



Park District Board of Commissioners
Regular Meeting Minutes
March 15, 2018



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.

Call to Order: President Gallagher called the meeting to order at 6:30 PM.

Commissioners Present:

Thomas Aquilina, Michele Hartwig, Larry Wheeler, Shawn Zimmerman, Julie Martens, Debbie Gallagher

Commissioners Absent: Caroline Bachour-Chemaly

Late Arrival: Commissioner Bachour-Chemaly arrived at 7:00pm

Legal Counsel:

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

Staff:

Jason Herbster, Executive Director, Erik Jakubowski, Superintendent of Park Services, Ann Viger, Director of Planning and Development, Debra Oldham, Superintendent of Business Services, Jack Sebesta, Superintendent of Facility Services.

Anne Sandor, Recording Secretary

Citizens: JP Moore, Park District Resident

Pledge of Allegiance: The Pledge of Allegiance was recited.

Approval of Agenda:

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

Approval of Minutes:

Commissioner Aquilina moved to approve the minutes of the February 15, 2018, Regular Board meeting, as presented. Seconded by Commissioner Zimmerman. All were in favor.

Approval of Voucher List:

Commissioner Wheeler moved to approve the vouchers of February 2018, in the amount of \$286,208.96. Seconded by Commissioner Hartwig. Roll Call: Ayes: 6 (Aquilina, Hartwig, Wheeler, Zimmerman, Martens, Gallagher) Nays: 0

Approval of Interim Voucher List:

Commissioner Wheeler moved to approve the vouchers of March 2018, in the amount of \$105,699.07. Seconded by Commissioner Hartwig. Roll Call: Ayes: 6 (Hartwig, Wheeler, Zimmerman, Martens, Aquilina, Gallagher) Nays: 0

Treasurer's Report:

Commissioner Wheeler moved to approve the balance of the Treasurer's report in the amount of \$9,086,609.31. Seconded by Commissioner Hartwig. Ayes: 6 (Zimmerman, Martens, Aquilina, Hartwig, Wheeler, Gallagher) Nays: 0

Matters from the Public:

Mr. JP Moore, Park District Resident, stated he lives near Willows Edge Park. He thanked the Board and staff for the work done on the restoration project. He added that he and his neighbors appreciated the informational notices and meetings provided by the District.

Committee Reports:

Personnel and Policy Committee Meeting 03-09-18

The Personnel and Policy Committee and staff reviewed 6 proposed organizational structures models. The Committee's recommendation is presented to the Board under New Business, for approval.

Unfinished Business: None

Consent Agenda:

Commissioner Martens moved to approve Consent Agenda Items A. 26th Annual MCYSA International Championships and B. Crystal Lake Baseball Annual Spring/Summer baseball raffle, as presented. Seconded by Commissioner Aquilina. All were in favor.

New Business:

A. Approval: Ordinance 17.18.13 / Amendment to the 2017/2018 Budget and Appropriation Ordinance 17.18.01
Commissioner Martens moved to agree to put the proposed amendment to Ordinance 17.18.01, A Combined Annual Budget and Appropriation Ordinance on display for public inspection for at least 30 days prior to final action on April 19, 2018. Seconded by Commissioner Hartwig.

Roll Call: Ayes: 6 (Martens, Aquilina, Hartwig, Wheeler, Zimmerman, Gallagher) Nays: 0

B. Approval: Lawn Mowing Bid

Commissioner Hartwig moved to accept the lowest responsible, responsive bid, submitted by Jameson Landscaping Services, in the amount of \$1,185.00 per week/\$31,995.00 for 27 weeks, for lawn mowing services for the upcoming 2018 season. Seconded by Commissioner Zimmerman.

Roll Call: 6 (Aquilina, Hartwig, Wheeler, Zimmerman, Martens, Gallagher) Nays: 0

C. Approval: John Deere Tractor Purchase

Commissioner Zimmerman moved to approve the purchase of a John Deere Tractor in the amount of \$50,208.73 from the Illinois State Contract. Seconded by Commissioner Hartwig.

Roll Call: Ayes: 6 (Hartwig, Wheeler, Zimmerman, Martens, Aquilina, Gallagher) Nays: 0

D. Approval: Organizational Re-Structure

Commissioner Hartwig moved to approve the updated Crystal Lake Park District organizational structure model #6, as presented. Seconded by Commissioner Zimmerman.

Executive Director Herbster reported the Personnel and Policy Committee and staff reviewed several restructure models and agreed to recommend a proposed structure module #6. This model shows six new full time positions; Superintendent of Recreation Programs and Facilities, Manager of Facilities, Manager of Recreation Facilities, Facility Rental/Concession Supervisor, Lippold Park/Athletics Supervisor, Cultural Arts and Special Events Coordinator. Due to these changes, two additional full-time benefited positions are needed. These positions will be open for applicants. Herbster added job descriptions and revisions will be made and the placement of these positions into the salary grade scale. The Nature Center and Colonel Palmer House staff will be assigned to the Director of Planning and Development, due to the environmental and museum aspects of programming.

The Board agreed to move forward with model #6, and requested copies of the job descriptions and salary grades for the new positions.

Roll Call: Ayes: 6 (Hartwig, Wheeler, Zimmerman, Martens, Aquilina, Gallagher) Nays: 0

Reports to the Board

Executive Director:

- Policy manual revisions will be presented to the Board at the April 2018 meeting. Copies will be given to the Park Board prior to the meeting.
- For the seventh year in a row, Debra Oldham, Superintendent of Business Services received the Certificate of Achievement for Excellence in Financial Reporting.
- The Budget Planning meeting will be held on Thursday, April 12, 2018 at 6:00pm.
- Flood project update. Director Herbster and Director of Planning and Development Viger met with City Engineering staff to discuss the flood project. The City agreed with the District’s plans on the Lippold Park Berm project. Herbster asked the City to reconsider covering the costs to alter the existing sewer line. The City will not pay for the installation costs, but they will maintain it. The residents will be required to pay the tap-in costs. The City will waive the permit fees.
- A letter was received from the City of Crystal Lake regarding the proposed Woodlore Subdivision. Staff responded to the letter to request cash in lieu of land. This would be approximately \$1.7 million dollars in park impact fees for the Park District.

Director of Planning and Development:

- A Main Beach budget update was included in the Board Packet for the Board to review.
- Viger will be working on the budget and the grant reimbursement for the Main Beach project.

Matters from the Board

- Commissioner Aquilina commented the NISRA Banquet was a great event and encouraged the Commissioners to attend their events.
- Commissioner Gallagher distributed the evaluation form for the Executive Director. She asked they be returned to her by April 2, 2018. Director Herbster will send the form and last year’s evaluation to the Board electronically.

Committee Meeting Dates: None

Executive Session:

Commissioner Aquilina moved to enter Executive Session at 7:28pm to discuss items B. Personnel 2 (c) 1 and Sale or Lease 2 (c) 6. Seconded by Commissioner Hartwig. Roll Call: Ayes: 7 (Aquilina, Bachour-Chemaly, Hartwig, Wheeler, Zimmerman, Martens, Gallagher) Nays: 0

Reconvene:

Commissioner Bachour-Chemaly moved to reconvene at 8:47pm. Seconded by Commissioner Aquilina Roll Call: Ayes: 7 (Aquilina, Bachour-Chemaly, Hartwig, Wheeler, Zimmerman, Martens, Gallagher) Nays: 0

Matters from Executive Session:

Commissioner Bachour-Chemaly moved to approve Ordinance 17.18.14, an ordinance making certain findings of fact and authorizing the sale of certain property commonly known as 406 West Woodstock Street, Crystal Lake, Illinois under Park Commissioners Land Sale Act, 70ILCS 1235/1 et.seq. Seconded by Commissioner Zimmerman. Ayes: 7 (Bachour-Chemaly, Hartwig, Wheeler, Zimmerman, Martens, Aquilina, Gallagher) Nays: 0

Adjourn:

Commissioner Wheeler moved to adjourn the meeting at 8:49 pm. Seconded by Commissioner Aquilina. Roll Call: 7 (Aquilina, Bachour-Chemaly, Hartwig, Wheeler, Zimmerman, Martens, Gallagher) Nays: 0

Approve: _____
President

Attest: _____
Secretary