

**GODLEY PARK DISTRICT
REGULAR BOARD MEETING MINUTES
NOVEMBER 10, 2015**

The Regular Board Meeting was called to order at 5 p.m. by Commissioner Alton. Those present for roll call were Commissioners K. DeMarse, J. Krug, R. Stanford and E. Alton. Staff present was: Director Heitz, Attorney Freeman, Melissa Woodard, Cheryl Lenig and Lee Ann Zaremba. Public present were: Marvin Mack, Monica Mack, Lester Gillette, Richard Easter and Lori Lander.

PUBLIC COMMENT

Commissioner Alton was given a letter by Lester Gillette. The letter stated his interest in the open commissioner seat. Commissioner Alton said the matter would be discussed under old business.

CORRESPONDENCE

Thank you card received from Royal Family Kids 5K Glow Run organization.

Thank you card received from Braidwood Lions Club for the use of the District's hayrack.

APPROVAL OF MINUTES

A motion to approve the October 13, 2015 Committee and Board Meeting Minutes was made by Commissioner Krug, seconded by Commissioner DeMarse. Upon roll call vote the following Commissioners voted aye: K. DeMarse, J. Krug, R. Stanford and E. Alton. With 4 ayes, 0 nays, the motion carried.

APPROVAL OF THE WARRANT

A motion to approve the warrant dated October 2015 was made by Commissioner Stanford, seconded by Commissioner DeMarse. Upon roll call vote the following Commissioners voted aye: K. DeMarse, J. Krug, R. Stanford and E. Alton. With 4 ayes, 0 nays, the motion carried.

Commissioner Alton inquired whether the contractual classes made a profit. Director Heitz replied yes.

Commissioner Alton inquired about Mack & Associates. Director Heitz responded they are an accounting firm the District uses for consulting.

Commissioner Krug inquired about the check to Ayers Electric for \$104. Director Heitz replied the expense was for repairs to the light pole at the 80 acres.

Commissioner Krug asked about the expense to Six Flags Great America. Director Heitz stated this was the amount due to Six Flags for tickets the District sold.

DIRECTOR'S REPORT

Tax Levy

Director Heitz will ask the board to approve the 2015 tax levy. Prior to the vote, Attorney Freeman will give a short tax levy presentation.

Administration

Director Heitz will be working on year-end projections.

The District received a total of \$642 from the BMO P-Card rebate program. The amount received last year was \$191.

HR will host an all district, all staff meeting in December or January to discuss the new policy manual and changes in the laws that will affect how employees are classified. HR will also at this time review the Districts benefit package, policies & procedures.

Recreation

Director Heitz briefly talked about upcoming events, programs, and trips. Director Heitz stated she will keep an eye on trips to prevent cancellations. If participation in trips continue to decline or cancel all together, Director Heitz will consider reorganizing the recreation department.

The District received the annual state liquor license. This license will eliminate the need to obtain a license for each event where alcohol is served.

Director Heitz met with the marketing department to plan out a full calendar year of radio ads. Director Heitz along with Ryan & Melissa attended a marketing seminar provided by WCCQ Radio.

Commissioner Alton asked how the program with the personal training worked. Director Heitz replied the trainers are paid upon receipt of payment from patrons who have signed up to work with a personal trainer. Three people have signed up with Drew. Commissioner Krug voiced his concern regarding employees leaving after the District has paid for their certification, like the kitchen. Director Heitz responded Drew was already certified as a personal trainer prior to coming to the District. Director Heitz further explained the District is required by IDPH to have

employees who hold a Food Service Sanitation certificate. Without this certification, the District cannot legally operate a kitchen. The cost of this certification is \$35 and is good for 5 years. Part of doing business is the risk of an employee leaving before the end of the certificate's expiration date.

Commissioner Krug inquired who was responsible for creating the brochure. He was concerned because the fishing derby wasn't listed as a special event. Director Heitz stated it was an oversight as all rec staff reviews the brochure for their programs and events. The Sweeties Dance, which is not a special event, was listed in error. That event will be removed and the Fishing Derby will be added.

OLD BUSINESS

Presentation of Tax Levy Process

Attorney Freeman gave a brief explanation on how the tax levy works and the importance of approving it. Attorney Freeman commented last year two commissioners voted against the levy. The District would not have received any tax dollars for operations if the tax levy had failed. The only other means of receiving revenue is through program fees which generates very little revenue. The District receives 98.6 % of the tax dollars from Exelon, which is 94.5% of the District's overall revenue. Attorney Freeman stated the bottom line is, this building would close which leave employees with no jobs.

Commissioner Stanford asked if the District needed to publish the tax levy notice in the local paper. Attorney Freeman stated no because we are not asking for more than 5%. Even though by law it was not required, the Director chose to hold a public hearing last year for the purpose of being transparent.

Commissioner DeMarse asked why the Water District wasn't doing a levy. Director Heitz replied the Water District chose to only generate revenue through water usage and not through a tax levy. That was a choice they made.

Adoption of Tax Levy, Ordinance #O-109

A motion to approve the Adoption of Tax Levy, Ordinance #O-109 was made by Commissioner Krug, seconded by Commissioner DeMarse. Upon roll call vote the following Commissioners voted aye: R. Stanford, J. Krug, K. DeMarse, and E. Alton. With 4 ayes, 0 nays, the motion carried.

Approval of Personnel Policy

Commissioner Alton asked if staff could request a grievance hearing if they were terminated. Director Heitz replied yes.

Commissioner Krug stated he does not like merit raises. He does not feel raises should be based on performance and would prefer everyone receive the same raise percentage. Commissioner Krug further stated someone who has been at the District 20 years should be making more than someone who has been here only two years. It shouldn't depend on whether or not they do a good job. Director Heitz explained those who have worked here for 20 years receive additional benefits such as more vacation time than someone who has only been here a couple of years. Director Heitz also explained you could have an employee that has been here long time, but not doing their job while another employee is giving 150%. Commissioner Krug asked Attorney Freeman his opinion. Attorney Freeman stated he believed if an employee goes above and beyond the normal scope of their job they deserved to be compensated differently than someone who does not give 100%. Attorney Freeman further stated if you do not recognize employees for their hard work and effort they will find a new job.

Marvin Mack suggested doing a quarterly evaluation so employees are aware of how they are performing. This would also give them an opportunity to make changes before raises are given.

Director Heitz reminded the commissioners the objective tonight is to approve the personnel policy not what type of raise will be given. The policy allows for a cost of living and / or merit increase. The issue of raises will be discussed when it is time to approve the budget.

A motion to approve the personnel policy was made by Commissioner DeMarse, seconded by Commissioner Stanford. Upon roll call vote the following Commissioners voted aye: R. Stanford, J. Krug, K. DeMarse, and E. Alton. With 4 ayes, 0 nays, the motion carried.

Nomination & Appointment of Commissioner

Commissioner Alton asked for a recess at 5:58 p.m. so that the Commissioners could speak with Mr. Gillette before taking a vote regarding his interest in filling the open Commissioner position. There are now two candidates for this position. Commissioner Alton stated she did not know Mr. Gillette personally. Commissioner DeMarse commented Monica has volunteered at a lot of the special events. The commissioners did not ask Mr. Gillette any questions. Open session resumed at 6:03 p.m.

Commissioner Krug made a motion to appoint Lester Gillette to the Board. Commissioner Stanford seconded.

Upon roll call vote the following Commissioners voted aye: J. Krug and R. Stanford,

nay: K. DeMarse and E. Alton. With 2 ayes, 2 nays, the motion failed.

Attorney Freeman stated since the board is unable to come to an agreement, we will move forward with four Commissioners. If anyone knows of another person interested in the Commissioner position, they must notify Director Heitz so the nomination can be placed on the agenda

Oath of Office

N/A

NEW BUSINESS

N/A

EXECUTIVE SESSION

N/A

MOTION ADJOURNMENT

A motion was made by Commissioner Krug, seconded by Commissioner Stanford to adjourn the meeting at 6:07 p.m. The board voted unanimously to adjourn the meeting. On voice vote, the motion carried.

Respectfully submitted by: Lee Ann Zaremba

OFFICIAL REPORTS:

1. Board Meeting Minutes (October 13, 2015)
2. Warrant (October 2015)
3. Adoption of Tax Levy, Ordinance #O-109
4. Approval of Personnel Policy