



**Park District Board of Commissioners
Annual Meeting Minutes
May 23, 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, Jason Heisler, Shawn Zimmerman, Cathy Cagle, Michele Hartwig

Legal Counsel: Scott Puma, Ancel, Glink

Staff: Jason Herbster, Executive Director, Erik Jakubowski, Superintendent of Park Services, Ann Viger, Director of Park Development and Interpretive Services, 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: Ken Ryan, Jason Parr, Frank Haswanter, Doreen and Ron Orist

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 Gallagher moved to approve the Budget Workshop Meeting Minutes 03-14-19 and the Regular Meeting Minutes 04-18-19, as presented. Seconded by Commissioner Cagle. All were in favor.

Committee Reports

Commissioner Gallagher moved to approve the Personnel and Policy Committee Meeting Minutes 04-12-19. Seconded by Commissioner Cagle. Committee members were all were in favor.

Approval of Interim Voucher Expenses

Commissioner Zimmerman moved to approve the Interim Voucher Expenses for the month ending April 30, 2019, in the amount of \$691,167.78. Seconded by Commissioner Gallagher.

Roll Call:

Ayes: 7 (Aquilina, Bachour-Chemaly, Gallagher, Heisler, Zimmerman, Cagle, Hartwig)

Nays: 0

Commissioner Zimmerman moved to approve the Interim Voucher Expenses for the month ending May 31, 2019, in the amount of \$230,327.96. Seconded by Commissioner Bachour-Chemaly.

Roll Call:

Ayes: 7 (Bachour-Chemaly, Gallagher, Heisler, Zimmerman, Cagle, Aquilina, Hartwig)

Nays: 0

Treasurer's Report

Commissioner Zimmerman moved to approve the Treasurer's Report for the month ending April 30, 2019, in the amount of \$9,411,601.76, pending year-end adjustments. Seconded by Commissioner Bachour-Chemaly.

Roll Call:

Ayes: 7 (Gallagher, Heisler, Zimmerman, Cagle, Aquilina, Bachour-Chemaly, Hartwig)

Nays: 0

Unfinished Business: None.

Presidents Message:

Commissioner Hartwig highlighted the following for fiscal-year 2018-2019

- Finished Main Beach project
- Reinstated the Park Foundation
- Continued status IPRA/IAPD Distinguished Agency
- New staff doing great job
- Appreciates staff updates on projects and programs
- Veteran acres/Sterne's Woods dedicated volunteer work –helps the district with obtaining grants to better our parks
- Jason Herbster's great leadership
- Park Board dedication in the stewardship role in the care of the lake. The Board will work to make the best decisions.
- Communication with the community has improved. The board and staff will continue to make improvements.
- Newsletter
- Attitude and Interest survey
- Welcomed Cathy Cagle and Debbie Gallagher and Jason Heisler
- Looking forward to see what we can do all together

Matters from the Public:

Doreen Orist, resident, shared brochures regarding tree care and planting.

Mrs. Orist thanked the District for the care and attention given to the lake. She expressed her concerns of growth and massive amounts in change of homeownership. The SPOA letter was sent to the park Board and she stated she did not participate in a statement and was not asked her opinion. We do need safety controls. The waves from surf boats are unsafe and destroying the lake. Cannot swim, been thrown off her pier. We need to take a deeper look at concerns and responsibility of the whole lake.

Mr. Orist suggested the District research Arizona regulations for better safety of the lake.

Adjourn Sine Die –Close of 2018-2019 Fiscal Year

Commissioner Zimmerman moved to adjourn the close of 2018-2019 fiscal year at 7:20 pm. Seconded by Commissioner Bachour-Chemaly. All were in favor.



Commencement of 2019-2020

Commissioner Hartwig opened the Commencement of 2019-2020 fiscal year at 7:21pm.
Roll Call:

Commissioners Present: Thomas Aquilina, Caroline Bachour-Chemaly, Debbie Gallagher, Jason Heisler, Shawn Zimmerman, Cathy Cagle, Michele Hartwig

Installation of Elected Commissioners

Director Herbster swore in the following to the Park Board of Commissioners.

Debbie Gallagher (2023)

Cathy Cagle (2023)

Jason Heisler (2023) (Installed on May 9, 2019)

Nominations/Election of Officers

Commissioner Hartwig opened nominations/elections of Officers.

Commissioner Hartwig nominated Commissioner Gallagher as Park Board President.

Commissioner Gallagher nominated Commissioner Hartwig as Park Board Vice-President.
No other nominations were made.

Commissioner Cagle moved to approve the slate of officers, as presented. Seconded by Commissioner Bachour-Chemaly. All were in favor.

Commissioner Hartwig closed nominations/elections of Officers.

Special Appointments

Commissioner Gallagher made the following Special Appointments.

Board Secretary:

Jason Herbster, Executive Director

Board Treasurer:

Commissioner Shawn Zimmerman

Assistant Board Treasurer:

Commissioner Jason Heisler

Legal Counsel:

Scott Puma, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.

FOIA Officers:

Jason Herbster, Executive Director, Anne Sandor, Executive Assistant/Office Manager

Open Meetings Act Officer:

Jason Herbster, Executive Director

Commissioner Cagle moved to accept the Special Appointments as presented.
Seconded by Commissioner Zimmerman. All were in favor.

Committee Appointments:

The following Committee Appointments were made by the Park Board of Commissioners.

*Denotes Chairperson of Committee

- NISRA Board of Director:
 - *Executive Director, Jason Herbster
- Special Project Planning/Buildings & Grounds:

*Caroline Bachour-Chemaly, Michele Hartwig, Shawn Zimmerman, Thomas Aquilina

- Finance:
*Shawn Zimmerman, Jason Heisler
- Personnel and Policy:
*Michele Hartwig, Jason Heisler, Cathy Cagle, Debbie Gallagher

Commissioner Cagle moved to accept the Committee Appointments as presented. Seconded by Commissioner Hartwig. All were in favor.

Presentation:

Concessions/Profitable Food Facilities Worldwide

Kurt Reckamp, Superintendent of Recreation Programs and Facility Services and Claire Naughton, Manager of Facilities gave a presentation for improvements to the Main Beach and Boncosky Concession facilities.

In April, staff met with representatives from Profitable Food Facilities Worldwide to discuss improvements to the District's concession facilities. Current food operations, recommendations and strategies were discussed to increase revenue, faster service and improve food quality. Improvements will be made in two seasons. This year, the district will purchase an ice machine, a conveyor pizza oven and funnel cake fryer.

Consent Agenda

- A. Babe Ruth Little League Raffle Request
- B. Crystal Lake Service League Request
- C. Substance Abuse Coalition Request

Commissioner Bachour-Chemaly moved to approve Consent Agenda item requests A. Babe Ruth Little League Raffle, B. Crystal Lake Service League and C. Substance Abuse Coalition, as presented. Seconded by Commissioner Aquilina. All were in favor.

New Business

- A. Approval: Executive Director Employment Agreement Amendment
Commissioner Cagle moved to approve the amendment to the Executive Director Employment Agreement, as presented. Seconded by Commissioner Hartwig. All were in favor.
- B. Approval: Brochure Bid
Commissioner Bachour-Chemaly moved to approve the bid submitted by Paulson Press of Elk Grove Village, IL, in the amount of \$39,016.00. Seconded by Commissioner Cagle.
Roll Call:
Ayes: 7 (Aquilina, Bachour-Chemaly, Gallagher, Heisler, Zimmerman, Cagle, Hartwig)
Nays: 0
- C. Approval: Resolution 19.20.01, Section 125 Premium Only Plan
Commissioner Cagle moved to approve Resolution 19.20.01 Section 125 Premium Only Plan, as presented. Seconded by Commissioner Zimmerman.
Roll Call:
Ayes: 7 (Heisler, Zimmerman, Cagle, Hartwig, Aquilina, Bachour-Chemaly, Gallagher)
Nays: 0

- D. Approval: Shamrock Hills Site Lighting Bid
Commissioner Cagle moved to approve the lowest responsible, responsive bid, including Alternates 2 and 3, submitted by Associated Electrical Contractors, in the amount of \$154,046.00 for site lighting and electrical upgrades at Shamrock Hills Park. Seconded by Commissioner Hartwig.
Roll Call:
Ayes: 7 (Zimmerman, Cagle, Hartwig, Aquilina, Bachour-Chemaly, Heisler, Gallagher)
Nays: 0
- E. Approval: Crystal Lake Soccer Federation Tournament Request
Commissioner Hartwig moved to approve staff's recommendation to approve the August 2019 Crystal Lake Soccer Federation Classic, but not the sale of alcohol during the tournament. Seconded by Commissioner Bachour-Chemaly.

Jason Parr, President, Crystal Lake Soccer Federation and Ken Ryan, Vice-President requested permission to run a beer garden at their August soccer tournament. The Park Board expressed concerns of selling alcohol during a youth tournament.

Director Herbster commented the only area alcohol has been allowed during adult tournaments is at Boncosky. Commissioner Cagle suggested the Soccer Federation sell alcohol at Boncosky. Director Herbster expressed the concerns of the risks of selling alcohol during a youth tournament and setting a precedence for allowing this for all youth tournaments.

Commissioner Chemaly suggested setting policy against selling alcohol. Commissioner Cagle asked if other park districts allow alcohol. Herbster reported many districts do not allow alcohol and some allow alcohol during adult tournaments. Private facilities do sell alcohol during youth and adult events. The Board agreed with staff to not allow the sale of alcohol at the tournament.

Roll Call:
Ayes: 7 (Cagle, Hartwig, Aquilina, Bachour-Chemaly, Gallagher, Heisler, Zimmerman)
Nays: 0
- F. Approval: Ordinance 19.20.01 Equipment Disposal Request
Commissioner Zimmerman moved to approve Ordinance 19.20.01, an ordinance authorizing the disposal of items of personal property owned by the Crystal Lake Park District. Seconded by Commissioner Cagle.
Roll Call:
Ayes: 7 (Hartwig, Aquilina, Bachour-Chemaly, Heisler, Zimmerman, Cagle, Gallagher)
Nays: 0
- G. Approval: Two Pedestrian Crossings at Willows Edge Park
Commissioner Bachour-Chemaly moved to approve the expenditure of \$69,961, for the construction of two pedestrian crossings at Willows Edge Park. Seconded by Commissioner Aquilina.
Roll Call:
Ayes: 7 (Aquilina, Bachour-Chemaly, Heisler, Zimmerman, Cagle, Hartwig, Gallagher)
Nays: 0
- H. Discussion: Crystal Lake Park Board members attendance at City and Village Board meetings. Director Herbster will email the dates of the City of Crystal Lake and the Village of Lakewood meeting for the Board to review. Commissioner Cagle proposed that each

Commissioner commit to attending these meetings. Commissioner Aquilina stated it is important to have a Park District presence at these meetings. A letter regarding the Park Board Commissioner attendance will be sent to each agency.

- I. Discussion: 2019-2020 Annual Planning Calendar
Herbster requested the Board place the meeting dates on their calendars.

Reports to the Board:

Jason Herbster, Executive Director

- The Goal meeting is scheduled for June 13, 2019, at 6:00pm.
- Jason will email the Park Board the contact information for professional portraits.
- Attitude and Interest Survey: 192 out of 400 samples were received. A follow-up will be sent to others to reach the goal of 400.
- Personnel and Policy Committee meeting will be held on June 11, 2019, at 4:00pm. Attorney Puma will be attending. The discussion of the input on the lake ordinance will be on the agenda.

Erik Jakubowski, Superintendent of Park Services

- Staff is preparing for the opening of Main Beach.

Ann Viger, Director of Park Development and Interpretive Services

- Ann asked for direction on moving forward with parking lot improvements or changing the tennis courts at Spoerl Park to 6 pickleball courts. It was a consensus of the Board to move forward with the plan for 6 pickleball courts. The parking lot repairs would be placed on hold if the change is done. There was no input from the neighbors.

Katrina Hanna, Superintendent of Business Services

- A policy for purchasing cards will be place on the Personnel and Policy Committee meeting in June.

Kurt Reckamp

- Staff is busy with preparing for the opening at Main Beach, Summer Camp and staff trainings. Director Herbster noted the staff is very motivated and he thanked everyone for their efforts.
- Chris Hartzog is our summer intern.

Matters from the Board:

- Commissioner Aquilina congratulated Commissioners Gallagher and Cagle on their reinstatement to the Park Board and welcomed Commissioner Heisler.
- Commissioner Zimmerman commented on the new hire at the Nature Center and on the traffic increase at the Nature Center and the increase of traffic on the Park District website.
- Zimmerman added the decision to move forward on the improvements to Concession is a good one.
- Commissioner Cagle commented she is excited for the concession projects and new pickleball courts.
- Commissioner Heisler expressed concerns of the elderly with kayaks and the parking issues when using the boat launch gate. Director Herbster explained trailers cannot be parked in the parking lot due to safety issues.

- Commissioner Heisler commented the 2-page newsletter turned out real nice.
- Commissioner Heisler questioned the Wi-Fi signal at Main Beach. Superintendent Hannah reported she is working with IT on how the internet is used throughout the district. Director Herbster added the public Wi-Fi interferes with beach operations.
- Commissioner Bachour-Chemaly requested the time of the Board meetings be changed from 7:00pm to 6:30pm. It was a consensus of the Board to begin the Park Board meetings at 6:30pm. The meeting date schedule will be placed on the June 20, 2019 Park Board meeting agenda for approval.
- Commissioner Hartwig will attend the June meeting telephonically.
- Commissioner Hartwig suggested transferring the deed to the lake to the Village of Lakewood. Commissioner Gallagher suggested formally asking both the City of Crystal Lake and the Village of Lakewood. This matter will be discussed further at the Personnel and Policy committee meeting on June 11, 2019.
- Commissioner Gallagher thanked staff for creating the community newsletter.
- Commissioner Gallagher suggested inviting an expert to speak at a public meeting on Lippold drainage. The Board agreed. Director Herbster noted the City is in the process of getting the sewer line work out to bid.
- Commissioner Gallagher asked if a kid's concert has been scheduled. Staff is looking into bands.
- It was consensus of the Board for Commissioners Gallagher and Hartwig to meet with Mike Kane to discuss the lake advisory committee.
- Commissioner Gallagher suggested meeting with the SPOA and the Village of Lakewood before responding to the letters they sent to the Park District regarding the proposed ordinance.
- Commissioner Gallagher referred to the letter from the SPOA. Gallagher noted not all of the SPOA members were contacted about this letter. She asked Commissioner Heisler (SPOA Board Member), who the letter represented. Commissioner Heisler stated the SPOA represents all of the shoreline property owners. She wanted to know who gave the approval to send a letter to the Park District Board, who are the SPOA members and who are shoreline property owners within the SPOA, as some members are not shoreline property owners. It was a consensus of the Board to set up a meeting with the SPOA.

Adjourn:

Commissioner Hartwig moved to adjourn the meeting at 9:35 pm. Seconded by Commissioner Zimmerman. All were in favor.

Approve: _____

President

Attest: _____

Secretary