

HUNTLEY PARK DISTRICT
Regular Meeting
December 15, 2021

President Jerry Nepermann called the meeting to order at 7:00 p.m. Commissioners present included; Bill Awe, Jim Blasky, Keith Wold, and Melissa Kellas. Also present were Thom Palmer, Laura Pisarcik, Paul Ostrander, Scott Crowe, Rick Walrath, Matt Szytz, and John Cowlin.

A motion to approve the agenda was made by Commissioner Wold and seconded by Commissioner Awe. All ayes. Motion carried.

A motion to approve the November 17, 2021 Regular Board Meeting Minutes was made by Commissioner Kellas and seconded by Commissioner Blasky. All ayes. Motion carried.

A motion to accept the Treasurer's Report as presented was made by Commissioner Wold and seconded by Commissioner Awe. All ayes. Motion carried.

Laura Pisarcik submitted bills, additions, and purchase cards totaling \$810,320.94. A motion to approve the submitted bills and additions listed above was made by Commissioner Wold and seconded by Commissioner Blasky. Roll Call: Yes - All. No - None. Motion carried.

Staff Reports - The following Department Reports were reviewed:

Finance & HR: In addition to Laura Pisarcik's submitted report, no other comments were made.

Parks: In addition to Paul Ostrander's submitted report, Commissioner Nepermann followed up with Paul on the removal of a few oak trees. Paul explained that the three that were removed had just been older trees at Deicke Park.

Commissioner Wold asked if the security cameras were sufficient to help avoid future issues around the building. Paul responded that while more cameras are always a helpful, they are identifying key locations to add more in the short term.

Recreation: In addition to Scott Crowe's submitted report, Commissioner Awe asked for more information about the new winter event coming in January, "Polar Fest." Scott explained that the idea is to make this event bigger than

past winter events. It will include more attractions such as dog sled demonstrations and ice sculpting.

Commissioner Wold complimented Scott and Joe Patterson on the increased participation numbers in sports throughout 2021.

Golf Department: In addition to Rick Walrath's submitted report, Commissioner Awe asked why Rick thinks we've only averaged 10 weddings per year for the last three years. Rick answered that the pandemic has played a major role in the lack of weddings, but it is safe to assume that the number of weddings per year will increase the further we get away from the pandemic. Rick also added that the reason events are running as smoothly and successfully as they have been, even through the pandemic, is due to Pinecrest knowing their limitations and understanding the right capacity of weddings that the staff is most successful working with.

Executive Director Report

The Executive Director Report: In addition to Scott Crowe and Thom Palmer's report, Commissioner Wold and Kellas complimented the administrative team for their work in putting together and completing the service initiatives and goals for 2021. Commissioner Kellas also asked when more information will be given about the goals that have been moved to 2022. Scott explained that he intends to have more details and look for approval at the February Board Meeting.

New Business:

Action Item #1 - Tax Levy Ordinance

The EAV for this year to increase from last year, and we need to capture the new construction. The total 2021 tax levy request is \$3,493,705 which is \$387,990 greater than last year's extended levy. The increase is to capture all new growth in McHenry and Kane County.

A motion to approve the 2021 Tax Levy as submitted was made by Commissioner Kellas and seconded by Commissioner Wold. Roll Call: Yes - All. No - None. Motion carried.

Action Item #2 - Tax Abatements Ordinance

Each year the Board considers the ordinances for tax abatements on the Pinecrest Clubhouse and REC Center. The amounts in question are approximately \$241,819 for the Pinecrest Clubhouse and \$221,187 for the REC Center.

A motion to approve the Tax Abatements Ordinance as submitted was made by Commissioner Wold and seconded by Commissioner Awe. Roll Call: Yes - All. No - None. Motion carried.

Action Item #3 - 2022 Regular Board Meeting Dates

Each year the Board must consider and approve the meeting dates for the following year, both Workshop meetings and Business meetings. These meeting dates will be posted at the Rec Center and on our website.

Please note that the November meeting (11/16/22) and December Meeting 12/14/22 will be held on the third Wednesday to avoid conflicts with the Thanksgiving and Christmas Holidays. The March 23 meeting will be held on the fourth Wednesday as that doesn't conflict with Spring Break. A notice was added to the meeting schedule indicating that meetings may be held online as needed.

Jan 12, 2022 - Workshop	Jul 13, 2022 - Workshop
Jan 26, 2022 - Business	Jul 27, 2022 - Business
Feb 9, 2022 - Workshop	Aug 10, 2022 - Workshop
Feb 23, 2022 - Business	Aug 24, 2022 - Business
Mar 9, 2022 - Workshop	Sep 14, 2022 - Workshop
Mar 23, 2022 - Business	Sep 28, 2022 - Business
Apr 13, 2022 - Workshop	Oct 12, 2022 - Workshop
Apr 27, 2022 - Business	Oct 26, 2022 - Business (Pinecrest - 11220 Algonquin Rd Huntley)
May 11, 2022 - Workshop	Nov 9, 2022 - Workshop
May 25, 2022 - Business	Nov 16, 2022 - Business*
Jun 8, 2022 - Workshop	Dec 7, 2022 - Workshop
Jun 22, 2022 - Business	Dec 14, 2022 - Business*

*Not a fourth Wednesday

A motion to approve the 2022 meeting dates as presented was made by Commissioner Wold and seconded by Commissioner Kellas. All ayes. Motion carried.

Action Item #4 - Full-Time Staff Compensation

Staff is seeking annual authorization to distribute merit increases to full-time staff. A history of previous increases has been prepared and taking into consideration the information below, the following recommendation for an average of 3.5% increase to full-time staff is requested.

The financial detail of the proposed Full-Time staff increases including our end of the year financial projections, current CPI Information, comparisons to other local agencies, and a history of pay increases was shared and discussed with the Personnel Committee in detail.

A motion to approve the full-time staff salary increases as presented was made by Commissioner Wold and seconded by Commissioner Kellas.

Roll Call: Yes - All. No - None. Motion carried.

Action Item #5 - Part-Time and Seasonal Staff Salary Ranges

Annually the board reviews and approves the Part-Time Staff Salary ranges. This year, due to the minimum wage increase to \$12 per hour starting January 2022, many jobs must have the minimum amount of pay increased to be in compliance. With information from a recent salary survey and due to additional competition, other key positions have additional recommendations to increase the minimum pay for these jobs as outlined on the attached chart showing current and proposed part-time salary range information.

This chart was shared and discussed with the Personnel Committee. The FY 2022 budget, fees, and expenses will be prepared accordingly.

A motion to approve the pay ranges for part-time and seasonal staff as presented was made by Commissioner Wold and seconded by Commissioner Awe. Roll Call: Yes - All. No - None. Motion carried.

Action Item #6 - Whistleblower Protection Act Policy

Effective July 1, 2021, the Illinois State Legislature passed a statute entitled "Retaliation against a whistleblower." The full text of this statute can be found at 50 ILCS 105/4.1 and more information is provided in the summary page. This has been reviewed by PDRMA and per their recommendation and sample policy it is recommended that the Park District adopt a policy and provide training to full-time staff.

A motion was made to approve the Whistleblower Protection Act as presented by Commissioner Awe and seconded by Commissioner Blasky. All ayes. Motion carried.

Annual Meeting

A motion was made to recess the regular meeting and enter into annual meeting by Commissioner Wold and seconded by Commissioner Blasky. All ayes. Motion carried.


[See Annual Meeting Agenda]

A motion to reconvene the regular meeting at 8:27 p.m. by Commissioner Awe and seconded by Commissioner Kellas. All ayes. Motion carried.

Motion to adjourn was made by Commissioner Awe seconded by Commissioner Wold. All ayes. Motion carried. Meeting adjourned at 8:28 PM.

These minutes are subject to approval at the next regular business meeting.
Respectfully submitted,

Matt Szytz, Recording Board Secretary
Scott M. Crowe, Secretary


Signature on file
Keith Wold, President 1/26/22
Date

Signature on file 1/26/22
Scott M. Crowe, Secretary Date

Signature on file