



*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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**Call to Order:**

President Gallagher called the meeting to order at 6:00 PM.

**Commissioners Present:**

Video Attendance: Thomas Aquilina, Caroline Bachour-Chemaly, Michele Hartwig, Jason Heisler, Shawn Zimmerman, Debbie Gallagher

Absent: Cathy Cagle

**Legal Counsel:**

Video Attendance: Scott Puma, Ancel, Glink, Diamond, Bush, DiCianni and Kraftherer, P.C.

**Staff:**

Video Attendance: 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, Claire Naughton, Manager of Facilities, Anne Sandor, Recording Secretary

Citizens: None.

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

Matters from the Public: None

**New Business:**

**Budget Review:**

Executive Director Herbster thanked the Board and Staff for their work on the upcoming budget, as this year has been more challenging during this unprecedented time. The Racket Club fund is down due to many fixed costs and the Recreation Fund will show cuts and changes to revenue and expenses. Katrina Hanna, Superintendent of Business Services noted cash reserves and operating coverages shows a strong start to the upcoming fiscal year. The proposed changes will show reduction of 2 million dollars in revenue compared to the original proposed budget.

Business Services: Superintendent Hanna reviewed the proposed budget summary. Revisions to the proposed budget included \$14,702,046 in total revenue, \$17,959,280 in total expenses and an estimated ending fund balance of \$4,668,332

Revisions include IMRF, Liability, Audit and Special Recreation and all April 30, 2020 fund balances and expenses will change.

Commissioner Gallagher asked how late payments to tax revenue would effect the Park District. Hanna noted the county had distributed a schedule and if the payments are late, the District should be okay.

#### Recreation & Facility Services:

Kurt Reckamp reported staff has been working through the budget process gathering information from webinars, PDRMA and from area park districts. A summer camp survey was sent to Extended Time and Camp parents. The results showed concerns of safety, guidelines and finances regarding Covid-19. Potential revenue losses showed cancelled programs and Extended Time if the schools open. Senior programs might be the last to return. Staff is working with current information and focusing on essential needs. Reckamp added he is confident with his staff and their dedication to the District to work through this situation.

Commissioner Aquilina asked how many programs were cut. Approximately 25% of programs were cancelled from March through the beginning of June.

Commissioner Zimmerman questioned the number of cancelled memberships. Claire Naughton stated there have not been many cancellations and the membership billing was not issued for April and May. Staff is looking to open the outdoor courts on June 1<sup>st</sup>.

#### Park Services:

Erik Jakubowski highlighted the following budgeted items.

#### Projects:

- Administrative Office:  
Sealcoating and Striping the parking lot and replacing the stairs and railings.
- Nature Center: Boiler Replacement
- Equipment: Tillable Back Hoe, Pontoon Boat for Maintenance projects, Executive Director Vehicle and wide area mower for grass and snow removal.
- Removal of the Christ building.
- The funds were re-appropriated for two new replacement vehicles that were not available for purchase by the end of the fiscal year.

Commissioner Gallagher expressed concern of purchasing a new boat and asked if the stairs at the Administrative Office needed to be replaced due to safety reasons.

Commissioner Bachour-Chemaly questioned the needs of the removal of the Christ building, the Nature Center boiler replacement and the vehicle for the Executive Director.

Eric stated the stair/railing replacement project is mainly due to aesthetics. Director Herbster stated many items will be removed from the proposed budget, i.e. the pontoon boat and the Executive Director's vehicle replacement can be removed. The removal of the Christ building is not a necessity and the boiler replacement at the Nature Center needs to remain in the budget due to age of the current boiler and servicing issues.

#### Park Development & Interpretive Services:

Ann Viger highlighted the following.

- Facilities:  
Nature Center: Plans to upgrade exhibits and completing the Butterfly House. There are two new staff at the Nature Center. They have some great ideas for the Nature Center.

It was a consensus of the Board for the Butterfly House project to remain in the budget.

- Colonel Palmer House: Ashely Palazzo, Supervisor of the Col. Palmer House will be leaving the Park District to return to school. Nature Center staff will be cross-trained to work at the Col. Palmer House and the Nature Center.
- Capital Projects:
  - Spoerl Parking Lot Expansion: Revisions include engineering and lighting costs with a revised total project cost of \$188,000.
  - Funds for the exhibits at the Nature Center will be removed. Will be looking at grant opportunities in the future.

Park Signage with the new logo will be a major project.

Commissioner Aquilina asked about pending grant applications. There are two Grant applications pending approval; Grand Oaks and the Trail Grant.

Commissioner Gallagher questioned the Hill Farm Barn. A feasibility study was done approximately 2-3 years ago and the costs of the recommendation to stabilize with repairs was \$130,000. The Board agreed to remove the Hill Farm Barn project and refer to Committee to proceed with a master plan. Gallagher suggested asking for public input.

Canterbury Playground project

It was a consensus of the Board for the Canterbury Playground project and the Haligus/Lakewood Park due diligence to remain on the Capital Project Budget list.

Executive Herbster stated the Capital Budget is based on the capital replacement schedule presented to the Board throughout the year. The funds are available through debt issuance and needs to be spent within a certain timeframe.

Professional Services

Ball Hockey Rink Plans and Rendering

Prairie Ridge Conservation Area –Ecologist/Engineer

Shamrock Hills Architecture/Engineering

It was a consensus of the Board to remove the Prairie Ridge Conservation Area plans from the Budget and plans for the Haligus Park/Lakewood Park, Shamrock Hills and the Ball Hockey Rink will remain in the budget.

Lippold Park

It was a consensus of the Board for the Drainage Improvement, entry sign replacement and solar lighting to remain in the budget.

Barlina House Preschool

It was a consensus of the Board for the Barlina House Paving project to remain in the budget.

Sterne's Fen Restoration Project

Commissioner Gallagher suggested the Board review the 10-year Capital Project improvements during their annual retreat.

It was a consensus of the Board for the Sterne's Fen Restoration Project to remain in the budget.

Executive Director Herbster highlighted the following.

- Compensation Study has been received and will be presented to the Board at the regular meeting on May 21.
- Merit Pool proposed at 3%. Presented as a pool to be distributed for merit increases.
- Full Time Park Planner position has been added.
- Lake Management Plan was reduced to \$80,000 for fishing stocking costs of \$10,000
- It was a consensus of the Board to reduce the merit pool to 2.5%,
- It was a consensus of the Board to remove the Landscape Architect position
- It was a consensus of the Board to remove the cost for fish stocking.
- It was a consensus of the Board to keep the Health Savings account employer contribution in the Budget.
- It was a consensus of the Board to keep the Park Place fund balance in the Budget.

Superintendent Hanna will make the adjustments and revisions will be given to the Board and Staff. The 2020-2021 Proposed Budget will be on display for 30 days and presented to the Board for approval at the Regular Park Board meeting on June 18, 2020. An Appropriation Ordinance will also be presented at the June meeting.

Covid-19 Update

Executive Director Herbster reported there is a lot of unknowns during this pandemic. Changes happen daily and the next phases are not clear. The most recent knowns for our District is we are looking to open the outdoor courts at the Racket Club in June, District 47 is not allowing summer camp to utilize the school, 80% of parents are wavering on camp offerings, considering not opening concessions or beaches. We are waiting to hear from the City of Crystal Lake regarding Three Oaks, the fireworks and parade, and from Lakeside Legacy regarding Lake Fest.

Commissioner Zimmerman asked if staff considered virtual camp. Superintendent Reckamp stated the survey show the parents had no interest in virtual camp. Staff will keep looking into more options.

Adjourn: Commissioner Zimmerman moved to adjourn the meeting at 8:14 pm. Seconded by Commissioner Aquilina. All were in favor.

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