



Park District Board of Commissioners
Regular Meeting Minutes
April 18, 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, Shawn Zimmerman, Cathy Cagle, Michelle Hartwig

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 Park Development and Interpretive Services, Katrina Hannah, Superintendent of Business Services, Kurt Reckamp, Superintendent of Recreation Programs and Facility Services, Kim Buscemi, Recreation Program Manager, Heidi Stolt, Recreation Aquatics Supervisor, Anne Sandor, Recording Secretary

Citizens: Park District Residents: Lesli Layer, Jody Heisler-Landry, Gigi Heisler, Jim Heisler

Pledge of Allegiance: The Pledge of Allegiance was recited.

Approval of Agenda:

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

Introduction: Executive Director Herbster introduced new employee, Heidi Stolt, Recreation Aquatics Supervisor.

Approval of Minutes: Commissioner Gallagher moved to approve the Regular Meeting minutes of March 21, 2019, as presented. Seconded by Commissioner Bachour-Chemaly. All were in favor.

Approval of Voucher Expenses: Commissioner Wheeler moved to approve the balance of the Vouchers for the month of March 2019, in the amount of \$304,298.64. Seconded by Commissioner Gallagher.

Roll Call:

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

Approval of Interim Voucher Expenses: Commissioner Wheeler moved to approve the Interim Vouchers for the month of April 2019, in the amount of \$159,569.95. Seconded by Commissioner Bachour-Chemaly.

Roll Call:

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

Treasurer's Report:

Commissioner Wheeler moved to approve the Treasurer's Report for the month ending March 31, 2019, in the amount of \$10,068,465.94. Seconded by Commissioner Gallagher.

Roll Call:

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

Matters from the Public: Ms. Lesli Layer, Crystal Lake Park District Resident commented she was very interested and had documents she would like to share with the Park District regarding flooding history on the north shore of Crystal Lake. She asked the Board to consider appropriating funds to continue a study on Lippold Park that could potentially impact flooding and prevention of flooding on the North Shore.

Committee Reports: Commissioner Gallagher reported the Personnel and Policy Committee reviewed the General Practices Manual, Park District Manual and the Employee Policy Manual on April 12, 2019. The Committee agreed to move the discussion of Ordinances 11.41.1., and 08.09.03 to a workshop meeting on May 9, 2019, at 7:00pm.

Unfinished Business: None.

Consent Agenda: None.

New Business:

A. Approval: Starcom21 Radio Purchase

Commissioner Gallagher moved to approve the purchase of ten (10) Starcom21 portable radios from Ultra-Strobe Communication, in the amount of \$17,748.50, and utilize non-encumbered funds from the current dispatch fee account from this current fiscal year. Seconded by Commissioner Aquilina.

Executive Director Herbster explained the final dollar amount included the accessories for each radio.

Roll Call:

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

B. Approval: Resolution 18.19.07 Aquatics Transfer

Commissioner Wheeler moved to pass Resolution 18.19.07 authorizing the Superintendent of Business Services to transfer a sum, not to exceed \$100,000, to zero out the negative cash balance in the Aquatics Fund, at fiscal year-end. Seconded by Commissioner Aquilina.

Roll Call:

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

C. Approval: Ordinance 18.19.14, a Combined Annual Budget and Appropriation Ordinance for the fiscal year ending April 30, 2020.

Commissioner Wheeler moved to approve Ordinance 18.19.14. an ordinance adopting a combined annual budget and appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Crystal Lake Park District, Crystal Lake, IL, for the Fiscal Year beginning May 1, 2019 and ending April 20, 2020, and specifying the objects and purposed for which such appropriations are made, and the amount appropriated for each object or purpose. Seconded by Commissioner Cagle.

Commissioner Zimmerman questioned the \$125,000 allocated for the Oak Hollows playground. Herbster and Viger explained the amount of the funds include professional service costs, as well as equipment costs for a playground.

Commissioner Bachour-Chemaly commented on the safety concerns the families face when crossing Pingree Road to access Feinberg Park and potential safety concerns with the locations discussed for a tot lot. Chemaly suggested contacting the City regarding the location of the crosswalk on Pingree Road.

Roll Call:

Ayes: 5(Cagle, Aquilina, Gallagher, Wheeler, Hartwig) Nays: 2(Bachour-Chemaly, Zimmerman)

D. Approval: Ordinance 18.19.15 Budget Amendment

Commissioner Gallagher moved to pass Ordinance 18.19.15, an ordinance authorizing the Superintendent of Business Services be authorized to transfer within the Corporate Fund a total of \$22,750 as follows: Professional Services \$5,000, Education/Seminars, -\$5,000, Communication Equipment \$17,750, Dispatch Fee -\$17,750, for a net change of zero dollars. Seconded by Commissioner Wheeler.

Roll Call:

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

E. Approval: Lake Manager Scope of Services 2019

Commissioner Bachour-Chemaly moved to approve the proposal for Lake Manager Scope of Services for 2019, submitted by Hey and Associates, Inc., in the amount of \$80,000. Seconded by Commissioner Gallagher.

Roll Call:

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

F. Approval: SEECOM Intergovernmental Agreement

Commissioner Zimmerman moved to approve the Intergovernmental Agreement regarding dispatching services between the Crystal Lake Park District Police and Southeast Emergency Communication (SEECOM). Seconded by Commissioner Aquilina.

Roll Call:

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

G. Approval: Shamrock Hills Parking Lot and Accessibility Improvements

Commissioner Bachour-Chemaly moved to accept the lowest responsible, responsive bid, including Alternate 1, submitted by Chadwick Contracting, in the amount of \$391,787.29 for the Shamrock Hills Parking Lot and Accessibility Improvement project. Seconded by Commissioner Gallagher.

Roll Call:

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

H. Approval: Lawn Mowing Bid

Commissioner Wheeler moved to accept the lowest responsible, responsive bid, submitted by NILCO INC, of Woodstock, in the amount of \$1350.00 per week/\$36,450.00 for 27 weeks in 2019. Seconded by Commissioner Aquilina.

Roll Call:

Ayes: (Zimmerman, Bachour-Chemaly, Aquilina, Cagle, Gallagher, Wheeler, Hartwig) Nays: 0

I. Approval: Ordinance 18.19.16 Revisions General Practice Manual Policy 5.5
Commissioner Bachour-Chemaly moved to approve Ordinance 18.19.16, as presented.
Seconded by Commissioner Cagle.
Roll Call:
Ayes: 7 (Aquilina, Bachour-Chemaly, Gallagher, Wheeler, Zimmerman, Cagle, Hartwig) Nays: 0

J. Approval: Park District Policy Manual
Commissioner Cagle moved to approve the revisions to the Park District Policy Manual, as presented. Seconded by Commissioner Aquilina.
Roll Call:
Ayes: 7 (Bachour-Chemaly, Gallagher, Wheeler, Zimmerman, Cagle, Aquilina, Hartwig) Nays: 0

K. Approval: Employee Policy Manual
Commissioner Gallagher moved to approve the revisions to the Employee Policy Manual, as presented. Seconded by Commissioner Aquilina.
Roll Call:
Ayes: 7 (Gallagher, Wheeler, Zimmerman, Cagle, Aquilina, Bachour-Chemaly, Hartwig) Nays: 0

L. Approval: General Practices Manual
Commissioner Cagle moved to approve the revisions to the General Practices Manual, as presented. Seconded by Commissioner Bachour-Chemaly.
Roll Call:
Ayes: 7 (Wheeler, Zimmerman, Cagle, Aquilina, Bachour-Chemaly, Gallagher, Hartwig) Nays: 0

M. Discussion: Communication Improvements
In efforts to improve communication with the public regarding controversial projects, staff has increased the mailing lists from 200ft from project to 400ft of the project. Director Herbster distributed a draft copy of the Park Report, a publication for the park district community. The publication will include project updates and answers to common questions. The release date is scheduled for May 2019.

Reports to the Board:

Jason Herbster, Executive Director, reported on the following.

- Katrina Hannah received the GFOA award for Financial Reporting.
- Ackman/Huntley crosswalk project is moving along.
- Soccer Federation will be submitting a request to serve alcohol during their tournament. Staff is not in favor of selling alcohol during youth tournaments.
- Sterne's Woods: An informational meeting will be held at the Sterne's shelter next Tuesday evening at 6:00 PM. A reminder was mailed to the Sterne's neighbors.
- Concessions: Staff has met with representatives from Profitable Foods Facilities Worldwide. There will be a presentation at the Park Board meeting in May.
- Jason will attend the Legislative Conference in May.
- Jason and Supt. Hanna met with the auditors. The audit should be complete by the end of July or early August. There will be a presentation in October.

Ann Viger, Director of Park Development and Interpretive Services, reported on the following.

- Butterfly Garden: Beginning phase on the Butterfly Garden expansion has begun.
- Lippold Park: The berm work is complete.
- Nature Center: Annual Scouting Around program at the Colonel Palmer House has approximately 300 participants.

Kurt Reckamp, Superintendent of Park Programs and Facility Services reported on the following.

- Heidi Stolt, Recreation Aquatics Supervisor has hit the ground running! Staff is preparing for the opening of the beaches.
- Dance: A dance studio in Lake in the Hills closed down. Lindsey Pollina, Recreation Supervisor has worked to accommodate the dancers and staff space for their recital.
- The Park District Spring Dance Recital will be held on May 4. So far, 900 tickets have been old.
- Pollina is also working on a Theatrical program.
- Family Golf Center: The driving range is still wet. A green's expert has been called in to advise staff on putting greens and sand traps.
- Reckamp noted there have been numerous rental requests for 2020-2021, which could conflict with programming. Reckamp asked the Board for their opinion on whether programs or rentals would be a priority at Main Beach. Board members commented both programs and rentals are important, and revenue is also important and made the following suggestions.
 - Use another facility, end programs at a specific time, or splitting the weekends; two rentals and two programs per month.
- Commissioner Bachour-Chemaly commented the non-resident fees need to be increased.

Matters from the Board:

Commissioner Gallagher

- Lippold Park: Suggested the Board invite the City Engineer and Community to an educational session on the flooding project.
- Fetzner Park: 70 Oak tree seedlings to be planted this spring.
- Fetzner Park / Farmers Ditch: Is this a riparian woodland? Ann Viger, stated the IDNR does not identify a ditch an eco-system, but more of a ditch gone wild.

Commissioner Bachour-Chemaly

- Commented she saw graffiti on the Fetzner Park walking path.
- Reported the City workers are working on the Ackman Road cross walk.

Commissioner Zimmerman

- Commended Superintendent Hannah on her work done on the budget.
- Thanked Commissioner Wheeler for being his mentor and for his service on the Park Board of Commissioners.

Commissioner Cagle

- Work on better relationships with other community agencies.
- Volunteer to attend City Council and Village of Lakewood public meetings.

Commissioner Hartwig

- Commissioner Hartwig thanked Commissioner Wheeler for his service on the Park Board.

Commissioner Wheeler stated it was his pleasure to serve on the Park Board of Commissioners. The Crystal Lake Park District has a great Board, Director and staff.

Committee Meeting Dates: None.

Executive Session:

Commissioner Gallagher moved to enter Executive Session at 8:49 pm to discuss item B.

Personnel 2 (c) 1.

Seconded by Commissioner Cagle.

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

Nays: 0

Reconvene:

Commissioner Gallagher moved to reconvene at 9:36 pm. Seconded by Commissioner Bachour-Chemaly.

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

Nays: 0

Matters from Executive Session: None.

Adjourn:

Commissioner Gallagher moved to adjourn the meeting at 8:37 pm. Seconded by Commissioner Bachour-Chemaly.

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

Nays: 0

Approve: _____ Attest: _____
President Secretary