



**Park District Board of Commissioners  
Regular Meeting Minutes  
March 21, 2019**

*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 Hartwig called the meeting to order at 7:00 PM.

**Commissioners Present:** Thomas Aquilina, Caroline Bachour-Chemaly, Debbie Gallagher, Larry Wheeler, Michelle Hartwig

Commissioners Absent: Cathy Cagle

Telephonic Attendance: Shawn Zimmerman

**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, Katrina Hanna, Superintendent of Business Services, Kurt Reckamp, Superintendent of Recreation Programs and Facility Services, Lauren Thibodeau, Facility Rental Supervisor, Anne Sandor, Recording Secretary

**Citizens:** Crystal Lake Park District Residents, Josh and Zeke Boldman, Jason Heisler, Jim Rocheford, Brice Alt and Fred Tisenga

**Pledge of Allegiance:** The Pledge of Allegiance was recited.

**Approval of Agenda:** Executive Director noted the following changes to the agenda.

- Revisions to the General Practices manual 5.5 meeting attendance is on the agenda for discussion; not approval.
- The approval for the Voucher expenses is for the month of February 2019.
- The approval for the Interim Voucher expenses is for the month of March 1 2019.
- The approval for the balance of the Treasurer's report is month ending, February 28, 2019.

Commissioner Gallagher moved to approve the agenda, as amended. Seconded by Commissioner Bachour-Chemaly. All were in favor.

**Approval of Minutes:**

A. Regular Meeting February 21, 2019

Commissioner Gallagher moved to approve the regular meeting minutes on February 21, 2019.

Seconded by Commissioner Aquilina. All were in favor.

**Approval of Voucher List:**

Commissioner Wheeler moved to approve the Vouchers for the month of March 2019, in the amount of \$ 136,743.32. Seconded by Commissioner Gallagher.

Roll Call: Ayes: 6 (Aquilina, Bachour-Chemaly, Gallagher, Wheeler, Zimmerman, Hartwig) Nays: 0

**Approval of Interim Voucher List:**

Commissioner Wheeler moved to approve the Interim Vouchers for the month of March 2019, in the amount of \$325,963.85. Seconded by Commissioner Gallagher.

Roll Call: Ayes: 6 (Bachour-Chemaly, Gallagher, Wheeler, Zimmerman, Aquilina, Hartwig) Nays: 0

### **Treasurer's Report:**

Commissioner Wheeler moved to approve the Treasurer's Report for the month ending February 28, 2019, in the amount of \$10,332,706.26. Seconded by Commissioner Gallagher.

Roll Call: Ayes: 6 (Gallagher, Wheeler, Zimmerman, Aquilina, Bachour-Chemaly, Hartwig) Nays: 0

### **Matters from the Public:**

Commissioner Hartwig introduced Brice Alt, Park District Resident, Volunteer Steward of the Sterne's Fen volunteer. Mr. Alt has volunteered 349 hour of his time to the restoration of the Oak Savannah area at Sterne's Woods. Mr. Alt explained the importance of ecologic restoration, the removal of trees and invasive plants and controlled burns. He noted the next volunteer work dates are the April 28 and May 19, from 9am-11am.

Josh Boldman, Park District Resident read a letter to the editor (Northwest Herald) from a Park District resident. The resident commented she was not informed of the tree removal at Sterne's Fen. Mr. Boldman expressed his disappointment with the Park District's lack of communication regarding this project, noted he was not informed of the restoration project at Fetzner Park and requested the Park Board to resign.

Jason Herbster, Executive Director noted the author of the editorial was present at the last Park Board meeting. Herbster explained there was an error on the mailing list and apologies were made by staff and the Park Board that the mailing list did not include her and five other neighbors. Commissioner Hartwig added there was signage posted at Sterne's Woods regarding the project.

### **Commendation:**

Lauren Thibodeau was commended for saving a woman's life by performing the Heimlich maneuver during a party rental at Main Beach on Sunday, March 3, 2019.

### **Committee Reports:**

**A. Personnel and Policy Committee Meeting Minutes February 13, 2019**

**B. Personnel and Policy Committee Meeting Minutes March 4, 2019**

### **Unfinished Business**

**A. Discussion: Attitude and Interest Survey**

Executive Director Herbster distributed a draft copy of the Community Attitude and Interest survey. Commissioner Bachour-Chemaly commented there was some grammatical and numbering errors.

**B. Approval: General Practices Manual 3.3 Park Design, Development and Maintenance Policy Revisions**

Commissioner Gallagher moved to approve the revised General Practices Manual 3.3 Park Design, Development and Maintenance Policy, as presented. Seconded by Commissioner Aquilina.

Roll Call: Ayes: 6 (Wheeler, Zimmerman, Aquilina, Bachour-Chemaly, Gallagher, Hartwig) Nays: 0

### **Consent Agenda**

Commissioner Bachour-Chemaly moved to approve Consent Agenda items A. Earth Day Race Event 2020 and B. Frozen Gnome Race 2020, as presented. Seconded by Commissioner Aquilina. All were in favor. Abstain: Commissioner Hartwig

## **New Business**

### **A. Approval: Change Order for Spoerl and Wyndwood Court Renovations**

Commissioner Wheeler moved to approve Change Order #1 for Evans and Sons Blacktop for a total cost of \$75,900 for pavement renovations at Feinberg Park, Spoerl Park and the Racket Club. Seconded by Commissioner Aquilina.

Roll Call: Ayes: 6 (Zimmerman, Aquilina, Bachour-Chemaly, Gallagher, Wheeler, Hartwig) Nays: 0

### **B. Approval: Concessions Consultant Fees**

Commissioner Bachour-Chemaly moved to approve the expenditure for consultative services from Profitable Food Facilities not to exceed \$12,000. Seconded by Commissioner Gallagher.

Roll Call: Ayes: 6 (Aquilina, Bachour-Chemaly, Gallagher, Wheeler, Zimmerman, Hartwig) Nays: 0

### **C. Discussion: Revisions to General Practices Manual 5.5 Meeting Attendance**

The Park Board discussed revising Policy 5.5 Meeting Attendance in the General Practices Manual. Attorney Puma noted any changes made to this policy must be done in ordinance form. This item will be placed on the April 18, 2019 agenda.

## **Reports to the Board:**

Jason Herbster, Executive Director

- Oak Hollows Park: Herbster reported he is waiting to receive a map of the property owned by District 47.
- Community Newsletter: Marketing Department will release the first community newsletter mid-May 2019. The second newsletter will include the Annual Report. Commissioner Gallagher suggested including completed projects in the newsletter and new staff.
- Additional promotional avenues include press releases, letters regarding neighborhood projects and additional/updated signage.

Kurt Reckamp, Superintendent of Recreation Programs and Facility Services

- Family Golf Center: Staff is preparing the center to open on April 6, 2019.
- Affiliate Groups: The meeting with the affiliate groups went well. Discussions of background checks, finances and certificate of insurance was highlighted.
- Summer Camp Brochure: The online registration is going well. To date, we have 35 participants registered compared to 14 registered last year.

Ann Viger, Director of Park Development and Interpretive Services

- Park Projects: Need dry weather to finish current projects in April.

## **Matters from the Board:**

- Commissioner Aquilina noted the NISRA Banquet went well and was well attended. He encouraged Board members to attend.
- Commissioner Wheeler thanked the new candidates running for Park Board Commissioner for attending the meeting.

## **Committee Meeting Dates:**

A Personnel and Policy Committee meeting will be scheduled in April.

## **Executive Session:**

Commissioner Gallagher moved to enter Executive Session at 7:39pm to discuss item E. Review of Minutes Including Semi-annual Review to Release 2 (c) 21. Seconded by Commissioner Wheeler. Roll Call: Ayes: 6 (Aquilina, Bachour-Chemaly, Gallagher, Wheeler, Zimmerman, Hartwig) Nays: 0

**Reconvene:**

Commissioner Aquilina moved to reconvene at 7:41pm. Seconded by Commissioner Wheeler. All were in favor.

Matters from Executive Session:

**Review of Minutes Including Semi-annual Review to Release 2 (c) 21**

Commissioner Gallagher moved to approve Resolution 18.19.06, Release of Executive Session Minutes of August 25, 2015, November 19, 2015, July 10, 2017, May 17, 2018, June 21, 2018, and August 16, 2018. Seconded by Commissioner Bachour-Chemaly.

Roll Call: Ayes: 6 (Bachour-Chemaly, Gallagher, Zimmerman, Aquilina, Wheeler, Hartwig) Nays: 0

**Adjourn:**

Commissioner Aquilina moved to adjourn the meeting at 7:44pm. Seconded by Commissioner Aquilina. All were in favor.

Approve: \_\_\_\_\_ Attest: \_\_\_\_\_  
President Secretary