebuilt. This year the continual flooding of the cellar which still has its original dirt floor was addressed. Experts in historic masonry restoration trenched outside along the cobble foundation walls to install a waterproof membrane. The cellar is now dry and usable again for storage and utility.
III. CURRENT STATE OF OPERATIONS

Minimum Wage Law

The Crystal Lake Park District is one of the largest, if not the largest, first time employer of youth in our community. Many of the jobs (beach staff, seasonal park maintenance staff and camp staff) are minimum wage positions.

As a result, the change in the minimum wage law will have an impact on the Crystal Lake Park District. Program and Facility budgets will be adjusted to help offset this increase in wages over the course of the next five years with actual users of these programs and facilities covering much of the cost. However, areas such as Main and West Beaches that are true public services do not and will not be able to cover this minimum wage increase with the minimal $1 entry fee that is currently charged.

2019 Tax Levy

The Crystal Lake Park District Board of Commissioners moved to not increase the tax levy by the full amount at the December Park Board meeting. The Property Tax Extension Limitation Law (PTELL) this year allows for an increase of 1.9%. After much thought and consideration, the Park Board settled on a lesser amount of 1%. Strong consideration was given to a flat levy (no increase), but capturing new growth and accommodating the increase in minimum wage required by law were some of the factors that came into play along with a CPI that is anticipated to be very low next year. The Crystal Lake Park District tax rate is expected to decrease again this year for the fifth consecutive year.

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</table>
IV. ENGAGEMENT-HOW CAN AUDIENCE STAY INFORMED

The Crystal Lake Park District Marketing Department continues to stay on top of current trends and is always seeking ways to communicate with residents who may not be using Park District services or programs.

Efforts include: an ever expanding digital presence, continued print presence plus innovative approaches to face to face marketing such as Realtor Tours, info tables at special events and unique community engagement opportunities such as Popsicles in the Park during the summer.

Additionally, the Park District has begun printing three seasonal PARK REPORTS which are distributed to households in 60014 and 60012 zip codes (22,500). Each report is written with informative and topical information regarding current projects, frequently asked questions and other pertinent facts which otherwise would be missed by not reading our seasonal brochure.

- Brochures Printed: 72,000
- Park Report Newsletter Printed: 72,000
- Facebook likes: 8261
- Administration of 14 other Facebook Facility and Program Pages
- Instagram Followers: 1364
- Twitter Followers: 342
- Website Users: 127K

Connect E-Newsletter plus Subscribers: 9152 (includes facility and program specific subscribers)
Digital Activity Guide Unique Visitors: 6935 average per season
Digital Camp Guide Unique Visitors: 1645
Digital Media Monitors: 6 facilities
Monthly Board Meetings

The Crystal Lake Park District Board meets the 3rd Thursday of each month at 6:30 pm at the Administration Office (lower level), 1 E. Crystal Lake Avenue, Crystal Lake. The schedule and Board Member contact information can be found at crystallakeparks.org/board-information.

PARK BOARD MEMBERS

Debbie Gallagher, President
dgallagher@crystallakeparks.org
Michele Hartwig, Vice President
mhartwig@crystallakeparks.org
Shawn Zimmerman, Treasurer
szimmerman@crystallakeparks.org
Jason Heisler, Asst. Treasurer
jheisler@crystallakeparks.org
Caroline Bachour-Chemaly
cbachour-chemaly@crystallakeparks.org
Cathy Cagle
ccagle@crystallakeparks.org
Thomas Aquilina
taquilina@crystallakeparks.org

Jason Herbster, Executive Director
jherbster@crystallakeparks.org
I. Organizational Focus

The Crystal Lake Public Library has been serving the community since 1913. The Library began with a collection of books and magazines in the vacant H. A. Dodge home on Pomeroy Avenue. As demand for its services grew, the Library was moved to larger spaces over several decades. Finally in 1952, a small stand-alone Library was built at its current site at 126 Paddock Street. Eventually, the small building was leveled, and a larger facility was constructed in 1965. Two building additions/expansions followed, one in 1984 and another in 1995.

The Library is Your Community Place for Lifelong Learning.
Crystal Lake Public Library is guided by the following mission statement:
"Helping people, of all ages and backgrounds, learn, enjoy and better their lives."

In 2020, the Library is NOT just about books!

Crystal Lake Public Library patrons don’t just borrow books anymore. In fact, materials such as movies, music and video games are as popular with our patrons as books, ebooks and audiobooks. Patrons also come to the Library to use the Wi-Fi, learn a new craft or computer skill, apply for a U.S. Passport or attend a storytime with their kids. Many people take advantage of the Library's online collection and digital resources that can be accessed using a CLPL card from the comfort of your home or office.
All residents and businesses located within the City of Crystal Lake are eligible for a Crystal Lake Public Library card.

Here’s what you can borrow with your Library card:

Books: regular, large print and digital
DVDs/Blu-rays: movies, TV, learning
Audiobooks: CDs and digital
Electronic resources 24/7 on website: eBooks, eMagazines, audiobooks, movies and music
CDs: classical, rock, kids
Video games, Playaway Launchpads, Kindle Fires
Magazines and newspapers
Foreign language materials: Spanish and Polish
Business equipment
Literacy and STEM kits, puzzles
Wi-Fi Hotspots
Digital collection: OverDrive, TumbleBooks, Hoopla Digital, Flipster
Library Database: Provides access to Consumer Reports, Reference USA, Mango, Lynda.com and other resources

More services provided by the Library:

Library consortium: View and reserve materials on the CLPL catalog and 25 other area libraries.
Early literacy programs: 1,000 Books Before Kindergarten program, storytime sessions from birth to preschool, summer and winter reading programs, book clubs
Meeting spaces: places to meet and interact with others, sit quietly and read, or conduct research
U.S. Passport acceptance facility
Notary service
Reference and readers assistance: Library staff help patrons find what they need including materials, answers, referrals, and reading recommendations.
Robust Wi-Fi, free Internet and computers
Library programs: Adults, teens, family and children
II. Annual Review:
The Library saves residents money.
The Library promotes early literacy.
The Library teaches children via STEM (science, technology, engineering, math) programs.
The Library offers programs that enhance residents' lives, from art to technology.
The Library meets residents' ever-changing needs for technology and resources.
The Library is green in nature, as it has promoted the sharing and reuse of materials for the past 105 years.

Accomplishments:
Every year, CLPL saves Crystal Lake residents millions of dollars when they borrow Library materials instead of purchasing or renting them. Patrons save money by taking Library classes, as well. Patrons can evaluate the money they save at the Library by using the value calculator found on the Library website at www.clpl.org. Also, cardholders' savings are printed on their receipts when they check out materials.

The Crystal Lake Public Library helps to create a strong local economy. Last year, patrons from surrounding communities borrowed 54,167 items from the Crystal Lake Public Library. Studies show that due to "halo-shopping," patrons who visit public libraries remain in the area to shop, eat and enjoy local entertainment and attractions.

By the Numbers FY 2018/2019

828,949 Materials circulated
248,186 Library visitors ...701 visitors per day!
66,293 Questions answered
42,614 People attended 1,361 programs
12,990 School children visited by Library staff
3,860 Items delivered to adult living communities and homebound patrons.
Staff made 1,017 visits to adult living communities and homebound patrons.
1,954 Hours of conference room use
CLPL Board Approves 3-Year Strategic Plan

This past year, the Crystal Lake Public Library Board approved a new three-year strategic plan to guide the Library’s future. The CLPL Board will use the strategic plan to adapt the Library to the community’s needs and address concerns with its facility at 126 W. Paddock Street, Crystal Lake.

The board, staff and professional consultants spent 2019 evaluating the state of the building and the costs associated with keeping it operational. In early 2020, the board plans to unveil a list of maintenance and interior improvement projects aimed at meeting the needs of Library patrons, as expressed in the surveys and a daylong retreat filled with stakeholders from all parts of the community.

Significant Events in 2019:

- The Crystal Lake Public Library marked its 106th anniversary on Nov. 15, 2019.
- This past year, the Library processed its 1,000th U.S. Passport application.
- The Library’s Youth Services Department hosted its first embryology program during which patrons watched chicks develop from egg until birth.
- The Library held an inaugural Harry Potter Book Night, part of a nationwide reading initiative.
- The Youth and Adult Services departments significantly increased the number of outreach programs held at area businesses.
- The Library expanded its collection of STEM Kits.
- The Adult Services Department conducted computer classes solely in Spanish.
- Using an anonymous donation, the Library hosted a Jim Gill concert in the summer, which was attended by 378 people on the Library lawn.
- The Library continued to offer patrons savings and convenience via the automatic renewal system.
III. Current State of Operations:
The Library Board exercises a high degree of fiscal conservatism with an emphasis on strategic planning. The Library receives 97% of its income from property taxes.

IV. Engagement:
The following print and digital resources are available to keep the public informed about Library programs, services and news:

**Beacon newsletter**: Print newsletter produced bimonthly and mailed to residents of the city of Crystal Lake; also available on clpl.org.

**Beacon e-newsletter**: Monthly electronic subscription publication; see Library website to subscribe.

**Library Happenings e-newsletters**: Sent monthly.

**Coming Soon Adult Fiction e-newsletters**: Features popular fiction due for release.

**CLPL.org**: Library website. New website launching in 2020!

**Facebook**: Crystal Lake Public Library

**Twitter**: CLPL Today

**Instagram**: Crystal Lake Public Library and CLPL Teens

**YouTube**: Crystal Lake Public Library
Crystal Lake Public Library Programs help patrons
Learn, Enjoy & Explore!

**Book Clubs**

**Classic Movie Showings and Discussions**

**Children's Education and Early Literacy**
Storytimes at the Library and area preschools
Storytimes at area businesses: Panera, Fresh Thyme Farmers Market, Dolphin Swim Club, Dream Riders, Trinity Academy of Gymnastics
STEM hands-on science
Self-guided educational play
Second Saturday Storytime for children with special needs
Winter and summer reading programs
1,000 Books Before Kindergarten

**Fun and Learning**
Arts and crafts programs for kids, teens and adults
DIY programs

**College Preparatory Courses**
ACT/SAT practice tests
College financial aid presentation
College 101
Federal student aid (FAFSA) Workshops

**Technology Classes**
Excel
Google Drive
Windows
Word
Social media

**Other**
Monthly visits to all adult living communities
AARP driver safety course
Center for Sight and Hearing presentations
Matter of Balance - course designed to prevent adults from falling
Memory Cafe - for people with memory issues
Health insurance options
Social Security/Medicare workshops
Meet the Crystal Lake Public Library Board of Trustees

Charles K. Ebann
President
815.459.3375
charles.ebann@att.net

William Weller
Vice-President
815.455.2193
wweller@sbcglobal.net

James Becker
Secretary
815.459.3043
beckerltc@gmail.com

Stacey Lorenz
Treasurer
815.788.2783
lorenz623@aol.com

Bonnie Drew
Trustee
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bonbon48me@aol.com

John Engebretson
Trustee
815.459.3099
jjenge@comcast.net

Mary Alice Fellers
Trustee
815.356.5933
mafellers@yahoo.com

Cary Waxler
Trustee
815.251.0856
ctwaxler@gmail.com

The Crystal Lake Public Library Board is comprised of nine city residents who are appointed by the mayor of Crystal Lake with the approval of the city council. The Library Board is responsible for governing the Library including overseeing its budget, policies and strategic plan. Board meetings are held the third Wednesday of each month at 7 p.m. in the Library's Ames Meeting Room.

Library Director

Kathryn I. Martens has served as Library Director since 1990. Martens has been active with the Crystal Lake Chamber of Commerce since 1997. You can contact her at kmartens@cpl.org or 815.459.5102.
CLPL Department Heads

Karen Migaldi
Assistant Director
815.526.5103
kmigaldi@clpl.org

Nancy Weber
Head of Adult Services
815.526.5148
nweber@clpl.org

Julie Gibson
Head of Circulation Services
815.526.5128
jgibson@clpl.org

Becky Fyolek
Head of Youth Services
815.526.5178
bfyolek@clpl.org

Janet Windeguth
Business Librarian
815.526.5155
jwindeguth@clpl.org

Penny Ramirez
Head of Technical and Automation Services
815.526.5188
pramirez@clpl.org

Library Hours
Monday-Thursday 9 am-9 pm
Friday-Saturday 9 am-5 pm
Sunday 1-5 pm

Location
126 Paddock Street, Crystal Lake, IL 60014
815.459.1687
www.clpl.org
Crystal Lake Elementary District 47

District 47 employs approximately 1,400 highly qualified licensed and non-licensed staff members and administrators. With one of the largest student enrollments in McHenry County of approximately 7,400 students, District 47 is comprised of nine elementary schools, three middle schools, an early childhood center, a central office (CORE Center) and a warehouse facility (Fetzner Center). The District spans an area of 44 square miles, which includes the entire city of Crystal Lake, Village of Lakewood, as well as small sections of Lake in the Hills, Cary, Woodstock, Huntley, Bull Valley, and McHenry. About 50 percent of the geographic area the District serves includes the unincorporated county area, which extends beyond the city of Crystal Lake.

To accommodate the transportation of its students in an efficient manner, District 47 jointly operates the Transportation Joint Agreement (TJA) with Community High School District 155. Bus service is provided for both regular and special education programs.

District 47 Program Overview

The District 47 curriculum is based on best practices that exist in the educational community. The District continues to have more students meet or exceed standards than the state average on standardized tests and offers quality special education, gifted, bilingual, dual language, fine arts, and enrichment programming to support the learning needs of all students. The District offers both half- and full-day kindergarten options for families with more than 99 percent of all families selecting the full-day option. The early childhood program serves approximately 150 students providing academic, speech and language, and physical and/or occupational therapy services along with tuition-based general education preschool opportunities. In addition, before- and after-school care is available for families at most elementary schools through the Crystal Lake Park District. The District has worked to provide these and other quality programs while at the same time fulfilling its commitment to fiscal responsibility.

The passion and commitment that the Board of Education, administration, teachers and support staff have towards providing educational excellence for all students continues to be a driving force behind providing the community with knowledgeable, wise, productive citizens. The District is committed to preparing students for their next steps — high school, college and career — in an ever-changing world.
District 47 Board of Education
The Board is the legal governing body of the District and consists of seven elected members serving a typical term of four years without compensation. Board meetings are typically held the third Monday of the month at the CORE Center, 300 Commerce Drive in Crystal Lake. All meetings begin with a closed session at 6 p.m. and a public, open session at 7 p.m.

Rob Fetzner - President
rfetzner@d47.org

John Pellikan
jpellikan@d47.org

Dr. Betsy Les - Vice President
bales@d47.org

Jonathan Powell
jpowell@d47.org

Ryan Farrell
rpfarrell@d47.org

Curt Wadlington
cwadlington@d47.org

Emily Smith
esmith@d47.org
District 47 Executive Council
The District 47 executive council consists of six employees who oversee various departments and manage the critical daily functions of the District.

Dr. Kathy J. Hinz
Superintendent

Dr. Greg Buchanan
Assoc. Supt. of Human Resources

Scott Kuelka
Asst. Supt. of Student Learning

Dave Jenkins
Asst. Supt. of Technology Services

Cathy Nelson
Asst. Supt. of Business

Denise Barr
Dir. of Communications / Public Engagement
District 47 Highlights & Accomplishments

Glacier Ridge PTA Receives National Recognition
The National Parent Teacher Association (PTA) recognized Glacier Ridge Elementary School and the Glacier Ridge PTA as a 2019-2021 School of Excellence for their accomplishments in building a strong, effective family-school partnership that is enriching the educational experience and overall well-being for all students.

2019 Community Harvest Food Drive
District 47 is proud to support the Crystal Lake Food Pantry every year during the Community Harvest food drive. This year, D47 schools donated 6,603 pounds of food!

D47 Parent University
More than 125 parents/guardians attended District 47’s fall 2019 Parent University event at Bernotas Middle School in September. The hour-long presentation featured clinical consultant and speaker Jackie Rhew, who provided essential tools for parents to help them build resiliency in their children.

Upcoming Parent University events
- February 4, 2020 at Lundahl Middle School (topic: technology and parenting)
- April 30, 2020 at Hannah Beardsley Middle School (topic: vaping and substance abuse)
Six classrooms at South and Woods Creek elementary schools are piloting flexible classroom furniture for the 2019-20 school year. The 21st century furniture is designed for flexibility, collaboration and personalized learning. The pilot program is being conducted to evaluate the impact and effectiveness of flexible seating options for students and will help inform decisions about the purchase of classroom furniture in the future.

Leadership Greater McHenry County Spends “Education Day” at Bernotas Middle School
For the fourth year in a row, District 47 co-hosted Leadership Greater McHenry County (LGMC)’s “Education Day” at Bernotas Middle School. On October 10, a group of 32 local community leaders came together to learn about education in McHenry County. Attendees had an opportunity to engage with Bernotas students in a collaborative, “Breakout EDU” academic activity; take a brain/movement break led by North elementary students; hear from public school CFOs and school board members about education funding; learn about a new countywide youth mental health program being implemented in McHenry County public schools; and find out how McHenry County schools, businesses, and McHenry County College (MCC) collaborate. The group then spent the afternoon learning about higher education offerings at MCC.
District 47’s 100th Anniversary
District 47 is celebrating 100 years! We invite the community to submit stories/favorite memories and follow along as we highlight significant people and events from the past century. Follow us on Facebook (@D47schools) and watch for our #D47Turns100 posts every Thursday. You can send stories, photos and/or favorite memories to Denise Barr, Director of Communications and Public Engagement, at dcbar@47.org.

Renovation of Coventry Elementary School

A significant and exciting undertaking this year for the district is the $18.4 million renovation of Coventry Elementary School. To comply with a required Life/Safety inspection, the main level interior walls and ceilings of the original part of Coventry are being removed and rebuilt during the 2019-20 school year. Coventry classrooms for grades 1-5 have been relocated to on-site mobile units while kindergarten classrooms and other common areas, such as the cafeteria and the art room, are housed in the newer wing of the school.
2019-2020 Financial Snapshot

Financial Recognitions
For fiscal year 2019 and several years prior, District 47 has received the status of "financial recognition," the highest level of designation by the State of Illinois. This recognition is based upon the annual financial report that is completed each year. A district in the financial recognition category requires little or no review by the Illinois State Board of Education (ISBE).

For the 33rd consecutive year, District 47 has received the Association of School Business Officials International "Certificate of Excellence in Financial Reporting." This award represents a significant achievement and reflects the District's commitment to the highest standard of school system financial reporting and transparency.

2019-2020 Budget
On September 16, 2019, the District 47 Board of Education passed the 2019-20 budget. The budget can be found on the district's website (www.d47.org) under Departments/Business.

Revenue the District anticipates for the 2019-20 school year:

Expenditures the District anticipates for the 2019-20 school year:
2019 Tax Levy
After a public hearing at the District 47 Board of Education meeting on December 16, 2019, the Board voted 7-0 to adopt the 2019 tax levy. The requested aggregate amount of total property taxes to be levied for 2019 is $75.8 million. This reflects a 3.73 percent rate increase based on last year’s extended tax levy. Over the past five years, the tax rate has decreased from $4.39 (2014) to an estimated $3.83 (2019).

At the November meeting, the Board approved the submission of an application in the amount of $2.4 million for the Illinois State Board of Education’s Property Tax Relief Grant, which is made available as part of the state’s Evidence Based Funding for school districts. If received, this grant would help ease the burden on taxpayers and reduce the overall tax rate.

Along with general expenditures for operating the District’s educational programs (including transportation), the District will use the property tax revenue along with fund balances to help offset project costs associated with a five-year capital improvement plan, which includes a renovation of Coventry Elementary School; repairing and replacing structural elements, such as roofs, doors and windows; and upgrading electrical, plumbing and HVAC systems. For additional revenue to help cover these costs, District 47 sold $10.1 million debt certificates in August 2019. Debt certificates are a non-referendum financing option paid for with operating fund revenues and are not part of a debt service levy.

While the majority of the D47 budget (approximately 80 percent) comes from local revenue sources, the District looks for competitive grant opportunities to fund initiatives as well as ways to streamline federal money that is provided to the District.

What Challenges Does District 47 Face?
The 2019-2020 fiscal year is the third year of Evidence Based Funding from the State of Illinois. This change in funding has been considered by many to be a historic victory towards equitable school funding in Illinois. Under the new plan, schools receive funds through an evidence-based model that utilizes 27 data sets and best practices in education to determine the actual cost for school districts to provide an adequate education for students. Funding levels are based on each school district’s “adequacy target,” which is a calculation based on a school district’s needs and a community’s capacity to fund its schools based on assessed property values. Funding is then prioritized to schools that are furthest from their adequacy target. For the 2019-20 school year, District 47 has been categorized as Tier 2 and at 76 percent adequacy. Under this new formula, District 47 is expected to receive $13.2 million, an increase of approximately $300,000 over last year.

While the state has continued to disperse Evidence Based Funding on a regular schedule, other state fund payments lag. Changes in mandated reporting for many programs and changes in legislation have also added an additional burden on the District.

Other challenges include the need to fund capital improvement projects that address necessary general maintenance, upgrades, and repairs in all 14 facilities following a 10-year life safety inspection in 2016.
Connect with Us!
Crystal Lake Elementary District 47 welcomes questions and feedback from the community. If you would like to receive future district and school updates via an electronic newsletter ("The Communicator," published three times per year), please email Denise Barr, Director of Communications and Public Engagement, at dbarr@d47.org. We invite the community to learn more about District 47 by visiting www.d47.org and/or following District 47 on social media -- Facebook (@d47schools), Twitter (@crystallakesd47), and/or Instagram (@c47schools).

**District 47 Office**
CORE Center
300 Commerce Dr.
Crystal Lake, IL 60014
815.788.5000
Dr. Kathy Hinz, Supt.
www.d47.org
Twitter: CrystalLakesd47
Facebook: D47schools
Instagram: d47schools

**District 47 Schools**

**Canterbury Elementary**
875 Canterbury Dr.
Stacy Graff, Principal
815.788.5650
www.d47.org/can
Twitter: CanterburyD47
Facebook: CanterburyD47

**Coventry Elementary**
820 Darlington Lane
Matt Grubbs, Principal
815.788.5500
www.d47.org/coy
Twitter: CoventryD47
Facebook: CoventryD47

**Glacier Ridge Elementary**
1120 Village Rd.
John Jacobsen, Principal
815.444.4850
www.d47.org/grs
Twitter: GlacierRidgeD47
Facebook: GlacierRidgeD47
Instagram: grs_polar_bears

**Husmann Elementary**
131 W. Paddock St.
Monica Petersen, Principal
815.356.3400
www.d47.org/hus
Twitter: HusmannD47
Facebook: HusmannD47

**Indian Prairie Elementary**
651 Village Rd.
Jodie Moss, Principal
815.788.5700
www.d47.org/ip
Twitter: IndianPrairie47
Facebook: IndianPrairie47

**North Elementary**
500 Woodstock St.
Christina Moran, Principal
815.356.3450
www.d47.org/nor
Twitter: StarHuskies
Facebook: StarHuskiesD47

**South Elementary**
601 Golf Rd.
Rachael Alt, Principal
815.788.5400
www.d47.org/sou
Twitter: SouthD47
Facebook: SouthD47

**West Elementary**
100 Briarwood Rd.
Beth Klinsky, Principal
815.788.5550
www.d47.org/wes
Twitter: D47West
Facebook: D47West

**Woods Creek Elementary**
1100 W. Alexandra Blvd.
Amy Marks, Principal
815.444.4800
www.d47.org/wds
Twitter: WoodsCreekD47
Facebook: WoodsCreekD47

**Bernotas Middle School**
170 N. Oak St.
Kellie Marks, Principal
815.788.5600
www.d47.org/rbm
Twitter: BernotasVikings
Facebook: BernotasVikings
Instagram: bernotas1

**Hannah Beardsley Middle School**
515 E. Crystal Lake Ave.
Cathy Alberth, Principal
815.788.5750
www.d47.org/hbm
Twitter: HBMBears
Facebook: BeardsleyBears

**Lundahl Middle School**
560 Nash Rd.
Angie Compere, Principal
815.788.5450
www.d47.org/lms
Twitter: LundahlLions
Facebook: LundahlLions

**Wehde Early Childhood Center**
1120 Village Rd.
Monica Furlong, Principal
815.477.8968
www.d47.org/ec
Twitter: D47_EC
Facebook: D47_EC
Organizational Focus
Community High School District 155 is proud of our students who enter with promise and leave with purpose. The district serves over 5,800 students at four comprehensive high schools and one alternative education campus. The schools serve Crystal Lake, Cary, Fox River Grove, Lake in the Hills, Lakewood, Prairie Grove, and other surrounding areas. District 155 employs 729 people including teachers, administrators, and support staff.

Each institution has full State of Illinois recognition and accreditation, and the district has been awarded the highest financial rating from the Illinois State Board of Education for each of the past 15 years.


Annual Review

NATIONAL & STATE RECOGNITION

<table>
<thead>
<tr>
<th>BEST HIGH SCHOOLS</th>
<th>2020 BEST SCHOOLS</th>
<th>Newsweek</th>
<th>#1 District in McHenry County</th>
<th>3 Nationally Ranked STEM Schools</th>
<th>3 Exemplary (Top 10%) 1 Commendable</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 High Schools Top 10% Nationally</td>
<td>#1 District in McHenry County</td>
<td>#1 District in McHenry County</td>
<td>#1 District in McHenry County</td>
<td>#1 District in McHenry County</td>
<td>#1 District in McHenry County</td>
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</tbody>
</table>

Accomplishments:

- Forty-nine students from the class of 2019 are serving in the armed forces.
- The Class of 2019 earned $11,713,410 in scholarship money.
- Ved Patel, a Cary-Grove senior, earned perfect SAT and ACT scores.
- Eighty-six percent of D155 teachers have a master’s degree or higher and have an average of 15 years of teaching experience.
District 155 produces well-rounded students who are prepared to thrive during their post-high school educational endeavors and careers. Eighty-nine percent of the Class of 2019 continued their education at two or four-year colleges or technical schools.

Beyond the classroom, District 155 provides a broad array of extracurricular opportunities for students. These help develop the community’s teens into well-rounded individuals by emphasizing teamwork, creative thinking, worldliness, resiliency, and hard work. Nearly 89 percent of the Class of 2019 participated in at least one extracurricular activity during high school. The results of these efforts remain consistently positive. The schools’ athletic teams continue to excel on the fields of play with several athletes earning IHSA All-State honors in the past year. On the stage, many of the district’s singers and musicians have earned places in the all-state and all-state honors orchestras, bands, and choirs by the Illinois Music Educators Association. Likewise, the schools’ professional-quality drama and musical productions continue to be the best entertainment value in McHenry County.

Many of the district’s students seize the opportunity to participate in service projects throughout the year. Crystal Lake Central, Crystal Lake South, and Prairie Ridge high schools donated hundreds of items for foster children as a part of the ‘Stuff the Duffel’ charity drive. Crystal Lake Central made over 20 blankets, donated 500 individual items, and stuffed 35 duffel bags. More than 25 students volunteered including the dance and football teams and more than a dozen staff members volunteered. Prairie Ridge filled over 100 duffels with items and packed two SUVs with donations.

**Current State of Operations:**
Due to prudent decision-making, the district remains in good financial standing. It has earned the highest level of recognition from the Illinois State Board of Education for each of the past 16 years. The district has produced balanced budgets with operating revenues exceeding operating expenditures for four consecutive years, including the most recent 2018-19 Fiscal Year.


District 155’s Board of Education has held the operating tax levy flat twice in the last four years, and voted to abate money back to the taxpayers. The collective taxpayer savings from those flat tax levies and abatement is $6.2 million.

District 155’s Board of Education approved a tentative 2.75 percent tax levy increase to provide funds to cover the ongoing work to install air conditioning at Cary-Grove and Crystal Lake Central High Schools. The district has developed a three-year plan to air condition both schools.
Engagement
In partnership with the Board of Education, the Workforce Development Committee connects local industry professionals with district educators to shape District 155’s curriculum to ensure students learn the necessary skills to be successful in the workforce beyond high school. Industry professionals in business, culinary, healthcare, information technology, and manufacturing are invited to partner with District 155. The goal of the Workforce Development Advisory is to build a pipeline of entry-level candidates in meaningful, long-term and stable careers that have growth potential. The advisory group meets three times throughout the school year. For more information visit: https://www.d155.org/community/workforce-development-committee.

In January 2020, the district launched its #WorkforceWednesday campaign. Every Wednesday, D155 will publish videos and podcasts that showcase D155 students, alumni and industry professionals from a variety of careers. The district’s goal is to provide our students with more information about career paths and provide them tips to be successful beyond high school. We also want to show our community the valuable lessons our students learn in the classroom and how those lessons are preparing our students to be workforce ready.

New content will be published every Wednesday on the district’s website: https://d155org.finalsites.com/community/workforce-development-committee/workforcewednesday and through the district’s social media channels. Follow @CHSD155 on Facebook, Twitter, Instagram and YouTube to learn more about #WorkforceWednesday.

District 155 is strengthening its partnership with McHenry County College. MCC is the top school that D155 graduates attend. D155 partners with MCC to offer 11 dual credit courses including Autos II, Business Incubator, CNC Precision Machining & Engineering I, Culinary Arts II Commercial, Advanced Culinary Arts Commercial, Computer Business Applications, Metals II, Music Appreciation, Principles of Marketing, Spanish IV, and Virtual Enterprises International (VEI). The district in collaboration with MCC will expand its dual credit offerings during the 2020-21 school year, offering French IV, German IV, and Speech.
The district encourages parent and community involvement. To learn more about the schools and find a schedule of upcoming events, please visit the district and school websites:

<table>
<thead>
<tr>
<th>District 155 Center for Education</th>
<th>Cary-Grove High School</th>
<th>Crystal Lake Central High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crystal Lake South High School</td>
<td>Prairie Ridge High School</td>
<td>Haber Oaks Campus</td>
</tr>
</tbody>
</table>

Beyond public engagement, District 155 continues to engage the elementary school districts which send students to District 155 high schools, including Districts 47, 3, 26, and 46.
Board of Education Members
District 155's Board of Education includes seven elected members who are dedicated to the
district's mission and to serving students and community.

The board of education meets monthly in public meetings to discuss important district business
and happenings. A calendar of regular meetings is available on the District 155 website at
www.d155.org. Additionally, several board committees meet in public session throughout the
year. Agendas and public notices of these meetings are posted in advance.

The board can be contacted through email at board@d155.org or 815-455-8500.
Administrative Team

The administrative team is comprised of 13 leaders who establish educational practices aligned with the vision of the board of education and community. The group oversees a highly engaged and successful organization that includes teachers, counselors, social workers, school nurses, psychologists, support staff, and school administrators.

Administrators can be reached through the main number at their school or office or distmail@d155.org.

Steve Olson, Superintendent
Erica Bruso, Director of Fiscal Services
Kim Dahlem, Director of Student Services
Jeremy Davis, Assistant Superintendent of Finance & Operations
George DiVenere, Director of Technology
Dr. Eric Ernd, Principal, Crystal Lake Central High School
Dr. Steve Koch, Principal, Prairie Ridge High School
Neil Lesinski, Principal, Cary-Grove High School
Josh Nobilio, Principal, Crystal Lake South High School
Shannon Podzimek, Director of Communications
Jay Sargeant, Assistant Superintendent of Human Resources
Scott Shepard, Assistant Superintendent of Educational Services
Matt Timmerman, Director of Curriculum & Assessment
YOUR NEXT STARTS NOW

Education is vital to our community. That's why McHenry County College is dedicated to providing high quality, affordable, and accessible learning opportunities that enable students to meet their educational, career, and personal goals.

Whether it's one class, community event, or an entire degree program or certificate, MCC has a next step that's a perfect fit for each unique individual in our diverse student body. Our nearly 60 certificate programs, 29 Associate of Applied Science degrees, and seven associate's degrees deliver the hands-on training that students need to be successful both inside and outside the classroom.

By putting significant efforts into student engagement and support, creating tailored educational pathways, and consistently evolving our offerings, we saw an enrollment of nearly 7,500 students taking over 58,000 credit hours in Fall 2019. That made MCC the only Illinois community college with a consecutive 3-year increase in enrollment. And drawing inspiration from our students, we're committed to working hard, fostering connections, and preparing these individuals to make an impact in our community.

Learn more about program offerings, events, and college goals at www.mchenry.edu.
MCC 2019 HIGHLIGHTS

- Welcomed more than 60,000 people for classes, personal enrichment programs, and a variety of events including the Career Exploration Showcase, MCC Night for prospective students, the annual Green Living Expo, Gardenfest, and many athletic events, concerts, and plays.
- Announced the new Center for Agrarian Learning and Entrepreneurial Agriculture degree program, both designed to prepare those with an interest in agriculture for a successful career in the regional food economy.
- Received a $2.25 million grant from the U.S. Department of Education under its Title III Strengthening Institutions Program that will be used to update curriculum, add new technology, and implement more programs to drive student engagement and retention.
- Awarded 274 scholarships providing more than $310,000 in assistance to MCC students. The Friends of MCC Foundation also supported students experiencing unexpected financial emergencies through the Student Success Fund, an initiative that to date has provided nearly $19,000 to help students stay in school.

OTHER HIGHLIGHTS

- Opened the Liebman Science Center’s new planetarium to the public for free monthly shows
- Renovated several spaces on campus and added more locations for students to study, relax, recharge, and connect with one another.
- Launched Purple Closet, an initiative to provide students with vouchers to purchase professional clothing
- Partnered with the Crystal Lake Food Pantry to give MCC students access to sustainable food resources, no matter what district they live in
- Received accreditation for our Nursing program from the Accreditation Commission for Education in Nursing (ACEN)
- Introduced Experts and Insights, a cutting-edge speaker series featuring MCC faculty discussing topics that directly impact our local economy and community
- Reduced our carbon footprint with our new food scrap composting program aimed at recycling food waste from the cafeteria and dining area
- Teamed up with Woodstock School District 200 to introduce a dual degree program where students can earn an Associate of Arts degree at the same time as their high school diploma
BOARD OF TRUSTEES

Mike Smith
Chair

Molly Walsh
Vice-chair

Tom Allen
Secretary

Diane Evertsen

Suzanne Hoban

Mary Beth Siddons

Elizabeth Speros

*2019 Student Trustee: Andres Rendon

EXECUTIVE CABINET

Dr. Clint Gabbard
President

Dr. Chris Gray
Vice President of Academic Affairs and Workforce Development

Christina Haggerty
Vice President of Marketing, Communications and Development

Dr. Talia Koronkiewicz
Vice President of Student Affairs

Dr. Allen Butler
Chief Information Officer

Robert Tenuta
Chief Financial Officer

Michelle Skinder
Associate Vice President of Human Resources
2019 High Five Monthly Winners

January 2019 – Carol Grabowski, Tracey Zschernitz, Deanna Wilke, Nicol Michalski, Tegan Reece

My staff at Ballina is amazing. They all work so well together, they are always ready to try new approaches to teaching our children.

They are working together on a new alphabet curriculum. This curriculum has been developed by Dawn Roberts, one of the 3-year old teachers. The curriculum uses music, motion and language. The children are doing very well with the new curriculum. The children enjoy singing and moving around while learning their alphabet.

The staff is dedicated to enriching the minds of our children. Great job Ballina Staff.

Donna MacCrindle

February 2019 – Marguerite Foglesong

On Friday, February 22nd a customer came to the park district doors at 5:05 pm. The doors were locked and many staff had already left or were preparing to leave. The customer really wanted to register her child for a program and instead of saying we were closed or we have already shut down for the weekend, Marguerite took care of her. She turned her computer back on, logged back in, helped her with program decisions, and was able to service the customer. By not turning the customer away and going above and beyond, I think Marguerite showed great customer service. She could have easily said, we are closed and you need to come back, but she took the extra step to help out a patron.

Kurt Reckamp

March 2019 – Jennifer Peterson

I stopped by the senior center today and there were so many cars there that I asked a woman who I was walking in with if there was a party. She told me no, bean bag baseball was there today.

In the gym was bean bag baseball. In one of the rooms there was senior water color class. I spoke with Marge, the instructor because I am interested in the class but wasn't sure if I could take a picture that did not look like a toddler did it. She explained how she instructs the class and in the future, when my schedule lightens up, I'll be signing up. It is true what they say that once you retire you are busier than you have been.

I'd like to nominate Jennifer for the High Five of the month. Jennifer has taken the Senior Center so much further than it was when she took it over. The changes in the room (new cabinets) make it so much nicer and up to date. You can tell she cares about her participants and their opinion and really get to know them. Walking into any of the three rooms were people laughing and joking and having a good time. She has made the Senior Center an inviting place to come to meet new friends and play a game or two or express yourself thru art.

Cindy Dunham
April 2019 - no nominations

May 2019 - Bruce Peters, Jessica Effen, Dave Rosinski, Jim Pecoraro, Ron Ebel, Scott Schneider, Brad Knipfel, Jim McConnell, Valerie Roberts, Brett Seegers, John Updike, Jack Murphy, Charles Reyes

After eight months of trying to get permission from the neighbor at Shamrock Hills to remove dead trees along the shared property line, permission was granted just two days prior to construction of the new driveway was to begin. Removal of these trees was critical to the job. Thanks to Valerie, Bruce and crew, they dropped everything else they were doing and removed 17 very large trees in a day and half. This allowed the project to move forward as scheduled. This was a major disruption to the grounds crew staff.

Ann Viger

June 2019 - Jody Niles

Stepping up, in the absence of Jess Day, to make sure all of the Nature Center field trips scheduled for the month of May were confirmed and fully staffed. In addition to the regular duties, she coordinated over 30 field trips with more than 1,600 participants. Jody also confirmed and coordinated all other Nature Center programs scheduled through the month of June, as well as accepted reservations and scheduled staff for new programs. Without Jody’s help, it is very likely that programs would have been missed or understaffed.

John Fiorina

July 2019 - Brooke Larson

I’m writing to compliment your employee, Brooke. Last week while I was at the beach concert my husband pass out. It was very scary for all of us there and I was completely terrified because nothing like that had happened in the 35 years I have known him. Brooke remained exceptionally calm, asked all the right questions, and looked us in the eye while talking with us. Her looking straight at us while we conversed and her demeanor was what kept my emotions in check for sure. The decision to call the ambulance was perfect because my husband wasn’t sure about it and I wanted to call, so when I knew one was on the way it was a huge relief. At one point a young man, Dave, joined Brooke. He too was calm and professional. It seems you have put together a great staff.

I wanted to make sure Brooke was recognized and thanked, so please tell her my husband and I appreciate her handling our situation.

Lori Nicholas

August 2019 - none of nominations were selected

September 2019 - Chuck Shattuck and Kyle Berge

Completing the closet and half wall project that was NOT status quo. Together, Chuck and Kyle worked with us, asking great questions to better understand what we needed. And then giving us ideas and expert advice to make the project go beyond the status quo, giving us exactly what was needed. What really made complete and looking incredible, were all the details they considered. This “ordinary” closet and “half wall” look absolutely beautiful. It has completely changed the look of the space, while making it more usable for all.

Claire, Lauren, Jennifer, Lindsey, Heidi, Sam & Kim
October 2019 – Ann Viger

The many hours devoted to the Colonel Palmer House special events, most recently the Dearly Departed. Please recognize this is done on her own time (much of it on the weekends). Although Ann oversee this facility her continued involvement in these events is not a requirement. Her devotion to assisting the Crystal Lake Historical Society goes above and beyond and plays a huge role in their successful programs.

Marguerite Foglesong

November 2019 – no nominations

December 2019 – Marguerite Foglesong

Always being friendly and helpful! I love her love for helping dogs, too! She has a huge special heart, I’ve been signing up for classes here for my kids for years and she is just wonderful.

Denise Hartmann
Report to the Board from:
Jenny Leech, Marketing Manager, Jacqui Weber, Marketing Coordinator,
Sherri Van Vlierbergen, Marketing Assistant
Date: February 13, 2020

Media Releases and Other FREE ADVERTISING
Submissions are sent to the Northwest Herald (multiple sections), several local magazine
publications, Daily Herald and self-published Patch and Trib Local. Marketing then follows up
the press release with a social media push on Twitter and the park district Facebook page.
From there many press releases are shared further on the Crystal Lake, Illinois Facebook and
several other local group pages to expand the reach. The Marketing Department continues
to post press releases on the blog section which is visible on each page of the website and
also scrolls on the digital media monitors at Grand Oaks, Main Beach, The Racket Club,
Lippold Park Family Golf Center and Boncosky Softball Complex (inactive for season until
April).

- Input Request regarding the Urban Forest Management Plan—Public Mtg Feb 25
- Crystal Lake Park District Announces Release of 2020 Digital Summer Camp Guide
- Public Meeting for Sterne’s Woods & Fen/Veteran Acres Trail System Project—Feb 18
- Crystal Lake Ice Conditions Force Cancellation of Chili Open Golf Classic and Ice
  Fishing Derby
- Upcoming Restoration Work in Sterne’s Woods and Fen
- Register Soon for Daughter & Son Date Nights
- Crystal Lake Park District Now Hiring for Summer Seasonal Jobs
- Registration Deadline is January 16 for Boys After School Basketball
- NEW Program at Colonel Palmer House Invites You to ‘Craft like a Pioneer’
- Enroll Now for the Crystal Lake Park District Annie Jr. Production Class
- Crystal Lake Park District Offers Two Programs Just for Crafters
- Winter/Spring Session of Dance Classes Begin Jan 13-18

ADVERTISING
The park district continues to take advantage of both trade out advertising opportunities
and paid advertising opportunities. All ads are designed by Jacqui Weber. Facebook
advertising is noted in the Social Media section of this report.

FEBRUARY 2020
TRADE OUTS—additional placements of the ads below at no additional charge
Camp
Facility Rentals
NWH
February 4 Barlina
February 11 Camp Guide online
February 18 Son Date Night
February 25 Forts on Courts
DIGITAL MEDIA MONITORS
All media monitors are now active. Marketing has made the transition to 80% Racket Club info, events and member info on the TRC monitor. In addition, the Racket Club Twitter and Facebook feeds are active on it as well as the Park District Instagram. Boncosky monitors stream the Schedule and Standings during each ball season.

Current messages include:
Barlina House Highlight Video, 19 RAINOUT LINE, 19 WINTER FUN, 19 DOG EGG HUNT
20 FORTS, 20 GARDEN PLOTS, 20 MSD, The Racket Club-a Crystal Lake Park District Tennis Club
20 extended hours, 20 CPH FEB 15 CRAFT, 20 pickleball clinic, 20 SEASONAL JOB, 20 BARLINA
BEDTIME STORIES, 20 DROP IN TOT, 20 urban forest mtg, 20 summer camp open, 20 HOTSHOTS

SUMMER CAMP GUIDE-DIGITAL ONLY
The postcard announcing the digital only 2020 summer camp guide should be received by residents in 60012 and 60014 Feb 13-14. The guide went live on Feb 12 and registration opened that same day.

SUMMER ACTIVITY GUIDE
The summer activity guide schedule is as follows:
Feb 18: info due from staff
Mar 13: 1st draft
Apr 9: files to printer
Apr 28: delivery to post office
May 1: registration opens

PARK DISTRICT E-NEWS LETTER
Marketing staff decided to skip a general Park District Connect Enewsletter for February and instead complete several targeted emails to both the general park district subscriber list and sub group subscriber lists with specific interests:
Seasonal Jobs 2020: Jan 21, 35% open rate, 11% click rate
Forts on the Court Reminder: Jan 21, 54% open rate, 45% click rate
Beyond the Bell & Spring Break Camp: Feb 5, 32% open rate, 8% click rate
Summer Field Trips for Camp & Preschool Directors: Feb 10, 36% open rate, 28% click rate
Summer Camp Guide: delivery Feb 12 (rates are based on only 1 day distribution), 22% open rate, 13% click rate

For comparison, here is a comparison of open rates for All Industries
All Industries 14.79%
Art, Culture Entertainment 16.41%
Child Care Services 19.49%
Education 15.89%
Health & Social Services 18.58%
Government Agency 20.53%
Fitness Center, Sports, Recreation 14.90%
E-Newsletters were also sent for Barlina House Preschool, Extended Time, Fitness, The Racket Club and Dance.
Below is the final, lifetime statistics for the fall digital activity guide. It was replaced on Tu, Dec 3 by the Winter-Spring 2020 digital activity guide.

Note: the email category is kind of a general catch all for any type of source that doesn’t fit into any of the other categories listed.

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WEBSITE ANALYTICS
YEAR OVER YEAR STATS PLUS Jan 1 to date

Sessions= 16.8275% increase from 2018 to 2019
Users= 20.1186% increase from 2018 to 2019
New users= 15.3835% increase from 2018 to 2019

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<th></th>
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<td>39,361</td>
<td>2.24</td>
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Where do viewers come from?

Organic 61.9% of traffic for Jan 1- Feb 12, 2020
Organic traffic is any of the customers that come to your website without clicking a link on another site (referral traffic) or clicking an ad (paid traffic) – these visitors used a known search engine and clicked a link to view your website.

Direct traffic 29.7% of traffic for Jan 1- Feb 12, 2020
Direct traffic is defined as URL's that people either type in directly or reach via their browser bookmarks.

Social traffic: 4.9% of traffic for Jan 1- Feb 12, 2020
Google Analytics looks at the referring URL of the visit. If the URL matches one of the domains they've assigned to a social media network, it pops up in your social reports under the corresponding social network.

Referral traffic: 3.5% of traffic for Jan 1- Feb 12, 2020
Referral traffic is Google's method of reporting visits that came to your site from sources outside of its search engine.
<table>
<thead>
<tr>
<th>Rank</th>
<th>URL Description</th>
<th>Page Views</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>/</td>
<td>9,983</td>
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<tr>
<td>2</td>
<td>/wbwsc/crystallake.wsc/splash.html</td>
<td>2,998</td>
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<tr>
<td>3</td>
<td>/wbwsc/crystallake.wsc/</td>
<td>1,923</td>
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<tr>
<td>4</td>
<td>/facility-rentals</td>
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<td>/wbwsc/crystallake.wsc/splash.html?interface?paramer=WebTrack1</td>
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<td>6</td>
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<td>/job-opportunities</td>
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<tr>
<td>9</td>
<td>/youth-sports</td>
<td>859</td>
</tr>
<tr>
<td>10</td>
<td>/summer-day-camp</td>
<td>639</td>
</tr>
<tr>
<td>11</td>
<td>/special-events</td>
<td>535</td>
</tr>
<tr>
<td>12</td>
<td>/adult-sports</td>
<td>522</td>
</tr>
<tr>
<td>13</td>
<td>/fitness-and-yoga</td>
<td>453</td>
</tr>
<tr>
<td>14</td>
<td>/burlington-house-preschool</td>
<td>445</td>
</tr>
<tr>
<td>15</td>
<td>/rentals</td>
<td>431</td>
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<tr>
<td>16</td>
<td>/extended-time</td>
<td>425</td>
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<tr>
<td>17</td>
<td>/calendar-of-events/events/ice-fishing-derby-on-crystallake</td>
<td>419</td>
</tr>
<tr>
<td>18</td>
<td>/lipold-park</td>
<td>379</td>
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<tr>
<td>19</td>
<td>/calendar-of-events/month/2/2020/</td>
<td>365</td>
</tr>
<tr>
<td>20</td>
<td>/staff-directory</td>
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<tr>
<td>21</td>
<td>/beaches</td>
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<tr>
<td>22</td>
<td>/dance</td>
<td>326</td>
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<td>23</td>
<td>/seasonal-fun</td>
<td>323</td>
</tr>
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<td>24</td>
<td>/registration</td>
<td>320</td>
</tr>
<tr>
<td>25</td>
<td>/interactive-map/beaches</td>
<td>270</td>
</tr>
</tbody>
</table>
**Website Search Terms** (both website searches and Rec Trac searches), **Unique search** is the total number of times site search was used. This excludes multiple searches on the same keyword during the same session.

### Site Search Jan 1-Feb 12, 2020

<table>
<thead>
<tr>
<th>1.</th>
<th>Extended time</th>
<th>17 (1.99%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>bids</td>
<td>16 (1.87%)</td>
</tr>
<tr>
<td>3.</td>
<td>Volleyball</td>
<td>14 (1.64%)</td>
</tr>
<tr>
<td>4.</td>
<td>Summer camp</td>
<td>13 (1.52%)</td>
</tr>
<tr>
<td>5.</td>
<td>Basketball</td>
<td>12 (1.41%)</td>
</tr>
<tr>
<td>6.</td>
<td>Dance</td>
<td>12 (1.41%)</td>
</tr>
<tr>
<td>7.</td>
<td>Jobs</td>
<td>11 (1.29%)</td>
</tr>
<tr>
<td>8.</td>
<td>extended time</td>
<td>9 (1.05%)</td>
</tr>
<tr>
<td>9.</td>
<td>Rainout</td>
<td>9 (1.05%)</td>
</tr>
<tr>
<td>10.</td>
<td>Employment</td>
<td>7 (0.82%)</td>
</tr>
<tr>
<td>11.</td>
<td>summer camp</td>
<td>7 (0.82%)</td>
</tr>
<tr>
<td>12.</td>
<td>Open gym</td>
<td>6 (0.70%)</td>
</tr>
<tr>
<td>13.</td>
<td>Yoga</td>
<td>6 (0.70%)</td>
</tr>
<tr>
<td>14.</td>
<td>basketball</td>
<td>5 (0.59%)</td>
</tr>
<tr>
<td>15.</td>
<td>dance</td>
<td>5 (0.59%)</td>
</tr>
<tr>
<td>16.</td>
<td>employment</td>
<td>5 (0.59%)</td>
</tr>
<tr>
<td>17.</td>
<td>Merit badge</td>
<td>5 (0.59%)</td>
</tr>
<tr>
<td>18.</td>
<td>Rentals</td>
<td>5 (0.59%)</td>
</tr>
<tr>
<td>19.</td>
<td>Cooking</td>
<td>4 (0.47%)</td>
</tr>
<tr>
<td>20.</td>
<td>Ice skating</td>
<td>4 (0.47%)</td>
</tr>
<tr>
<td>21.</td>
<td>Preschool</td>
<td>4 (0.47%)</td>
</tr>
<tr>
<td>22.</td>
<td>Staff</td>
<td>4 (0.47%)</td>
</tr>
<tr>
<td>23.</td>
<td>volleyball</td>
<td>4 (0.47%)</td>
</tr>
</tbody>
</table>
SOCIAL MEDIA
Crystal Lake Park District General Social Media
Facebook Likes: 8343 (up 43), Twitter Followers: 354 (up 9),
Instagram Followers: 1445 (up 59)
Crystal Lake Main Beach (originally only a generic location page that we claimed and verified June 2019): up 2 to 2329
Veteran Acres: up 4 to 1096
Lippold Park: up 3 to 464
Barlina Likes (new site in February 2019): up 1 to 134
Colonel Palmer House Likes: up 4 to 131
The Nature Center Likes: up 4 to 527
The Racket Club Likes: up 6 to 539
The Racket Club Twitter: up 3 to 102

COMPARISON TO OTHER FACEBOOK PAGES
Marketing staff reviews pages with top # of likes and high engagement to see what type of posts are receiving increased engagement. This is helpful in planning our strategies while still meeting the expectations of promoting parks, programs, events and facilities of the park district. Recent posts with top engagement and reach were Community Garden Plots, Asbury & Canterbury Project Plans, Daughter Date Night Pictures and ICook Classes.
FEBRUARY

Other Marketing – Programs
- Created flier to resurrect Women’s Softball Leagues
- Created sell sheet for special Aug 11 Back to School Concert
- Designed new staff camp t-shirt
- Updated softball registration/fee sheet
- Updated Main Beach picnic rental map
- Updated Main Beach Field Trip flier
- Updated Senior Beanbag flier
- Designed 2020 Summer Camp Guide and Postcard
- Ordered Afterschool basketball jerseys
- Designed Camp Counselors Super Power tshirt
- Met with Rec to develop VIP Concert marketing points; created flier

Other Marketing – Facilities
- Met with CN to review interior signage for GO/Rotary/Main/Admin. Created and ordered signage and stand offs.
- Updated NC Birthday Party rack card.
- Ordered Park Services screen on reflective vests.
- Mock-up of Admin Office exterior windows
- Designed bird display for Nature Center
- Created Holiday Inn Banner for Racket Club sponsorship
- Creating interactive butterfly exhibit where kids design butterfly wings
- Created LFGC event package sell sheet; updated website
- Met with Claire, Ann V and Erik independently regarding 2020-21 projects to budget
- Attended State of the Community luncheon
- Put up TRC bulletin boards graphics; Manager’s office decal
<table>
<thead>
<tr>
<th>EVENT</th>
<th>TRADE/DONATIONS</th>
<th>CASH</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lippold Banner Program [5/1/19-2/28/20]</td>
<td>$3,877.77</td>
<td>$7,953.07</td>
<td>$11,830.84</td>
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<tr>
<td>Lippold Banner Program [3/1/20-4/30/20]</td>
<td>$383.32</td>
<td>$1,413.83</td>
<td>$1,797.15</td>
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<tr>
<td>Racket Club Banners [5/1/19-12/31/19]</td>
<td>$724.00</td>
<td>$1,533.64</td>
<td>$2,257.64</td>
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<tr>
<td>Racket Club Banners [1/1/20-4/30/20]</td>
<td>$908.33</td>
<td>$553.09</td>
<td>$661.42</td>
</tr>
<tr>
<td>Concerts In The Park</td>
<td>$500.00</td>
<td>$5,625.00</td>
<td>$6,125.00</td>
</tr>
<tr>
<td>Kids Party In The Park July 19, 2019</td>
<td>$100.00</td>
<td>$600.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>Wind And Wheels Sept 14, 2019</td>
<td>$-</td>
<td>$400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$11,730.00</td>
<td>$-</td>
<td>$11,730.00</td>
</tr>
</tbody>
</table>

**ADVERTISING**

| Summer '19 Brochure Advertising            | $1,615.00       | $4,520.00 | $6,135.00   |
| Fall '19 Brochure Advertising              | $1,365.00       | $5,420.00 | $6,785.00   |
| Winter/Spring '20 Brochure Advert.         | $2,340.00       | $5,095.00 | $7,435.00   |

**SPECIAL TRADE OPPORTUNITIES**

| Star 105.5                                 | $3,000.00       | $3,000.00 |
| NW Herald                                  | $1,800.00       | $1,800.00 |
| Baskin Robbins/Donuts                      | $9,300.00       | $9,300.00 |
| Raue Center                                 | $1,850.00       | $1,850.00 |

**GRAND TOTALS:**

<table>
<thead>
<tr>
<th>Trade/Donations</th>
<th>Cash</th>
<th>Grand Total</th>
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</thead>
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<tr>
<td>$38,693.42</td>
<td>$33,113.63</td>
<td>$71,807.05</td>
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Presented by Marketing
2-12-20
<table>
<thead>
<tr>
<th>EVENT</th>
<th>TRADE/DONATIONS</th>
<th>CASH</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIPPOLD BANNER PROGRAM [3/1/21-4/30/21]</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RACKET CLUB BANNERS [5/1/20-12/31/20]</td>
<td>$543.00</td>
<td>$1,083.38</td>
<td>$1,626.38</td>
</tr>
<tr>
<td>RACKET CLUB BANNERS [1/1/21-4/30/21]</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONCERTS IN THE PARK 2020</td>
<td>$500.00</td>
<td>$5,000.00</td>
<td>$5,500.00</td>
</tr>
<tr>
<td>TRUCK or TREAT 10-24-20</td>
<td>$</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>MISCELLANEOUS 5-1-20 to 4-30-21</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADVERTISING</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUMMER '20 BROCHURE ADVERTISING</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FALL '20 BROCHURE ADVERTISING</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WINTER/SWING '21 BROCHURE ADVERT.</td>
<td>$</td>
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<td></td>
</tr>
<tr>
<td>SPECIAL TRADE OPPORTUNITIES</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>STAR 105.5</td>
<td>$3,000.00</td>
<td></td>
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<tr>
<td>NW HERALD</td>
<td>$1,800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BASKIN ROBBING/DONUTS</td>
<td>$9,300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAUE CENTER</td>
<td>$1,850.00</td>
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<td></td>
</tr>
<tr>
<td>GRAND TOTALS:</td>
<td>$19,967.99</td>
<td>$12,795.78</td>
<td>$32,763.77</td>
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</tbody>
</table>

PRESENTED BY MARKETING
2-12-20
Report to the Board from: Erik Jakubowski, Superintendent of Park Services

Date: February 10, 2020

Overview of park projects and work performed for the month of December: Staff worked on the following as well as general custodial and maintenance. Snow removal / Salting / Cold weather checks HVAC systems etc.

Grounds:

- Worked on Spring annuals / planting bed layouts
- Removal of all holiday decorations
- I-Landscape show
- Burned branch piles
- Removal of hazardous trees as well as invasive plants under trees

Maintenance:

- Built new shelves at sled hill concessions in Veteran’s Acres
- Installed new water line at maintenance garage
- Installed single use bathroom signs at all applicable parks
- New bathrooms and baby stations at Main Beach
- Reinstalled all items at Grand Oaks after paint project
- All lights replaced with LED bulbs at Main Beach
- Sled hill checks

Special Events, Recreation, Affiliate groups & Miscellaneous:

- Replacing banners @ Administration, Barlina, Main & Palmer House
- Extra recycling and garbage cans delivered and picked up for Frozen Gnome race
- Ice depth readings
- Ready Hill Farm barn for cardboard delivery / stack cardboard for cardboard cup
**Break down of hours Park Services: January 2019 and January 2020**

<table>
<thead>
<tr>
<th>YEAR</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING MAINTENANCE:</td>
<td>53.00</td>
<td>0.00</td>
</tr>
<tr>
<td>MAINTENANCE:</td>
<td>514.50</td>
<td>1046.50</td>
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<tr>
<td>GROUNDS:</td>
<td>815.00</td>
<td>1448.50</td>
</tr>
<tr>
<td>CUSTODIAL:</td>
<td>596.00</td>
<td>494.50</td>
</tr>
<tr>
<td>MOWING / MULCH LEAVES</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>TRASH PICKUP:</td>
<td>34.00</td>
<td>111.25</td>
</tr>
<tr>
<td>VANDALISM:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>IRRIGATION:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>SNOW REMOVAL: NISRA HOURS ARE INCLUDED / SALTING, MOVING SNOW &amp; CLEARING DRAINS INCLUDED.</td>
<td>731.50</td>
<td>569.00</td>
</tr>
<tr>
<td>ICE RINK MAINTENANCE:</td>
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<td>13.00</td>
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<tr>
<td>WATER LEVEL READINGS:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>EQUIPMENT MAINTENANCE:</td>
<td>143.50</td>
<td>81.50</td>
</tr>
<tr>
<td>TRUCK MAINTENANCE: SNOW PLOW MAINTENANCE INCLUDED HERE</td>
<td>163.00</td>
<td>51.00</td>
</tr>
<tr>
<td>MISCELLANEOUS: <em>Misc. shop repairs/Helper in garage</em></td>
<td>163.50</td>
<td>263.50</td>
</tr>
<tr>
<td>RECREATION:</td>
<td>56.00</td>
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</tr>
<tr>
<td>RECURING:</td>
<td>30.00</td>
<td>0.00</td>
</tr>
<tr>
<td>SPECIAL EVENTS:</td>
<td>118.50</td>
<td>0.00</td>
</tr>
<tr>
<td>AFFILIATE GROUPS: NISRA hours are noted under NISRA: Historical Society under Palmer House hours.</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>SAFETY TRAINING: <em>Safety committee meeting</em></td>
<td>28.00</td>
<td>21.00</td>
</tr>
</tbody>
</table>

**Weekly Hours**

<table>
<thead>
<tr>
<th></th>
<th>3,446.50</th>
<th>4,099.75</th>
</tr>
</thead>
</table>

Weekend / Holiday Hours / Includes weekend inspections & Snow Removal

<table>
<thead>
<tr>
<th></th>
<th>397.25</th>
<th>38.00</th>
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</thead>
</table>

Custodial Weekend / Holiday

<table>
<thead>
<tr>
<th></th>
<th>73.00</th>
<th>72.00</th>
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</thead>
</table>

**Weekend / Holiday hours**

<table>
<thead>
<tr>
<th></th>
<th>470.25</th>
<th>110.00</th>
</tr>
</thead>
</table>

**Inspection Hours: (week days only)**

<table>
<thead>
<tr>
<th></th>
<th>BUILDINGS</th>
<th>GROUNDS &amp; DOG PARK GROUNDS</th>
<th>PLAYGROUNDS / TENNIS COURTS / EXERCISE EQUIPMENT</th>
<th>SKATE PARK / once weekly</th>
<th>SLED HILLS</th>
<th>ICE DEPTH</th>
<th><strong>TOTAL INSPECTION HRS.</strong></th>
<th><strong>TOTAL HOURS / MONTH</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>38.00</td>
<td>26.00</td>
<td>37.50</td>
<td>2.50</td>
<td>29.00</td>
<td>11.00</td>
<td>144.00</td>
<td>4,060.75</td>
</tr>
</tbody>
</table>

**BUILDING MAINTENANCE / CONSTRUCTION & PAINTING** (Inspections & trash pick-up hours are noted in black also)

**MAINTENANCE: CUSTODIAL: GROUNDS: MOWING: VANDALISM: WEEKEND:**
<table>
<thead>
<tr>
<th>Location</th>
<th>Maintenance</th>
<th>Grounds</th>
<th>Mowing</th>
<th>Grounds Inspection</th>
<th>Playground Inspection</th>
<th>Trash Pick Up</th>
<th>Vandalism</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>administration Center</strong></td>
<td>0.00</td>
<td>43.00</td>
<td>0.00</td>
<td>1.50</td>
<td>0.50</td>
<td>0.00</td>
<td>0.00</td>
<td>143.50</td>
</tr>
<tr>
<td><strong>asbury Park</strong></td>
<td>0.00</td>
<td>0.50</td>
<td>0.00</td>
<td>0.50</td>
<td>0.50</td>
<td>2.50</td>
<td>0.00</td>
<td>4.00</td>
</tr>
<tr>
<td><strong>brighton oaks</strong></td>
<td>1.50</td>
<td>2.00</td>
<td>0.00</td>
<td>2.00</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
<td>9.50</td>
</tr>
<tr>
<td><strong>butternut preserve</strong></td>
<td>3.00</td>
<td>1.00</td>
<td>0.00</td>
<td>1.00</td>
<td>0.50</td>
<td>2.00</td>
<td>0.00</td>
<td>8.00</td>
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<tr>
<td><strong>cress creek property</strong></td>
<td>0.00</td>
<td>1.50</td>
<td>0.00</td>
<td>1.00</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1.50</td>
</tr>
<tr>
<td><strong>della street park</strong></td>
<td>0.00</td>
<td>2.00</td>
<td>0.00</td>
<td>1.00</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6.00</td>
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<tr>
<td><strong>feinberg park</strong></td>
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<td>0.00</td>
<td>1.00</td>
<td>0.50</td>
<td>2.00</td>
<td>0.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Location</td>
<td>Maintenance</td>
<td>Grounds</td>
<td>Mowing</td>
<td>Grounds Inspection</td>
<td>Playground Inspection</td>
<td>Trash Pick Up</td>
<td>Vandalism</td>
<td>Total Hours</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------</td>
<td>---------</td>
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<td>--------------------</td>
<td>-----------------------</td>
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</tr>
<tr>
<td>FETZNER PARK</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.50</td>
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**Wednesday**
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**Thursday**
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**Friday**
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**Weekend Hrs.**
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**Custodial Weekend Hrs.**
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- Custodial: 49.00
- Grounds: 56.00
- Building inspection: 1.50
- Vandalism: 0.00
- Total Hours: 171.00
- Weekend Hrs.: 6.50
- Custodial weekend Hrs.: 12.50

Rotary Building:
- Maintenance: 0.00
- Custodial: 13.00
- Grounds: 9.50
- Building inspection: 1.50
- Vandalism: 0.00
- Total Hours: 141.00
- Weekend Hrs.: 0.00
- Custodial weekend Hrs.: 2.00

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- Maintenance: 0.00
- Custodial: 4.50
- Grounds: 0.50
- Building inspection: 1.00
- Vandalism: 0.00
- Total Hours: 17.50
- Weekend Hrs.: 0.00
- Custodial weekend Hrs.: 1.50

West Beach:
- Maintenance: 0.00
- Custodial: 22.00
- Grounds: 5.50
- Mowing: 0.00
- Building inspection: 1.50
- Grounds inspection: 0.50
- Playground inspection: 1.00
- Trash Pick Up: 4.50
- Vandalism: 0.00
- Total Hours: 65.00
- Weekend Hrs.: 0.00
- Custodial weekend Hrs.: 5.50

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- Sunday: 0.00
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- Tuesday: 0.00
- Wednesday: 1.50
- Thursday: 1.50
- Friday: 0.00

Weekend Hrs.:
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- Sunday: 0.00
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- Tuesday: 0.00
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Weekend Hrs.:
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Weekend Hrs.:
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<th>Playground Inspection</th>
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<td></td>
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<td></td>
<td></td>
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</table>
### SLED HILL INSPECTIONS
- Indian Prairie: 17.50
- Babe Ruth Hill: 16.00
- Nature Center Hill: 16.00

**Total Sled hill inspections**: 50.50

**Weekend inspection hours**: 1.00

### TOTAL SNOW REMOVAL
569.00

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<td>AFFILIATE GROUPS</td>
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**Weekly Hours**: 4148.75

**Weekend Hours**
- Weekend / Holiday Hours: 38.00
- Custodial Weekend / Holiday: 72.00
- Weekend / Holiday hours: 110.00

**Total Hours: Week**: 4380.25

**Inspection Hours:**
- BUILDING: 45.50
- GROUNDS: 42.00
- PLAYGROUNDS: 20.00
- BATTING CAGES: 0.00
- SKATE PARK: 14.00
- SLED HILLS: 49.50
- ICE RINK: 13.00

**TOTAL INSPECTION HRS.**: 184.00
Report to the Board from: Ann Viger, Director of Park Development and Interpretive Services
Date: February 20, 2020

Planning and Development

Playground Replacement Projects

Final designs have been completed for both the Canterbury and Asbury Park Playgrounds. The projects will go to bid on February 20. Asbury is scheduled for spring construction. Canterbury construction will begin after school is out for the summer.

2019 Urban and Community Forestry Grant Program

A draft of the plan has been reviewed by the Buildings and Grounds Committee. A public meeting to review the plan is scheduled for February 25.

Rotary Building Retaining Walls

The project is complete.

Sterne’s Fen Restoration

The tree removal project is complete.
Recreational Trail Grant

A copy of the grant application for the Recreational Trails Grant program is included on this board agenda for approval.

Public Museum Grant

The State of Illinois will be announcing funding for the Public Museum Grant on or around March 1. In preparation of the announcement, a proposed plan to develop new exhibits at the Nature Center is being developed. The grant will fund 100% of the project/s. More details will follow in March.

Nature Center
Submitted by John Fiorina

Visitors and Volunteers

The Nature Center was visited by 816 people during the month of January. A detailed visitation report for the year can be found below.

The Nature Center coordinated 40 hours of volunteer service during the month of January. A detailed report of volunteer hours for the year can be found below.

Programs

The Nature Center conducted 14 programs, with a total of 583 participants, during the month of January. A detailed program report can be found below.

A large portion of the program participants took part in one of three Pinewood Derby “cut days”. These outreach programs are a cooperative effort with the local Scout Shop located on Rt. 31 in Crystal Lake. This year marks the sixth year of the partnership, which has resulted in numerous program opportunities with local Cub Scout Packs.
Staff Development

William Sutphin attended the IPRA “Soaring to New Heights” conference in Chicago. He is also enrolled in a nine week course for business leaders called “Leaders in Action.” The program is offered by the Crystal Lake Chamber of Commerce.

Other

Sheahan and Sutphin continue to work on the development of new / updated exhibits for the Nature Center.

Fiorina has been working on the 20/21 budget, as well as a master plan for the hiking trails at Veteran Acers and Sterne’s Woods and Fen.

### The Crystal Lake Park District Nature Center

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<th></th>
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<td>1,034</td>
<td>989</td>
<td>862</td>
<td>816</td>
</tr>
<tr>
<td>February</td>
<td>1,238</td>
<td>936</td>
<td>859</td>
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<td>March</td>
<td>1,448</td>
<td>1,334</td>
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<td><strong>18,882</strong></td>
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## Volunteer Report

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<td>Days Worked</td>
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<tr>
<td>Number of Volunteers</td>
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<td>0</td>
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<td>40</td>
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<tr>
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## Program Report

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<th>Number of Participants</th>
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<td>Birthday</td>
<td>4</td>
<td>29%</td>
<td>64</td>
<td>11%</td>
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<td>Cub Scout</td>
<td>2</td>
<td>14%</td>
<td>65</td>
<td>11%</td>
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<tr>
<td>Boy Scout</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>Girl Scout</td>
<td>3</td>
<td>21%</td>
<td>44</td>
<td>8%</td>
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<td>In District Fieldtrip</td>
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<td>7%</td>
<td>8</td>
<td>1%</td>
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<tr>
<td>Out-of-District Fieldtrip</td>
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<td>0%</td>
<td>0</td>
<td>0%</td>
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<td>Brochure</td>
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<td>7%</td>
<td>7</td>
<td>1%</td>
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<td>Outreach</td>
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<td>21%</td>
<td>395</td>
<td>68%</td>
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<td><strong>Year to Date Totals</strong></td>
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<td><strong>583</strong></td>
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## Colonel Palmer House
**Submitted by Ashley Palazzo**

### Visitors and Volunteers

The Colonel Palmer House was visited by 35 people and coordinated 15 hours of volunteer service year to date.
Programs and Special Events

The Colonel Palmer House ran the Citizenship in the World merit badge workshop on Saturday, January 11th and the Citizenship in the Nation merit badge workshop on Thursday, January 16th. The Colonel Palmer House hosted a free drop-in event called Craft like a Pioneer on Saturday, January 18th from 10am-12pm. This free event brought in 10 visitors, despite the winter storm that morning.

Exhibits

Preparation is underway to completely change out all of the house exhibits during the months of February and March. Volunteers from the Crystal Lake Historical Society are working with staff to construct and erect the exhibits.

Other

Ashley Palazzo was interviewed by Star 105.5 on Saturday, January 4th to discuss the Craft like a Pioneer drop in days and the history of the house. This interview aired on Sunday, January 12th.
Report to the Board from: Katrina Hanna, Superintendent of Business Services

Date: February 13, 2020

2019/20 Budget/YTD Recap
Month-end financial and treasurer reports for the month ending January 31, 2020 are included in the board packets.

Abatement Ordinances
The abatement ordinances approved at the January meeting were filed with the County Clerk as required.

Statement of Economic Interest
Please watch your park district email for this filing request, and be sure to respond within the time frame indicated in order to avoid penalties from the County.

2020/21 Budget
Staff continues to work on the next fiscal year budget.

W-2/1099/ACA Processing
W-2 ACA, and 1099 records have been distributed to all staff and vendors as required. This information will be filed with the Social Security Administration and IRS prior to the February 28, 2020 deadline.
2019-20 Budget Year Monthly Fund Balance Updates
Listed below are the overall revenue and expenses totals for the Recreation, Aquatic, Food Service, Driving Range, and Racket Club funds. All totals are as of December 31, 2019.

<table>
<thead>
<tr>
<th>Fund: 02 - RECREATION</th>
<th>December18-19</th>
<th>December19-20</th>
<th>YTD 18-19</th>
<th>YTD 19-20</th>
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<td>Expense Total</td>
<td>$255,826</td>
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<td>Total Surplus (Deficit)</td>
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<td>-$79,015</td>
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<th>December19-20</th>
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<tr>
<td>Revenue Total</td>
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<td>$114</td>
<td>$187,808</td>
<td>$181,372</td>
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<td>Expense Total</td>
<td>$7,618</td>
<td>$4,736</td>
<td>$212,588</td>
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<td>Total Surplus (Deficit)</td>
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<td>-$4,622</td>
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<th>December19-20</th>
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<th>YTD 19-20</th>
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<td>Revenue Total</td>
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<tr>
<td>Expense Total</td>
<td>$573</td>
<td>$20</td>
<td>$84,536</td>
<td>$102,466</td>
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<tr>
<td>Total Surplus (Deficit)</td>
<td>-$573</td>
<td>$14</td>
<td>$9,633</td>
<td>-$167</td>
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<th>Fund: 19 - DRIVING RANGE</th>
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<th>YTD 19-20</th>
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<tr>
<td>Revenue Total</td>
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<td>$108,504</td>
<td>$100,187</td>
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<td>Expense Total</td>
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<td>$59,450</td>
<td>$95,730</td>
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<td>Total Surplus (Deficit)</td>
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<th>Fund: 20 - RACKET CLUB</th>
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<th>YTD 19-20</th>
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<tbody>
<tr>
<td>Revenue Total</td>
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<td>$714,830</td>
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<tr>
<td>Total Surplus (Deficit)</td>
<td>$9,155</td>
<td>$40,057</td>
<td>$163,366</td>
<td>$127,123</td>
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*We have started utilizing accruals for programs/lessons. Therefore, the revenue will be recognized throughout the length of a program/lesson and not hit all at once at the beginning of a session. The comparative numbers from last year at this time will look a little different; as not all of last year’s numbers were not accrued.*
Red Tail: Manager Naughton and I met with representatives with Red Tail Golf Club regarding the summer lessons. Red Tail has a new manager and a new golf pro. We are revising our agreement to adjust to these changes, and are looking forward to new ideas and programs.

Concession Meeting: Manager Naughton, Supervisor Thibodeau, Supervisor Stolt, and I met with ownership from Julie Ann's Frozen Custard. They are looking to partner with us on events and concession offerings. We feel there is a large amount of potential for revenue generation and community involvement.

Submitted by Manager of Recreation Facilities - Claire Naughton

2020 Fiscal Budget Notes

The Racket Club: Our program numbers are looking good, we are starting to look at our summer camps and programming as well as bringing in additional revenue through court rentals (Pickleball, Del Webb and High Schools). As of December—we are slowly building on our fund balance; watching expenses and bringing in new revenue. Our fund balance for the Racket Club ending in December is at 24% compared to 13% at this time last year (this includes adding our unearned income report numbers to the total).

Lippold/Peacock/Repp/Ladd: Field rental revenue (as of December ‘19) is $25,787 as opposed to $21,562 for ‘18 YTD. We are tweaking several parts to the softball/baseball tournaments.

Athletics (Adult/Leagues, ASBB, VB and Batting Cages): Our revenue YTD for December ‘19 is $120,049 as opposed to $122,584 ‘18 YTD. We are bringing back women’s softball on Mondays (to fill that gap) as well as a marketing campaign to get the word out to players.

Lippold Family Golf Center: Our revenue for December ‘19 YTD is $100,187 as opposed to $108,504 ‘18 YTD. The vast difference in NET revenue is the cost of the new deck at the Golf Learning Center. This was an un-capitalized project that came out of the GLC budget, and will be spread out over the next three months.

Food Service: Our revenue for December is $102,299 as opposed to $94,169 ‘18 YTD. As noted earlier the meeting with Julie Ann’s was very positive and we look forward to working with them in the near future.

Facility Rentals: Our revenue for December ‘19 is $75,399 as opposed to $59,989 ‘18 YTD. The new recommendations will be utilizing our flag-ship rental (Main Beach) with optimal revenue opportunities. We have also looked at the pricing structure of Main compared to other “like” facilities in the area.

Shelters: Our revenue for December ‘19 YTD is $13,645 as opposed to $13,870 ‘18 YTD. We have updated how the shelter rentals are broken down on the sheet; making it easier for staff to follow (including non-resident rates).

Dog Park: Hound Town is at $7,229 (as of December ‘19) as opposed to $5,489 for 2018.

Submitted by Facility Supervisor- Lauren Thibodeau

Main Beach has begun to book into 2021(summer) and I have almost booked every weekend in the summer/fall at our major facilities. While it is a little slower in the winter; we are working on some facility upgrades to the rental sites (closet at Main Beach, south bathroom renovation at Main Beach, painting at Grand Oaks and Spoerl, new refrigerators/ovens are going in some locations and interior way-signs).
Rental fees and specialty fees have been adjusted and implemented. Additional fees have been added to Main Beach to bring in more revenue such as bartender fee, sound system usage, backdrop, personal setup for events, linen rentals and rental of high boys.

Submitted by Recreation Supervisor - Joe Davison

Boys After School Basketball: The boys after school basketball program has hit the midpoint of the season. The 4th grade program has a total of 90 boys enrolled, a 21 participant increase over the 2019 season. The 5th grade program has a total of 75 boys enrolled, which is 18 fewer than our 2019 numbers. The program had to turn away participants due to a lack of available coaches this year. Staff has seen major issues finding employees for this program over the last three years.

Snowbird Softball Tournament: The Snowbird softball 16” softball tournament was held on Saturday February 2nd at the Boncosky Softball Complex at Lippold Park. The tournament had 13 teams, one more than 2019. The tournament format is a two game guarantee that kicked off at 9am and the championship game started at 2pm.

Submitted by Racket Club Manager - Rob Laue

<table>
<thead>
<tr>
<th>Court Usage (In Hours of Court Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>Jan 2020</td>
</tr>
<tr>
<td>Jan 2019</td>
</tr>
</tbody>
</table>

Court Usage: It is encouraging to see private lessons to take a 38.5% jump in hours from last January to this one. In fact, going in reverse back to October, we are seeing year-to-year increases of 38.5%, 14.4%, 30.4%, and 12% in private lesson usage.

Outdoor Activity: Plenty of work has been put in this winter on the outdoor facility side. The newly poured sidewalks and patios look pristine and inviting, and the lawn surrounding them has been seeded and prepped for spring growing. In addition, the rotted bottoms of the decorative columns adorning the northeast side of the clubhouse have been replaced by very attractive, weatherproof, ornate trim boxes. The grounds are setting up to look their best they have been in quite some time.
**Septic Tank Emptied:** Another outdoor adventure that was undertaken in January was the emptying of the septic tanks. In the course of removing a bad blockage to the playroom toilet, it was discovered that it had been six years since the tanks were last cleaned out. The buildup was so considerable that the truck used to empty them had to be returned to home base to itself be emptied out -- apparently a bit unusual, according to the crew members! Going forward, the septic service is scheduled for annual attention.

**Heaters All Working:** With a mild-weathered winter and court heaters pulling off the rare feat of all working at the same time, the courts have hovered in the upper 60 degrees for the last couple of months. Certainly the players are enjoying the comfortable conditions. As long as the notoriously temperamental gas heaters keep their hot streak alive, this could go down as one of the “easiest” indoor seasons in recent memory.

**Hit for the Animals Cancelled:** Staff was sad to see Saturday, January 11 bring lots of snow for a variety of reasons; besides having to shovel the walkway. On Angels Wings adoption agency decided against holding the fundraising event for fear of low turnout and logistical obstacles with bringing the animals. The good news, though, is that April 25 has been set as the make up

Submitted by Recreation Supervisor Jennifer Peterson

**Seniors:** Drop-in numbers for Active Senior Center were at 347 for January compared to 275 for 2019. Craft 2 Noon is picking up which is a new offering on the 3rd Tuesday of each month led by Cindy Dunham as our volunteer. Watercolors started up a new session with 9 participants. Classes tend to be smaller at this time due to many going off to Florida for the winter.

**Senior Fitness:** Barbara Finn will be leaving the CLPD on February 8th due to her husband’s failing health. She has been a great asset to the park district and has helped grow our senior fitness and bring the program to a new level. Her time here has been valuable and she will be missed by all. Rae Lynne Morvay will be stepping in to this role. The group is very familiar with her as she has graciously filled in for Barbara on many occasions and currently is the instructor for the Super Seniors class.

**Senior Trips:** Typically there are not a lot of trips offered in January and February due to the weather. The Salt Caves/Jolly Inn was offered at the end of January with 2 vehicles from Crystal Lake and a total of 18 participants.

**Fitness:** Fitness classes began for the winter session with 26 classes offered and only 2 cancelled for this session. Enrollment is healthy. Two new sights for fitness classes are being offered. Spoerl is offering a Barre Fitness and Woodscreek is offering various yoga classes.

**Youth:** Beyond the Bell programs continues to be successful with 4 of the 5 schools running for the winter session. All locations have a healthy number and a two of the locations are at maximum capacity. Several of the spring classes are nearly full or have enrollment.

Submitted by Recreation Supervisor Sam Thompson

**Preschool:** Registration for the fall 2020-2021 is open and we have 21 students enrolled. Have received many calls for tours of Barlina for new students to start in the fall. We had three new students enrolled in January so enrollment is almost full, we have a few more openings for this school year year 2019-2020. We will be having our second Art Show at Barlina at the end of the month. The library fair went well, I sent thank you notes to all the families that I spoke with.
Camp: Listed below are the final nets for some 2019 camps, and comparisons to previous years.

<table>
<thead>
<tr>
<th>Year</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp</td>
<td>$40,102</td>
<td>$82,710</td>
<td>$87,091</td>
<td>$105,219</td>
</tr>
<tr>
<td>E.T. Camp</td>
<td>$15,128</td>
<td>$10,874</td>
<td>$16,705</td>
<td>$42,243</td>
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<tr>
<td>Teen Camp</td>
<td>$17,628</td>
<td>$26,433</td>
<td>$32,120</td>
<td>$10,070</td>
</tr>
<tr>
<td>Jr. Leaders</td>
<td>$5,055</td>
<td>$4,885</td>
<td>$2,773</td>
<td>$9,317</td>
</tr>
<tr>
<td>Total</td>
<td>$77,913</td>
<td>$124,902</td>
<td>$138,689</td>
<td>$166,849</td>
</tr>
<tr>
<td>Percent of raise</td>
<td>NA</td>
<td>38%</td>
<td>10%</td>
<td>17%</td>
</tr>
</tbody>
</table>

Day Camp Podcast: Supervisor Thompson is turning her years of experience into a featured speaking role with a day camp podcast. Here are the listening statistics for her pods.

- All Time Downloads - 9940 / 8.9k
- Most Popular - Day Camp Social Media - 514 / 501 Downloads
- Last 30 Days Downloads - 1.2k / 782
- Most popular State - NY 161 Downloads / NJ (52 Downloads)
- Specialists - 227 Downloads
- Bonus WIC episode - 162 Downloads
- Staff Meetings - 272 Downloads
- Other Interesting Stats
  - We peaked 1000 downloads in Jan! 1145 downloads! Very cool!
  - 15 Total downloads from Greece! What's in Greece?
  - 16% of listeners are listening on their Apple Watch in January, that's the second most popular listening platform after Apple Podcasts
  - 43 Countries

Camp Guide: The summer Camp Guide postcard is going out soon. Registration begins February 13th.

Submitted by Recreation Supervisor Lindsey Pollina

Dance: We have about 200 kids in our dance program for the Winter/Spring session. Classes are going well so far as students prepare for the recital in May. Costumes have been ordered and are already starting to arrive. Recital packets are going out to classes this month and recital tickets will go on sale on Monday, March 2. Dance camp registration is now open.

Art Classes: Art classes are going well. We just finished up our first session of Youth Mixed Media and are looking forward to the next session of the same class, among others, that begin in May.

Cooking Classes: The first session of iCook went great. We have already met our minimum for the upcoming session!

Events: Daughter Date Night went great! Families loved the theme, food, and the games that we played throughout the evening. We had about 75 total participants in the event. We are looking forward to Son Date Night coming up in March.

Theater: We have 27 enrolled in our theater program for the Winter/Spring session. We are currently reaching out to elementary and middle schools to see if we can utilize their space for our production at the end of May. Since our numbers have doubled from the fall session we should be able to afford using a more theater-like space for our production. Theater Camp registration is open, we will be doing Moana Jr. this summer!

Submitted by Recreation Aquatic Supervisor Heidi Stolt
**Youth Athletic Programs:** The first sessions of Winter/Spring Youth athletic classes saw some good enrollment numbers. All sessions of Shotokan Karate ran with a total of 64 participants. Hot Shots Sports is continuing to grow and we keep adding classes due to demand. Last winter, six out of nine Hot Shots Sport classes ran and this winter 12 out of 13 classes ran with a total of 96 participants. The second session of classes will begin the end of February.

**Tot Open Gym:** Drop in numbers have been consistent for this program and it will run until the end of April. We are averaging 17 kids a week. This is a great feeder opportunity for other Park District programs.

**Concerts in the Park:** All concerts are booked and we are excited for a great lineup. An 11th concert is added on August 11th and will be a themed Back to School Bash featuring Nerdvana.

<table>
<thead>
<tr>
<th>Date</th>
<th>Band</th>
<th>Genre</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/2/20</td>
<td>SODA</td>
<td>Cover Dance Band</td>
</tr>
<tr>
<td>6/9/20</td>
<td>CL Community Band</td>
<td>Community</td>
</tr>
<tr>
<td>6/16/20</td>
<td>Mason Rivers</td>
<td>Country</td>
</tr>
<tr>
<td>6/23/20</td>
<td>The Millennials</td>
<td>Cover Classic Rock</td>
</tr>
<tr>
<td>6/30/20</td>
<td>Voices in Harmony</td>
<td>Community</td>
</tr>
<tr>
<td>7/7/20</td>
<td>Pettycash</td>
<td>Tribute/Oldies</td>
</tr>
<tr>
<td>7/14/20</td>
<td>Spoken For</td>
<td>Top 40 Cover Band</td>
</tr>
<tr>
<td>7/21/20</td>
<td>Johnny Russler &amp; Beach Bums</td>
<td>Caribbean</td>
</tr>
<tr>
<td>7/28/20</td>
<td>CL Community Band</td>
<td>Community</td>
</tr>
<tr>
<td>8/4/20</td>
<td>The Jolly Ringwalds</td>
<td>80’s Cover</td>
</tr>
<tr>
<td><strong>NEW - BACK TO SCHOOL BASH</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/11/20</td>
<td>Nerdvana</td>
<td>Fun Covers</td>
</tr>
</tbody>
</table>

**Beach Operation:** Returning staff letters were sent out to 57 staff before the holidays and were due back mid-February. We have 32 staff retuning who are experienced and will do a great job teaching the new staff. As always, lifeguard recruiting continues to be a bit difficult. We are hoping the increase in the starting wage will be attractive to new candidates. We also rely on word of mouth from current staff to help us fill the lifeguarding positions.
5 THINGS TO DO IN AND AROUND McHENRY COUNTY

CRAFT LIKE A PIONEER:
COVERED WAGON

WHEN: 10 a.m. to noon Jan. 18
WHERE: Colonel Palmer House, 660 E. Terra Cotta Ave., Crystal Lake
COST and INFO: A free event hosted by the Crystal Lake Park District and Colonel Palmer House. Learn what it’s like to live like the pioneers, who handcrafted gifts and provision of the early 1800s. No registration required. For information, visit www.cry stallakeparks.org.

Friday


• 10 a.m. – Pinewood Derby Champ Camp, CL Scout Shop, 600 N. Route 31, Crystal Lake. Free. Information: www.cry stallakeparks.org.

• 10 a.m. to noon – Drop-in Beanbag Baseball, Grand Oaks, 1401 W. Route 176, Crystal Lake. All are welcome in the Grand Oaks Auditorium Free. Information: 8154590680, ext. 1219, jleech@crystallakeparks.org.

• 10 a.m. to noon – Craft Like A Pioneer, Colonel Palmer House, 660 E. Terra Cotta Ave., Crystal Lake. Learn how they handcrafted gifts and provisions in the early 1800s. This is a free drop-in activity. No registration required Jan. 18 covered wagon, Feb. 15 yarn dolls, March 21 tin laterns, April 18 dipped candles. Free. Information: 815-477-5873, palmerhouse@crystal lakeparks.org, www.cry stallakeparks.org.

• 10 a.m. – Pinewood Derby Champ Camp, CL Scout Shop, 600 N. Route 31, Crystal Lake. Free. Information: www.cry stallakeparks.org.


• 9:30 to 11 a.m. – Tot Open Gym, Grand Oaks Recreation Center, 1401 W. Route 176, Crystal Lake. Ages 1 through 5 with a parent or caregiver. Information: www.facebook.com.

• 9:30 to 11 a.m. – Drop-in Tot Open Gym, Grand Oaks, 1401 W. Route 176, Crystal Lake. Ages 1 to 4 with parent/caregiver. $5 at the door. Information: 815-459-0680, hstoltz@crystallakeparks.org or www.cry stallakeparks.org.

• 10 a.m. to noon – Triple Play, Grand Oaks, 1401 W. Route 176, Crystal Lake. Free to play. Information: 815-459-0680, ext. 1219, jleech@crystallakeparks.org.


5 to 8 p.m. – Pinewood Derby Champ Camp, Nature Center Workshop, Nature Center, 330 N. Main St., Crystal Lake. We are carving pinewood derby cars at free workshop! Free. Information: 815-455-1763, wutphlin@crystallakeparks.org, www.crystallakeparks.org.

- 10 a.m. to noon – Triple Play, Grand Oaks, 1401 W. Route 176, Crystal Lake. Free. Information: 815-459-0680, ext. 1219, or jleech@crystallakeparks.org.


- 10 a.m. to noon – Hand & Foot or Triple Play, Grand Oaks, 1401 W. Route 176, Crystal Lake. Player's choice; choose between Hand & Foot or Triple Play. Free. Information: 815-459-0680, ext. 1219, or jleech@crystallakeparks.org.
**Monday**

- **9 a.m. to noon** - Rummikub/Mah Jongg, Grand Oaks, 1401 W. Route 176, Crystal Lake. Free. Information: 815-459-0680, ext. 1219, or jleech@crystallakeparks.org. **1/12/2020**

- **7 p.m.** - Art Attack Paint and Sip BYOB, Administration Building, 1 E. Crystal Lake Ave., Crystal Lake. $30 to $35. Information: crystallakeparks.org. **1/13/2020**

- **9:30 to 11 a.m.** - Drop-in Tot Open Gym, Grand Oaks, 1401 W. Route 176, Crystal Lake. Ages 1 to 4 with parent/caregiver. $5 at the door. Information: 815-459-0680, hstolt@crystallakeparks.org or crystallakeparks.org.

- **6 p.m.** - Let it Snow Shadowbox, Administration Building, 1 E. Crystal Lake Ave., Crystal Lake. $33 to $38. Information: crystallakeparks.org. **1/12/2020**

- **9 a.m. to noon** - Citizenship in the World Merit Badge, Colonel Palmer House, 660 E. Terra Cotta Ave., Crystal Lake. Ages 11 through 18. Registration code: 221901-01. Cost: $20. Scouts who earn the Citizenship in the World merit badge will discover they already are citizens of the world. This workshop fulfills the requirements for the badge. Information: 815-459-5783, palmerhouse@crystallakeparks.org or www.crystallakeparks.org. **1/11/2020**

- **10 a.m.** - Kids/Teen Paint Art Attack, Administration Building, 1 E. Crystal Lake Ave., Crystal Lake. Simple to follow, stroke-by-stroke, age-appropriate directions make creating your artwork easy. Canvas and acrylic paint supplied. Painting selections may be found at www.crystallakeparks.org under the art tab. $20 for residents, $25 for nonresidents. Information: 815-459-0680, lpollina@crystallakeparks.org or www.crystallakeparks.org. **1/11/2020**

- **6 p.m.** - Pinewood Derby Camp, Crystal Lake Scout Shop, 600 N. Route 31, Crystal Lake. Free. Information: www.crystallakeparks.org. **1/11/2020**

- **9 a.m. to noon** - Frozen Gnome 5K race Saturday in Veteran Acres Park in Crystal Lake. **1/12/2020**

- **6 p.m.** - Qi Gong, West Beach Building, Crystal Lake. $10 to $12. Information: www.crystallakeparks.org. **1/10/2020**

- **10 a.m.** - Pinewood Derby Camp, Crystal Lake Scout Shop, 600 N. Route 31, Crystal Lake. Free. Information: www.crystallakeparks.org. **1/10/2020**

**Saturday**

- **7:45 a.m.** - Frozen Gnome Trail Races, 431 Walkup Ave., Crystal Lake. $30 to $50. Information: dirtrunner100@yahoo.com, trailrunner.com. **1/10/2020**

- **10 a.m.** - Pinewood Derby Camp, Crystal Lake Scout Shop, 600 N. Route 31, Crystal Lake. Free. Information: www.crystallakeparks.org. **1/10/2020**
Sweetheart Tea: Victorian Valentines

Fills quickly! Register today!

SAT FEB 8
12-1:30 PM
$25/PERSON

660 E. TERRA COTTA AVE
CRYSTALLAKEPARKS.ORG

Friday

Saturday
- 6:30 a.m. to 9:30 p.m. - Dim Sum Workshop. Confetti Gourmet Academy, 8505 RedTail Drive, Lakewood. Ages 17 and older. Celebrate Asian culture by learning the art of a perfectly pleated dumpling with tips for diverse cuisines. $90. Information: 815-459-0680, illonina@crystallakeparks.org, www.crystallakeparks.org.

Friday

- 10 a.m. to noon - Drop In Beanbag Baseball. Grand Oaks, 1401 W. Route 176, Crystal Lake. Free to play. Information: 815-459-0680, ext. 1219, jleech@crystallakeparks.org.

Tuesday
• 10 a.m. to noon – Bingo, Grand Oaks, 1401 W. Route 176, Crystal Lake. $5 pay at the door. Coffee and doughnuts included. Second and fourth Tuesday of each month. Information: jlee@crystallakeparks.org.

• 10 a.m. to noon – Hand & Foot or Triple Play, Grand Oaks, 1401 W. Route 176, Crystal Lake. Player’s choice; choose between Hand & Foot or Triple Play. Free. Information: 815-459-0680, ext. 1219, or jlee@crystallakeparks.org. 1-28-20

• 9:30 to 11 a.m. – Drop-in Tot Open Gym, Grand Oaks, 1401 W. Route 176, Crystal Lake. Ages 1 to 4 with a parent or caregiver. $5 at the door. Information: 815-459-0680, hstol@crystallakeparks.org or www.crystallakeparks.org. 1-28-20

• 10 a.m. to noon – Triple Play, Grand Oaks, 1401 W. Route 176, Crystal Lake. Free. Information: 815-459-0680, ext. 1219, or jlee@crystallakeparks.org. 1-28-20

• 10 a.m. to noon – Triple Play, Grand Oaks, 1401 W. Route 176, Crystal Lake. Free. Information: 815-459-0680, ext. 1219, or jlee@crystallakeparks.org. 1-27-20

• 10 to noon – Hand & Foot or Triple Play, Grand Oaks, 1401 W. Route 176, Crystal Lake. Player’s choice; choose between Hand & Foot or Triple Play. Free. Information: 815-459-0680, ext. 1219, or jlee@crystallakeparks.org. 1-27-20

• 9 a.m. to noon – Rummikub/Mah Jongg, Grand Oaks, 1401 W. Route 176, Crystal Lake. Free. Information: 815-459-0680, ext. 1219, or jlee@crystallakeparks.org. 1-27-20

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• 6:30 a.m. to 9:30 p.m. – Dim Sum Workshop, Confetti Gourmet Academy, 8505 Redtail Drive, Lakewood. Ages 17 and older. Celebrate Asian culture by learning the art of a perfectly pleated dumpling with tips for diverse cuisines. $90. Information: 815-459-0680, Ipolina@crystallakeparks.org or www.crystallakeparks.org. 1-26-20

• 7 p.m. – Adult Line Dance Party, Grand Oaks Recreation, 1401 W. Route 176, Crystal Lake. $12. Information: crystallakeparks.org. 1-25-20
Ice fishermen brave the ice Wednesday at West Beach in Crystal Lake. The Crystal Lake Park District has canceled the Chili Open Golf Course and Ice Fishing Derby on Sunday. After carefully reviewing the current ice conditions at Main Beach and discussions on what would be needed to safely prepare the golf course, and host large crowds of ice fishermen, equipment and vehicles, the decision was made to cancel both events, the district said in a news release. Golfers and fishermen who already registered will receive a full refund. For information, people can contact the Crystal Lake Park District at 815-459-0680. A post to the Northwest Herald’s community events calendar listing an ice fishing derby Thursday morning was made erroneously. The National Weather Service predicts that Wednesday night snow will continue into Thursday, but less than 1 inch of accumulation is possible.

□ 11 a.m. to 4:30 p.m. – Lake Geneva Magic Show and Crandall’s Lunch, transportation from Veteran Acres, Crystal Lake. $99- $109. Information: www.crystalakeparks.org. 2.5-20

□ 10 a.m. to noon – Hand & Foot or Triple Play, Grand Oaks, 1401 W. Route 176, Crystal Lake. Play the choice, choose between Hand & Foot or Triple Play Free. Info: 815-459-0680 ext. 1219, jleece@crystalakeparks.org. 2.5-20

Thursday

□ 6 a.m. – Ice Fishing Derby on Crystal Lake, West Beach, 2330 Lake Ave., Crystal Lake. $10. Information: jleece@crystalakeparks.org. 2.5-20

□ 10 a.m. to noon – Triple Play, Grand Oaks, 1401 W. Route 176, Crystal Lake. Triple Play Free to play. Free Information: 815-459-0680 ext. 1219, jleece@crystalakeparks.org. 2.5-20

□ 9:30 to 11 a.m. – Drop-in Tot Open Gym, Grand Oaks, 1401 W. Route 176, Crystal Lake. Children ages 2-4 with parent/caregiver. $5 at the door per child. Information: 815-459-0680, hastol@crystalakeparks.org, www.crystalakeparks.org. 2-4-20

□ 9 a.m. to noon – Bunco/Farkle/Mah Jongg, Grand Oaks, 1401 W. Route 176, Crystal Lake. Player’s choice of Bunco, Farkle or Mah Jongg. Bring your own set for Mah Jongg. Free Information: 815-459-0680, ext. 1219, jleece@crystalakeparks.org. 2-4-20

□ 10 a.m. to noon – Drop-in Beanbag Baseball, Grand Oaks, 1401 W. Route 176, Crystal Lake. In the Grand Oaks Auditorium. Free: Information: 815-459-0680, ext. 1219, jleece@crystalakeparks.org. 2-4-20
Bob Miller

THANKS again.

Hopefully, the native trees and plants will benefit from their hard work.

The work the crews are doing makes a amazing difference.

to clear remaining invasive species.

I hope that they take the time to do a quick pass after the spring bloom.

Maybe the weather will continue to cooperate.

It’s great to see crews clearing buckthorn and honeysuckle from the tree line.

This part of Lippold has been neglected for many years.

Crews and superintendents who have been working diligently are the key to Lippold Park.

I’ve been meaning to send an e-mail to complement the Park District.

When I was outside this morning, I heard the wood chirping in the park, again.

I hope that you are having a good start to 2020.

Gentlemen,

Subject: Lippold Park cleanup

From: Robert Miller

[Signature]

To: Jason Herster, jherster@crystallakeparkdistrict.org

Sent: Friday, January 17, 2020 11:50 AM

FW: FW: Lippold Park cleanup

Anne Sandor

Hi Anne,

FW: Lippold Park cleanup

Jason Herster

[Signature]

[Position]

Please include in next month's Board packet. Thanks!
Monday
- 9 a.m. to noon - Rummikub/Mah Jongg, Grand Oaks, 1401 W. Route 176, Crystal Lake. Free. Information: 815-459-0680, ext. 1219, or jleech@crystallakeparks.org. $2-$5
- 10 a.m. to noon - Bingo, Grand Oaks, 1401 W. Route 176, Crystal Lake. $5 at the door. Coffee and donuts included. Information: jleech@crystallakeparks.org. $2-$5
- 10:30 to 11 a.m. - Drop-in Tot Open Gym, Grand Oaks, 1401 W. Route 176, Crystal Lake. Ages 1 to 4 with a parent or caregiver. Free. Information: 815-459-0680, ext. 1219, or jleech@crystallakeparks.org. $2-$5
- 1 to 7 p.m. - Daugh- ton Date Night, Grand Oaks Recreation Center, 1401 W. Route 176, Crystal Lake. $2

Sunday
- 10 a.m. - Me & My World Mixed Media Globe, Administration Building, 1 E. Crystal Lake Ave., Crystal Lake. $25 to $35. Information: crystallakeparks.org. 2-8-20
- 9 a.m. to noon - Bunco/Farkle/Mah Jongg, Grand Oaks, 1401 W. Route 176, Crystal Lake. Player's choice of Bunco, Farkle or Mah Jongg. Free. Information: 815-459-0680 ext. 1219, jleech@crystallakeparks.org. 2-7-20
- 10 a.m. to noon - Drop in Beanbag Baseball, Grand Oaks, 1401 W. Route 176, Crystal Lake. Free. Information: 8154590680 ext 1219, jleech@crystallakeparks.org. 2-7-20
- 10 a.m. to noon - Art Attack Paint and Sip BYOB, Administration Building, 1 E. Crystal Lake Ave., Crystal Lake. $30 to $35. Information: www.crystallakeparks.org. 2-7-20
- 7 p.m. - Valentine's Day Shadowbox, Administration Building, 1 E. Crystal Lake Ave., Crystal Lake. $23 to $28. Information: crystallakeparks.org. 2-8-20
- 6 p.m. - Valentine's Day Shadowbox, Administration Building, 1 E. Crystal Lake Ave., Crystal Lake. $23 to $28. Information: crystallakeparks.org. 2-8-20
- 10 a.m. to noon - Kids/Teen Paint Art Attack, Administration Building, 1 E. Crystal Lake Ave., Crystal Lake. It's never too early to nurture the love of art! Simple to follow, stroke by stroke age-appropriate directions make creating your artwork easy. We supply the 11x14 canvas and acrylic paint. Painting selections can be found at crystallakeparks.org under the "Art" tab. $20 for residents, $25 for nonresidents. Information: 815-459-0680, jleech@crystallakeparks.org. 2-7-20

Monday
- 9 a.m. to noon - Rummikub/Mah Jongg, Grand Oaks, 1401 W. Route 176, Crystal Lake. Free. Information: 815-459-0680, ext. 1219, or jleech@crystallakeparks.org. 2-9-20
- 9:30 to 11 a.m. - Drop-in Tot Open Gym, Grand Oaks, 1401 W. Route 176, Crystal Lake. Ages 1 to 4 with a parent or caregiver. Free. Information: 815-459-0680, ext. 1219, or jleech@crystallakeparks.org. 2-9-20

- 7 p.m. - Art Attack Paint and Sip BYOB, Administration Building, 1 E. Crystal Lake Ave., Crystal Lake. $30 to $35. Information: www.crystallakeparks.org. 2-9-20

Sunday
- 10 a.m. - Me & My World Mixed Media Globe, Administration Building, 1 E. Crystal Lake Ave., Crystal Lake. $25 to $35. Information: crystallakeparks.org. 2-9-20
- 7 p.m. - Art Attack Paint and Sip BYOB, Administration Building, 1 E. Crystal Lake Ave., Crystal Lake. $30 to $35. Information: www.crystallakeparks.org. 2-9-20