



**Park District Board of Commissioners
Regular Meeting Minutes
December 19, 2013**

Call to Order: President Gallagher called the meeting to order at 7:00 PM.

Commissioners Present: Commissioners Aquilina, Collins, Hartwig, Wheeler, Gallagher

Commissioners Absent: Commissioners Myers and Bachour-Chemaly

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

Staff: Jason Herbster, Erik Jakubowski, Ann Viger, Debra Oldham, Kim Buscemi, Jack Sebesta, Anne Sandor, Phil Pederson, Roy Cipri

Citizens: Iris Bryan (Town Crier)

Pledge of Allegiance: The Pledge of Allegiance was recited.

Approval of Agenda: Commissioner Wheeler moved to approve the agenda as presented.
Seconded by Commissioner Collins
Roll Call:
Ayes: 5 (Collins, Aquilina, Hartwig, Wheeler, Gallagher)
Nays: 0

Approval of Minutes:
A. November 21, 2013 Regular Meeting: Commissioner Collins moved to approve the minutes of the November 21, 2013, Regular Meeting, as presented.
Seconded by Commissioner Aquilina
Roll Call:
Ayes: 5 (Collins, Aquilina, Hartwig, Wheeler, Gallagher)
Nays: 0

Approval of Voucher List: Commissioner Wheeler moved to approve the balance of the vouchers for the month ending, November 30, 2013 in the amount of \$ 173,324.56.
Seconded by Commissioner Aquilina
Roll Call:
Ayes: 5 (Aquilina, Collins, Hartwig, Wheeler, Gallagher)
Nays: 0

Approval of Interim Voucher List: Commissioner Wheeler moved to approve the interim vouchers for the month of December 2013, in the amount of \$1,249,730.16.
Seconded by Commissioner Collins

Superintendent Oldham noted that bond issues are paid by wire transfer and are listed separately in the interim voucher list.

Roll Call:
Ayes: 5 (Collins, Hartwig, Wheeler, Aquilina, Gallagher)
Nays: 0

Treasurer's Report: Commissioner Wheeler moved to approve the Treasurer's Report of November 2013, with a total fund balance of \$9,286,838.11.
Seconded by Commissioner Collins
Roll Call:
Ayes: 5 (Hartwig, Wheeler, Aquilina, Collins, Gallagher)
Nays: 0

Matters from the Public:	None.
Committee Reports:	None.
Unfinished Business:	None.
Consent Agenda:	Commissioner Collins moved to approve item A. Crystal Lake Babe Ruth Raffle request, as presented.
A. Crystal Lake Babe Ruth Raffle Request:	Seconded by Commissioner Aquilina Roll Call: Ayes: 5 (Collins, Aquilina, Hartwig, Wheeler, Gallagher) Nays: 0
New Business:	
A. Adopt Tax Levy Ordinance 13.14.05	Commissioner Collins moved to adopt Ordinance 13.14.05, an Ordinance levying the taxes of the Crystal Lake Park District for the fiscal year beginning May 1, 2014 and ending April 30, 2015. Seconded by Commissioner Aquilina Roll Call: Ayes: 5 (Wheeler, Aquilina, Collins, Hartwig, Gallagher) Nays: 0
B. General Practice Manual New Policy 3.7, Community Input	Commissioner Collins moved to adopt General Practices Manual Policy 3.7, Community Input, as presented. Seconded by Commissioner Hartwig Roll Call: Ayes: 5 (Aquilina, Collins, Hartwig, Wheeler, Gallagher) Nays: 0
C. Additional General Practices Manual Policies 4.2.1, 4.2.2, 4.2.3	Commissioner Wheeler moved to adopt General Practices Manual policies 4.2.1 Defining Board Policy and Standard Operating Procedure, 4.2.2 Development of Policies and 4.2.3 Development of Procedures, as presented. Seconded by Commissioner Aquilina Roll Call: Ayes: 5 (Hartwig, Wheeler, Aquilina, Collins, Gallagher) Nays: 0
D. 2014 Park Board Meeting Dates	Commissioner Collins moved to approve the 2014 Park Board meeting dates, as presented. Seconded by Commissioner Aquilina Commissioner Gallagher noted that the October Board Meeting will be held on October 20, 2014. Roll Call: Ayes: 5 (Wheeler, Hartwig, Collins, Aquilina, Gallagher) Nays: 0
E. NISRA Articles of Agreement	Commissioner Wheeler moved to approve the NISRA Articles of Agreement, as presented. Director Herbster noted that the amendment to the NISRA Articles of Agreement would freeze the member district dues in a year in which EAV's decline. Roll Call: Ayes: 5 (Collins, Aquilina, Hartwig, Wheeler, Gallagher) Nays: 0

- F. Annual Recommendation 2014 Facility Rental Fees
Commissioner Collins moved to approve the Facility Rental fees for 2014, as presented. Seconded by Commissioner Aquilina
- The Board agreed that staff should research park district non-resident rates for facility rentals and program fees. The discussion was moved to a personnel and policy committee meeting.
- Roll Call:
Ayes: 5 (Hartwig, Collins, Wheeler, Aquilina, Gallagher)
Nays: 0
- G. Goal Review
Director Herbster gave explanation on the two reports of the Park District Goals. Herbster explained that the first report listed goals and accomplishments from the Park Board Retreat. The second report shows District Goals, Long Term Goals and Short Term Goals. Commissioner Wheeler requested a six month update. Commissioner Collins requested that staff reference goal accomplishments in future reports and recommendations.
- H. Compensation Study
Director Herbster reported that five requests for proposal for a compensation study were sent out and only two proposals were received from Management Association of Illinois and the Organizational Research Forum, Inc. After reviewing both proposals, it was requested of the Park Board to approve staff to budget for Organizational Research Forum, Inc. to conduct the compensation study in an amount not to exceed \$59,400.00. The Board agreed for staff to place \$59,400.00 in the 2014 budget for the compensation study.
- Reports to the Board:
- A. Legal Counsel:
Nothing to add.
- B. Executive Director:
Wirkus Property: Director Herbster reported that Lake in the Hills sanitary district approved the annexation and waived the annexation fees. The Lake in the Hills Planning and Zoning Committee approved the recommendation to go the Village Board on January 7, 2014 to approve staff to proceed with the annexation process. Herbster will send a letter to the property neighbors regarding the Village meeting on January 7, 2014. Herbster commented that more people are questioning the location of the property. He presented a park district boundary map showing the south end park district boundaries which surrounds the property. Herbster added that staff will be working on a project website to help inform residents and property neighbors on the status of the project.
- C. Park Services:
Nothing to add.
- D. Director of Planning and Development:
Ann Viger informed the Board that she has full size engineering drawings of the Woodscreek project ready for review.
- E. Business Services:
Nothing to add.
- F. Recreation Services:
Commissioner Gallagher commented that the Winter Festival went well and that the ET program budget is no longer in a deficit.
- G. Facility Services:
Nothing to add.
- Matters from the Board:
Commissioner Hartwig commented that MUDD Club volunteers did some work at Sterne's Woods. The volunteers enjoyed working with John Fiorina.
Commissioner Collins congratulated Ann Viger for obtaining the IPRA Outstanding Facility and Parks Award for the West Beach project. Collins also commended Superintendent Buscemi and staff for work done on program planning and to Superintendent Jakubowski and staff for the all of the facility upgrades.

Commissioner Collins stated that she is impressed with all staff and of the accomplishments made in the past few months.

Commissioner Gallagher thanked the Park Police staff for their volunteer work for the Shop with a Cop program.

Committee Meeting Dates: None.

Executive Session:

A. Litigation 2 (c) 11
B. Personnel 2 (c) 1
C. Sale or Lease 2 (c) 6
D. Land Acquisition/Lease 2(c)5
E. Review of Minutes 2 (c) 21

Commissioner Wheeler moved to enter Executive Session at 8:27PM to discuss items B. Personnel 2(c)1, C. Sale or Lease 2(c)6, D. Land Acquisition/Lease 2 (c)5 and E. Review of Minutes 2 (c) 21.
Seconded by Commissioner Aquilina
Roll Call:
Ayes: 5 (Aquilina, Collins, Hartwig, Wheeler, Gallagher)
Nays: 0

Reconvene: Commissioner Aquilina moved to return to open session at 8:56 PM.
Seconded by Commissioner Wheeler
Roll Call:
Ayes: 5 (Wheeler, Hartwig, Aquilina, Collins, Gallagher)
Nays: 0

Adjourn: Commissioner Aquilina moved to adjourn the meeting at 8:57PM.
Seconded by Commissioner Hartwig
Roll Call:
Ayes: 5 (Wheeler, Hartwig, Aquilina, Collins, Gallagher)
Nays: 0

Approve: _____ Attest: _____
President Secretary