



**Park District Board of Commissioners
Committee Meeting Minutes
Personnel and Policy Committee
March 4, 2019**

Call to Order:

Commissioner Gallagher called the meeting to order at 3:00pm

Commissioners Present: Debbie Gallagher, Cathy Cagle, Michele Hartwig

Staff Present:

Jason Herbster, Executive Director, Katrina Hanna, Superintendent of Business Services, Anne Sandor, Recording Secretary

Approval of Agenda:

Commissioner Gallagher moved to approve the agenda.
Seconded by Commissioner Hartwig. All were in favor.

Matters from the Public: None.

A. Discussion: Ordinance 11.41 Parks and Property Owned and Controlled by The Committee discussed preparing a draft revision to the ordinance regarding placing anything on the lake bottom. Staff will look into adding language regarding affiliates. The Personnel and Policy Committee will review this draft at a future meeting.

Director Herbster reported he has not heard back from the IDNR.

B. Discussion: Ordinance 08.09-03, an ordinance prohibiting Funneling along Crystal Lake. The Committee discussed the District's rights to enforce this ordinance. Executive Director Herbster will contact legal counsel regarding the District's ability to enforce the ordinance.

C. Discussion: General Practice Manual 3.3 Park Design, Development and Maintenance

Commissioner Cagle asked if there are any handicapped parks in Crystal Lake. Director Herbster stated there is not one park designated for ADA and all playgrounds have ADA access. NISRA has handicapped equipment in their Rec Center.

The Committee discussed the ordinance and requested adding 75% usable by all people and to include a wide range of children's abilities to the policy.

Director Herbster will meet with Ann Viger to discuss this request.

D. Discussion: General Practice Manual 5.5 Meeting Attendance

The Committee discussed meeting attendance and agreed to make the following revisions (bolded) to the policy.

Commissioners are expected to attend every Board meeting. A recurrent pattern of missing meetings is not fair to the other Board members or to the residents and taxpayers. Thus, the Board may declare the office of any Commissioner vacant if that Commissioner fails or neglects to attend any regular and special meetings of the Board for a period of ~~three~~ **2** consecutive months or ~~six~~ **4** regular or special meetings of the Board in any twelve-month period. If the Board finds that a Commissioner has failed to comply with the attendance requirements of this Section, a hearing shall be held to determine if a vacancy shall be declared. The hearing shall be conducted in accordance with rules adopted by the Board.

E. Discussion: Fringe Benefits Tax

Katrina Hanna addressed the Fringe Benefits Tax. The IRS considers a 20% discount non-taxable. Employees/Commissioners will be taxed on any discount on program fees, merchandise, certain memberships, etc., above 20%. Business Services staff is preparing for this change and looking to implement it beginning in January. Park Board Commissioners will receive a 1099 annually.

The IRS will allow a child care credit for Extended Time, Summer Camp and Preschool if certain criteria are met.

Commissioner Gallagher suggested reminding staff of the District's ethics policy.

Adjourn: 4:05pm