



**Park District Board of Commissioners
Regular Meeting Minutes
October 15, 2020**

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 6:30 PM.

Commissioners Present:

Thomas Aquilina, Michele Hartwig, Jason Heisler, Shawn Zimmerman, Cathy Cagle, Debbie Gallagher

Video Attendance: Caroline Bachour

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

Staff: Jason Herbster, Executive Director, Erik Jakubowski, Superintendent of Park Services, Ann Viger, Director of Development and Interpretive Services, Katrina Hanna, Superintendent of Business Services, Kurt Reckamp, Superintendent of Recreation Programs and Facility Services, Anne Sandor, Recording Secretary

Citizens: Tim Gavin, Lauterbach and Amen

Pledge of Allegiance: The Pledge of Allegiance was recited.

Approval of Agenda:

Commissioner Cagle moved to approve the agenda, as presented.

Seconded by Commissioner Hartwig.

Commissioner Gallagher read the Consent Agenda and asked the Board if there were any items to be moved off of the consent agenda. Commissioner Zimmerman requested item B. Woodscreek Park Master Plan (Ball Hockey Rink) be removed from the Consent Agenda.

Commissioner Cagle amended her motion and moved to approve the Consent Agenda, as amended. Seconded by Commissioner Hartwig. All were in favor.

Matters from the Public: None

Committee Reports

A. Special Projects Committee 09-15-20

B. Personnel and Policy Committee 09-17-20

Commissioner Gallagher thanked Commissioner Cagle for the researched information she shared with the Committee.

C. Buildings and Grounds Committee 09-24-20

Unfinished Business: None

Consent Agenda

Commissioner Bachour moved to approve the Consent Agenda items

A. Main Beach Historic Preservation/Landmark Designation

B. ~~Woodscreek Park Master Plan (Ball Hockey Rink)~~ Moved to New Business item A

C. Resolution 20.21.07, Transfer of Funds to establish CERF

D. Voucher Expenses for month ending, September 30, 2020, in the amount of \$295,451.62

- E. Interim Voucher Expenses for month ending, October 31, 2020, in the amount of \$89,904.62
- F. Treasurer's Report for the month of September 30, 2020 in the amount of \$14,321,000.13
- G. The Racket Club Annual Recommendations 2021
- H. Lippold Park Family Golf Learning Center Recommendations 2021
- I. Facility, Picnic and Field Rebtal Annual Recommendations 2021
- J. Meeting Minutes for a. Special Meeting of 09-10-2020, and b. Regular Meeting of September 17, 2020

Seconded by Commissioner Zimmerman

Roll Call: Ayes: 7 (Aquilina, Bachour, Hartwig, Heisler, Zimmerman, Cagle, Gallagher) Nays: 0

Business Items

A. Items Removed from Consent Agenda

Woods creek Park Master Plan (Ball Hockey Rink)

Commissioner Zimmerman asked for an update on group funding. Executive Director Herbster said there are no guarantees at this time. A plan needs to be put in place and presented to potential sponsors. Commissioner Gallagher asked if the Foundation could reimburse costs. Herbster answered yes.

Commissioner Zimmerman moved to accept the proposal submitted by Hitchcock Design Group, in the amount of \$19,300.00, for the Woods creek Park Master Plan (Ball Hockey Park).

Seconded by Commissioner Aquilina.

Roll Call: Ayes: 7 (Bachour, Hartwig, Heisler, Zimmerman, Cagle, Aquilina, Gallagher) Nays: 0

B. Action Items

1. Approval: Annual Audit Presentation

Tim Gavin, Lauterbach & Amen, LLP commended Katrina Hanna, Superintendent of Business Services, and her staff for preparing and making the audit for fiscal year end April 30, 2020, go smoothly. He noted the Park District earned the Certificate of Achievement for Excellence in Financial Reporting in 2019 and will receive another for 2020. Mr. Gavin encouraged the Board of Commissioners to read the Management Discussion and Analysis.

Commissioner Cagle moved to accept the annual audit for fiscal year 2020, as presented.

Seconded by Commissioner Aquilina. All were in favor.

2. Approval: Resolution 20.21.06, Aquatic Transfer of Funds

Commissioner Zimmerman moved to approve Resolution 20.21.06, a resolution for the transfer of aquatic funds.

Seconded by Commissioner Aquilina

Roll Call: Ayes: 7 (Heisler, Zimmerman, Cagle, Aquilina, Bachour, Hartwig, Gallagher) Nays: 0

3. Approval: Spoerl Park Parking Lot Expansion Bid Acceptance

Commissioner Aquilina moved to accept the lowest responsible, responsive bid for the Spoerl Parking Lot Expansion project, submitted by Alliance Contractors, Inc., in the amount of \$118,186.15.

Seconded by Commissioner Zimmerman

Roll Call: Ayes: 7 (Zimmerman, Cagle, Aquilina, Bachour, Hartwig, Heisler, Gallagher) Nays: 0

4. Approval: Ordinance 20.21.10 Equipment Disposal

Commissioner Zimmerman moved to approve ordinance 20.21.10, for the disposal of items of personal property owned by the Crystal Lake Park District.

Seconded by Commissioner Aquilina

Roll Call: Ayes: 7 (Cagle, Aquilina, Bachour, Hartwig, Heisler, Zimmerman, Gallagher) Nays: 0

C. Discussion Items

1. 2020B Rollover Bonds Timeline

Executive Director Herbster noted by issuing the maximum amount allowed by law, the District will be able to use \$65,280 for ongoing capital projects and the remainder to pay off existing debt. The timeline for these bonds to be issued and placed on the 2020 property tax levy is as follows:

- Bids received –November 18, 2020
- Adopt Bond Ordinance – November 19, 2020
- Closing – December 3, 2020
- File with the County after closing

2. Tax Levy Discussion

Executive Director Herbster reported the Finance Committee discussed three options for the 2020 tax levy; Maximum, Flat and Reduced. The Board reviewed the tax computation report for 2019, estimates of the proposed 2020 levy, and levy and operating coverage proposals for All Funds Max, Flat with New Growth and Reduced Levy & Capture New Growth. The Board requested models at 1% and 1.5% and 2.3%. Superintendent Hanna will revise as requested. Executive Director Herbster will email the Board the information for their review. The determination will be made at the Board meeting on November 19, 2020. The levy time line is as follows:

- October 1 Meet with Finance Committee
- TBD Meet with Finance Committee - present 2020 proposed tax levy
- November 19 Determine the amount of money estimated necessary to be raised by taxes for the 2021/2022fiscal year. Also, determine whether or not this proposed levy amount is greater than 105% of the previous year's extension.
- December 7 Publish Truth in Taxation notice and post on website, if necessary. This must be done not less than seven days or more than 14 days prior to the public hearing.
- December 17 Hold Truth in Taxation hearing, if necessary.
Enact ordinance at Park Board Meeting
- December 29 Last day to file certified tax levy ordinance with county clerk

3. Crystal Lake Channel

Executive Director Herbster reported he and staff met with Hey and Associates to discuss the silt issue in the Honeysuckle channel. Hey and Associates did not feel any silt was leaving Lippold Park. A monitor can be installed in the line prior to the sewer to determine if Lippold Wetlands are contributing to the silt in the channel. A request for proposal will be needed to determine the cost. An e-mail will be sent to the residents regarding the Board's discussion.

4. Ladd Park Playground Replacement Design Concepts

Ann Viger, Director of Park Development and Interpretive Services, presented ten 3D computer rendered playground equipment proposals to the Park Board. The Board reviewed the proposals and narrowed them down to four. Viger will draft a letter to the Ladd park neighbors and will include the four layouts and a list of options to provide input.

Mrs. Erik Jakubowski will translate the letter in Spanish. Social media will also be used to solicit feedback.

5. Nature Center Exhibits

Ann Viger, Director of Park Development and Interpretive Services explained the grant process for the exhibit project at the Nature Center. Staff has reviewed the exhibits and narrowed down two concepts into one. There will be three areas; prairie, wetland and woodland. The Board agreed the Nature Center is a big part of the community, a great educational facility and is in need of these upgrades.

Reports to the Board

Jason Herbster, Executive Director

- The Administrative Building will be open on November 3rd, Election Day.
- Four interviews for the Superintendent of Business Services will be conducted this week.

Ann Viger, Director of Development and Interpretive Services

- Interviews have been conducted for the Colonel Palmer House position. An offer has been made and the candidate has accepted.

Katrina Hanna, Superintendent of Business Services

- Katrina thanked the Board for taking a chance on her. She expressed that she enjoyed working for the District, it had been a great experience.

Kurt Reckamp, Superintendent of Recreation Programs and Facility Services

- Fall programs are ending this week.
- Truck or Treat has been sold out. There will be 15 organizations participating.
- Received a wedding reservation request at Main Beach for 2023.
- Added new participants to Extended Time on September 19.

Matters from the Board

The Park Board expressed their appreciation of Katrina Hanna's work and wished her well on her new position.

Shawn Zimmerman

- Asked not to use the Park Police to deliver packets to the Board. He noted he is comfortable with the IPAD and does not need a paper packet. Executive Director Herbster stated the paper packets were delivered for better reading of the charts and maps, as the screen on the IPAD is small. Commissioner Cagle stated she preferred paper packets and would pick her packet up at the Administrative Office. Commissioner Heisler noted he prefers to use the IPAD. If the packets need to be delivered, he asked for an earlier delivery time.

Commissioner Bachour

- Suggested conducting an exit interview with Katrina Hanna.
- Nice to see people out in the parks and on the trails.

Committee Meeting Dates: None

Executive Session: There was no Executive Session.

Adjourn:

Commissioner Zimmerman moved to adjourn the meeting at 8:36 PM.

Seconded by Commissioner Aquilina.

All were in favor.

Approve: _____ Attest: _____
 President Secretary