



**Park District Board of Commissioners
Special Meeting Minutes
June 13, 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 Gallagher called the meeting to order at 6:00 PM.

Commissioners Present: Debbie Gallagher, Jason Heisler, Cathy Cagle, Michelle Hartwig

Commissioners Absent: Shawn Zimmerman, Thomas Aquilina

Late Arrival: Caroline Bachour-Chemaly

Staff: Jason Herbster, Executive Director, Anne Sandor, Recording Secretary

Citizens: None.

Pledge of Allegiance: The Pledge of Allegiance was recited.

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

Matters from the Public: None.

New Business: Review Goals and Objectives for 2019-2020

Executive Director Herbster explained the process and he reviewed the Goals and objectives for 2019-2020.

Commissioner's comments and additions are bolded.

When developing annual goals based on strategic initiatives, positional focus, department focus and overall agency focus, staff are asked to categorize each goal under the appropriate principle. If there is a principle that does not have a specific goal for the year, it should be left blank. Goals should also be identified as strategic or individual.

The Crystal Lake Park District is guided by the following principles (core values):

Diverse Programming

Recognizing the social, cultural and economic diversity of the community, the District will offer a wide range of leisure, **educational and wellness** opportunities and will provide equitable access to its programs and facilities.

Fiscal Responsibility

District decisions will be guided by sound financial principles and services will be provided in a cost effective manner to maximize benefits to the community.

Stewardship

The District will respect historical, environmental and conservation significance in developing, maintaining and preserving its land and facilities.

Customer Service

All patrons and co-workers will be treated with respect, courtesy and patience.

Public Involvement

The District values community participation and routinely solicits input from residents and patrons for use in its needs assessments and decision-making processes.

Partnerships

The District will maximize the use of community resources by utilizing community expertise and by developing positive working relations with local governments and organizations in the community.

Safety

The district will provide safe and barrier-free park and recreation facilities which balance the need to minimize risk, while preserving the fundamental nature of the leisure experience.

Professionalism

Professionalism will be exemplified in the District's Board, staff and operations.

Continued Improvement

The District will strive for continual improvement by regularly evaluating its program offerings, operations and technology.

Diverse Programming

Strategic:

Individual:

Fiscal Responsibility

Strategic:

Individual:

- 1) Conduct a Non-Resident Fee study to determine if the CLPD policy on **what the** Non-Resident Fees should be changed
- 2) Review of Full Time pay grade document
- 3) Develop a fee schedule document for all programs

Stewardship

Strategic:

Individual:

- 1) Develop and implement the process to determine if a tot lot should be built at Oak Hollows Park
- 2) Organize and conduct a Northshore/Lippold Park Flooding Presentation **in July 2019**
- 3) Revision to Ordinance 11.41.1 The Parks and Property Owned and Controlled by the Crystal Lake Park District
- 4) Begin discussions with D155 on an easement to gain access to Prairie Ridge Conservation area
- 5) Review and revise IPRA Environmental Report Card
- 6) Prairie Ridge Conservation Weir replacement**
- 7) Land Assessment**

Customer Service

Strategic:

Individual:

- 1) Develop a Communication Strategy Plan
- 2) Recording Board meetings and posting video on the Park District website.**
- 3) Post board meeting agendas on Facebook**
- 4) Post board packets on Park District Website**
- 5) Increase newsletter to 4 per year including the annual report**
- 6) Research solar options for parks and facilities**

Public Involvement

Strategic:

Individual:

- 1) Park Board member attendance at City of Crystal Lake and Village of Lakewood meetings

Partnerships

Strategic:

3.6.1 – Assign a liaison with other government entities when possible

5.1.1 - Carry over from 2018-19 – Develop the Crystal Lake Park Foundation. Find residents who want to volunteer that are passionate about the community, recreation and the Park District specifically.

Individual:

- 1) Formation of a Lake Advisory Committee

Safety

Strategic:

Individual:

Professionalism

Strategic:

Individual:

- 1) Review and update CLPD staff dress code

Continued Improvement

Strategic:

1.1.1 - Carry over from 2018-19 – Conduct a statistically accurate community wide attitude and interest survey to determine current and future needs and desires of our residents, including their level of interest to increase funding for facility improvements.

1.3.1 – Compare the needs assessment data to the existing facility data

1.3.2 – Prioritize public needs based on trends and competition

2.1.4 - Carry over from 2018-19 – Research and develop an action plan to increase public awareness of the Park District's benefits to the community and methods of implementation.

Individual:

- 1) Review Full Time and Part Time job descriptions

The following suggestions were made.

Park Foundation information will be provided to the Board.

Include ecological responsibility and educational diverse programming to the mission statement.

Include the Lippold Park ground water cleansing process in the newsletter.

The revisions to the compensation study will be presented to the board for approval.

A meeting date with Hey and Associates, Gewalt Hamilton and the City of Crystal Lake will be scheduled in July.

Staff will work with District 155 on an Intergovernmental Agreement for an easement to gain access to the Conservation pond.

Include trail markers and signage on the trails at Lippold Park.

Add a porta-pottie on the trails at Lippold Park.

Distribute governmental agency monthly meeting dates to the Commissioners.

Provide interactive trail guide on the Park District web.

Adjourn:

Commissioner Cagle moved to adjourn the meeting at 8:03 PM. Seconded by Commissioner Hartwig. All were in favor.

Approve: _____
President

Attest: _____
Secretary