



# Park District Board of Commissioners

## Regular Meeting Minutes

### December 14, 2017



*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 7:00 PM.

**Commissioners Present:**

Thomas Aquilina, Caroline Bachour-Chemaly, Michele Hartwig, Shawn Zimmerman, Julie Martens, Debbie Gallagher

**Commissioners Absent:**

Larry Wheeler

**Legal Counsel:**

Megan Mack, 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, Kim Buscemi, Superintendent of Recreation Services, Anne Sandor, Recording Secretary

**Citizens:** None.

**Pledge of Allegiance:**

The Pledge of Allegiance was recited.

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

**Approval of Minutes:**

Commissioner Martens moved to approve the minutes of the 11-16-17 Regular Park Board meeting, as presented. Seconded by Commissioner Thomas Aquilina. All were in favor.

**Approval of Voucher List:**

Commissioner Zimmerman moved to approve the vouchers of November 2017, in the amount of \$358,976.82. Seconded by Commissioner Martens.

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

**Approval of Interim Voucher List:**

Commissioner Zimmerman moved to approve the interim vouchers of December 2017, in the amount of \$335,366.53. Seconded by Commissioner Hartwig.

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

**Treasurer's Report:**

Commissioner Zimmerman moved to approve the balance of the Treasurer's Report for November 2017 in the amount of \$11,854,940.61. Seconded by Commissioner Bachour-Chemaly.

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

Matters from the Public: Paul Leech, Owner, The Cottage presented a check to the Park Board in the amount of \$4852.00. This was a donation to 2018 Summer Camp Scholarship Fund.

Committee Reports: Commissioner Aquilina commended Rob Laue and Jack Sebesta on their thoroughness and presentation given at the Personnel and Policy Committee meeting on the proposed position at the Racket Club.

Unfinished Business:

Strategic Plan Update: Director Herbster presented the results of the first six months of the plan. Herbster noted the staff is on track with the schedule.

Consent Agenda:

Commissioner Aquilina moved to approve Consent Agenda item A. Alzheimer's Association, Illinois Chapter-Walk to End Alzheimer's request and B. Misericordia Jelly Belly Candy Days Fundraising at Lippold Park request, as presented. Seconded by Commissioner Hartwig. All were in favor.

New Business:

A. Approval: Annual Notice of Park Board Meeting Dates

Commissioner Zimmerman moved to approve the annual notice of Park Board meeting dates for 2018, as presented. Seconded by Commissioner Aquilina.

Commissioner Bachour-Chemaly moved to amend the motion to begin the Regular Park Board meetings at 6:30pm, instead of 7:00pm. Seconded by Commissioner Aquilina. All were in favor.

B. Approval: Ordinance 17.18.07, 2017 Tax Levy Ordinance

Commissioner Zimmerman moved to adopt Ordinance 17.18.07, an Ordinance levying the taxes for the Crystal Lake Park District, McHenry County, Illinois for 2017, which provides for a levy of \$6,485,650 for Corporate and Special Revenue Funds. Seconded by Commissioner Martins.

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

C. Approval: Resolution 17-18-07, Sexual Harassment Policy

Commissioner Aquilina moved to adopt Resolution 17.18.07, Sexual Harassment Policy, as presented. Seconded by Commissioner Hartwig. Roll Call: 6 (Martens, Aquilina, Bachour-Chemaly, Hartwig, Zimmerman, Gallagher) Nays: 0

D. Approval: Revisions to Policy 3.2, Land Acquisition Policy

Commissioner Martens moved to approve the revisions to 3.2 Land Acquisition Policy, as presented. Seconded by Commissioner Aquilina. Ayes: 6 (Aquilina, Bachour-Chemaly, Hartwig, Zimmerman, Martens, Gallagher) Nays: 0

E. Restructuring of TRC Staffing –Custodial/Front Desk Staff

Commissioner Aquilina moved to approve the creation of the Full Time Racket Club Front Desk, Pro Shop and Playroom Supervisor position, as presented. Seconded by Commissioner Hartwig. Roll Call: Ayes: 6 (Bachour-Chemaly, Hartwig, Zimmerman, Martens, Aquilina, Gallagher) Nays: 0

Reports to the Board:

Director Herbster distributed a brief itinerary for the IAPD/IPRA Conference. Herbster would like to set a date for a Board Retreat in February. He will contact the Commissioners for their availability.

Matters from the Board:

Commissioner Bachour-Chemaly expressed concerns with the upset neighbors and the tree removal at Fetzner Park. She requested to consider aggressions when cutting down trees. Herbster agreed and stated staff will be more aggressive with the new plantings. Commissioner Martens stated the area needs a good cleaning, as there are safety issues. Commissioner Bachour-Chemaly asked Herbster to consider memorial tree planting along the creek at Fetzner Park.

Commissioner Zimmerman commended the Park Services staff for the holiday decorating. He enjoyed the holiday party, and his family attended the Santa's Workshop. Zimmerman added he plays tennis at the Racket Club and the Club looks awesome.

Commissioner Gallagher thanked staff for including the police report and for the holiday float. She wished staff and the Board a Merry Christmas and Happy New Year.

Committee Meeting Dates: None.

Executive Session:

Commissioner Bachour-Chemaly moved to enter Executive Session at 7:50pm to discuss item A. Litigation 2 (c) 11.

Seconded by Commissioner Aquilina

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

Reconvene:

Commissioner Aquilina moved to reconvene at 8:06 pm. Seconded by Commissioner Hartwig. All were in favor.

Matters from Executive Session: None.

Adjourn:

Commissioner Bachour-Chemaly moved to adjourn the meeting at 8:07 PM. Seconded by Commissioner Aquilina.

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

Approve: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary