

**MINUTES OF THE REGULAR MEETING OF THE STREAMWOOD
PARK DISTRICT BOARD OF COMMISSIONERS HELD ON
DECEMBER 12, 2017 AT HOOSIER GROVE BARN,
700 W. IRVING PARK ROAD,
STREAMWOOD, ILLINOIS**

CALL TO ORDER/ROLL CALL

President Wright called the meeting to order at 7:01 p.m. Present were Commissioners Brogan, Armstrong, Janiec and Yawer, along with staff members Executive Director Dennis Stein, Superintendent of Business & HR Jennifer Hermonson, Superintendent of Recreation Kurt Reckamp and Finance Manager Sherri Harry.

All those answering "present" were physically present at the meeting.

PLEDGE OF ALLEGIANCE

INTRODUCTION OF GUESTS

Guests in attendance were Fitness and Membership Manager Kyle Saros, Aquatics Manager Laura Plager and Streamwood High School students.

Superintendent of Recreation Reckamp introduced our new employee Aquatics Manager Plager to the Board of Commissioners and she gave a brief summary of her background.

TOPICS FROM THE FLOOR

None.

APPROVAL OF THE AGENDA

Commissioner Janiec moved approval of the agenda as presented and Commissioner Yawer seconded the motion. A voice vote was unanimous for approval; motion carried.

FINANCE REPORT

- A. Monthly Expenditures/Payrolls**
There were no comments or questions.
- B. Ordinance 2017-12-1-O: 2017 Tax Levy**
There were no comments or questions.

Commissioner Janiec moved approval of Ordinance 2017-12-1-O: Tax Levy and the motion was seconded by Commissioner Yawer. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Janiec – Aye
President Wright – Aye

Commissioner Armstrong –Aye
Commissioner Yawer - Aye

Motion carried.

C. Ordinance 2017-12-2-O: Directed Reduction

There were no questions or comments.

Commissioner Armstrong moved approval of Ordinance 2017-12-2-O: Directed Reduction and the motion was seconded by Commissioner Yawer. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Janiec – Aye
President Wright – Aye

Commissioner Armstrong – Aye
Commissioner Yawer – Aye

Motion carried.

D. Pre-Approved Board Conference Expenses

Superintendent of Business & HR Hermonson explained the law which requires us to obtain approval by the Board via a roll call at an open meeting if:

1. The total exceeds the maximum allowable reimbursement that we set for employees and officers (not members of the Board); and/or
2. For all expenses for Board members (no matter the dollar amount).

Superintendent of Business & HR Hermonson also emphasized that everyone must turn in all receipts for expenses and to use the attached forms she provided.

Commissioner Janiec moved approval of the Pre-Approved Board Conference Expenses and the motion was seconded by Commissioner Yawer. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Janiec – Aye
President Wright – Aye

Commissioner Armstrong – Aye
Commissioner Yawer – Aye

Motion carried.

E. Time Clock Software Purchase

Superintendent of Business & HR Hermonson explained the want/need for a time management system and recommends to the Board that they approve TimeClock Plus as the new time management system for the District.

POLICY & PLANNING REPORT

A. Ordinance 2017-12-3-O: Sexual Harassment

Superintendent of Business & HR Hermonson explained that we already have a sexual harassment policy in place but there have been a few changes that we had to address as to meet the January 15, 2018 deadline to pass this ordinance.

Commissioner Brogan asked who the confidential report goes to and Superintendent of Business & HR Hermonson responded that whoever oversees that person.

Commissioner Brogan wanted to know what happens if the accusations are false and Superintendent of Business & HR Hermonson said that there would be discipline action and could include termination.

She also stated that we are going to do annual training on this policy and it already has been part of the seasonal employees training.

Commissioner Janiec asked if at any time the police would be involved and Superintendent of Business & HR Hermonson answered that they would be depending on the level of the complaint and if it was a criminal act or not.

Commissioner Yawer asked if there was some type of a hearing for complaints and Superintendent of Business & HR Hermonson said no we don't have hearings but that she would be the one to investigate the situation and if they don't agree with her findings they could go to the Executive Director and/or the Board of Commissioners. She also stated that if needed we would bring any issues to our attorneys.

Commissioner Janiec moved approval of Ordinance 2017-12-3-O: Sexual Harassment and the motion was seconded by Commissioner Yawer. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Janiec – Aye
President Wright – Aye

Commissioner Armstrong – Aye
Commissioner Yawer – Aye

Motion carried.

B. Gratuity Policy

Superintendent of Business & HR Hermonson explained that we needed to implement a policy so it is consistent and fair amongst all of the employees who work the events at Hoosier Grove Barn and also it needs to be in compliance with the law and run it through payroll to properly report the wages.

APPROVAL OF THE CONSENT AGENDA

Approval of:

- A. Minutes of the Regular Board meeting of November 14, 2017;
- B. November, 2017 Financial Statements;
- C. November 7 – December 1, 2017 expenditures totaling \$253,557.34;
- D. IMRF payment for November, 2017 totaling \$19,740.99;
- E. November 10, 2017 and November 24, 2017 payrolls and payroll taxes totaling \$170,750.72;
- F. P-Card purchases for October, 2017 totaling \$42,970.39;
- G. TimeClock Plus Software purchase in the amount not to exceed \$46,754.35;
- H. Gratuity Policy.

Commissioner Janiec moved approval of the consent agenda and the motion was seconded by Commissioner Yawer. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Janiec – Aye
President Wright – Aye

Commissioner Armstrong – Aye
Commissioner Yawer – Aye

Motion carried.

CORRESPONDENCE

None.

DIRECTOR'S & DEPARTMENTS REPORT

- A. Superintendent of Recreation Reckamp informed the Board that Commissioner Brogan, Commissioner Yawer and President Wright are all registered for the IAPD/IPRA conference.
- B. Superintendent of Recreation Reckamp stated that the recreation department is very busy with The Nuttycracker and Holiday in Whoville events and the membership sale.
- C. Superintendent of Recreation Reckamp informed the Board that along with Cultural Arts & Special Events Manager Kabrick they attended a meeting with some of the Poplar Creek Library staff.
- D. Superintendent of Recreation Reckamp informed the Board that he received a letter from the Village of Streamwood thanking the Streamwood Park District for our assistance in making their annual Luminaria event the best it has ever been.
- E. Superintendent of Business & HR Hermonson said that they had great feedback regarding the St. Nicholas Night event.
- F. Superintendent of Business & HR Hermonson informed the Board that many community surveys have already been returned.
- G. Superintendent of Business & HR Hermonson said that this Friday she will be talking to staff from Pro's Consulting, Inc. regarding the timeline for the strategic plan.
- H. Superintendent of Business & HR Hermonson informed the Board that the playground renovations are about 99% complete.
- I. Superintendent of Business & HR Hermonson said that we are starting to plan the 2018 projects such as playgrounds and asphalt projects.
- J. Executive Director Stein stated that this month he attended the Hanover Township Board meeting and the Village Board meeting.
- K. Executive Director Stein told the Board that Village of Streamwood Community Development Director John Peterson said many good things about our playground contractors, Hacienda Landscaping, Inc. He stated that they went above and beyond what was expected of them.
- L. Executive Director Stein informed the Board that the snow plowing schedule has been completed and that the new Community Center offices are near completion.
Commissioner Brogan wanted staff to tell the snowplowing staff that they shouldn't have large piles of salt on the new parking lots as it will ruin the lots.
- M. Executive Director Stein informed the Board that he will be starting his vacation tomorrow and will be back on Tuesday, December 19th. He said if they needed anything or have any questions they could contact Superintendent of Business & HR Hermonson, Superintendent of Recreation Reckamp or Finance Manager Harry.

COMMISSIONERS' REPORT

- A. Commissioner Brogan told the Board and staff that this Friday he will have another grandson.
- B. Commissioner Brogan welcomed Aquatics Manager Plager to the Streamwood Park District.
- C. Commissioner Janiec stated that Breakfast with Santa and Frosty 4K events were well attended.
- D. Commissioner Janiec thanked President Wright, Commissioner Yawer and Superintendent of Recreation Reckamp for helping out at the Village of Streamwood's luminaria event.
- E. Commissioner Janiec asked Superintendent of Business & HR Hermonson if we could expedite the dedication of the Commissioners' Park.
- F. Commissioner Janiec asked if we do anything for the residents that can't afford to go to some of our special events like Breakfast with Santa which Superintendent of Business & HR Hermonson responded

that we do have some free events for example the St. Nicholas Night event.

- G. Commissioner Janiec wished everyone a Happy Holiday.
- H. Commissioner Yawer said that she enjoyed all the special events she attended.
- I. Commissioner Yawer suggested that we use a microphone during our meetings as it is hard to hear some of the Commissioners when they are speaking.
- J. Commissioner Yawer wished everyone a Happy Holiday.
- K. Commissioner Armstrong questioned some of the fitness equipment that needs repairs and Superintendent of Recreation Reckamp said that he would look into it.

Superintendent of Business & HR Hermonson mentioned that she has been in contact with Diane Keating and the Park District is planning on doing something to honor the late Commissioner Tom Keating.

PRESIDENT'S REPORT

- A. President Wright thought all the winter special events were outstanding but maybe we should look into doing Frosty 4K on a different day to see if we can improve the attendance.
- B. President Wright congratulated the Streamwood High School senior students that were in attendance.
- C. President Wright wished the Board and staff a Happy Holiday and stated that we have a very busy year coming up.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

At 7:52 p.m., Commissioner Janiec moved to adjourn and the motion was seconded by Commissioner Yawer. A voice vote was unanimous for approval; motion carried.

Approved: January 23, 2018

Signed: *Sherri Harry*
 Sherri Harry, Secretary

Attest: *William H. Wright*
 William H. Wright, President