

**GODLEY PARK DISTRICT
REGULAR BOARD MEETING MINUTES
MAY 19, 2015**

The Annual/Board Meeting was called to order at 5:01 pm by President Jerry Krug. Those present for roll call were Commissioners E. Alton, K. DeMarse, M. Mack, R. Stanford and J. Krug. Staff present: Director Heitz, Lee Ann Zaremba, Kim Saunders, Cheryl Lenig, Melissa Woodard, Aaron DeMarse and Attorney Freeman.

PUBLIC COMMENT

NA

CORRESPONDENCE

NA

APPROVAL OF MINUTES

A motion to approved the April 14, 2015 Board Meeting Minutes was made by Commissioner Alton, seconded by Commissioner DeMarse. Upon roll call vote the following Commissioners voted aye: E. Alton, R. Stanford, K. DeMarse, M. Mack and J. Krug. With 5 ayes, 0 nays, the motion carried.

APPROVAL OF THE WARRANT

A motion to approve the warrant dated April 2015 was made by Commissioner Mack, seconded by Commissioner DeMarse. Upon roll call vote the following Commissioners voted aye: E. Alton, R. Stanford, K. DeMarse, M. Mack and J. Krug. With 5 ayes, 0 nays, the motion carried.

Commissioner Alton inquired about the noise at the front desk and whether it was coming from the roof. Aaron replied that he thought it was a closed air duct causing the sound. Director Heitz stated maintenance would look into it and have it repaired if necessary.

DIRECTOR'S REPORT

Director Heitz highlighted the list of items to be discussed and voted on during the meeting under new business.

Administration & Finance

Director Heitz received the final settlement in the lawsuit Moore vs Cosgrove vs GPD. Moore was awarded \$40,000 for personal injury, and \$6,500 for property damage. Commissioner Alton inquired who was responsible for paying these amounts. Director Heitz replied I-Parks

Insurance, but the District will have a claim against it and this will affect the District's liability insurance cost in the future.

Director Heitz reviewed a handful residential property tax bills from levy to determine the average increase in property taxes. Director Heitz stated the average increase to Will County homeowners was \$1-\$2 with the highest increase being \$3.

Director Heitz explained the approval of transfer of funds will allow the District to transfer funds from Corp and B & I into capital. This money will be used for the OSLAD grant as well as other capital projects the District needs to have done.

The Water District accepted the donation of the RO system from the Park District. The board will approve the equipment as surplus and donate to the Water District. Director Heitz will contact Joe Cosgrove to make arrangements for pick up of the system. The Water District will be able to use the Park District's equipment to move it.

A quote from Mad Bomber for fireworks during the Fall Fest has increased \$500 from the previous year. This was at the District's request to increase our fireworks show.

A quote from Awesome Amusements attractions for Fall Fest is below our budget. In addition to the trackless train and the human sphere, this year will include a mechanical bull, 24 foot climbing wall and a berry-go-round. Awesome Amusements will provide an attendant for each attraction.

The Park District will host a picnic on August 29th for employees, their families and commissioners.

Director Heitz, Lee Ann Zaremba and Ken Alton will be working together to set the facility up as a local disaster relief center for residents.

There will be luncheon for Linda's retirement. A bench from the District will be presented to Linda for her years of service. The bench will be placed at the pond and will have her name on it. A sample board was shown of gift.

Water District

Director Heitz informed the board that the Park District received a water bill. The Park District did not receive notice from the Water District of the decision to begin charging for water. The original agreement states that both Districts may charge the other for the services they provide

to one another. Also stated in the agreement rates would not increase for 99 years. The Water District adopted a new water code whereas the Park District now falls under local government rates rather than residential / commercial as was listed in the original agreement. Attorney Freeman stated there are a couple of options to consider. The District can pay the bill and do nothing more or the District can pay the bill and charge the Water District administrative cost as stated in the original agreement. Attorney Freeman further explained what's fair is fair. Director Heitz stated the administrative cost for the month of April was \$800. Another option Attorney Freeman stated is to charge back a portion of administrative cost. The Water District has the right to charge the Park District for their water usage. They do not have the right to increase the fee. Attorney Freeman further commented a letter could be written to Joe or the board president objecting to the increase, asking them to reconsider and see what they say. Director Heitz stated, it's not a big deal right now because we aren't using that much water. But when we do put in a splash pad we are going to use a lot more water. It will be a big deal then. Commissioner Mack suggested sending a letter asking the Water District to go back and look over the original agreement. Commissioner Krug agreed. Commissioner Stanford did not want to see an argument develop between the two boards. Commissioner Alton will go along with the majority but is tired of giving in to the Water District. Commissioner Krug asked that a deadline be set for the Water District to respond. Attorney Freeman agreed stating that if Director Heitz does not hear from the Water District, this would in turn be considered a rejection. After much discussion it was decided Attorney Freeman would draft a letter the next day and send it to Director Heitz. Director Heitz will have the letter hand delivered to Joe Cosgrove.

Capital Projects / Improvements

No new information has been released regarding the OSLAD grant.

Recreation

Mudventures had 120 pre registered with 20 more signed up the day of the event. Commissioner Alton remarked about the number of children coming out to play in the mud. Director Heitz complimented Melissa and Kim on a successful event and the teamwork that was shown while preparing for this event. There were many volunteers who came out to help that day. Director Heitz also complimented maintenance for their creativity and the ability for making all obstacle course items from scratch. Commissioner Krug stated he had heard the foam machine was great.

Kim Saunders stated the Beat the Heat event will include wine and beer for the parents to purchase at the beer garden while the children enjoy a water slide, foam machine and slip and

slid. Commissioner Alton inquired if there is a cost to attend this event. Director Heitz replied no, only for the beer and wine. Concession items will also be available for purchase. Commissioner DeMarse commented on the wrestling organization hosting a really good event. They will be hosting their next event here on June 6. The Park District is fortunate to offer concessions during the event.

Upcoming events include the Fishing Derby on June 13 and Beat the Heat water park and movie on June 27th.

Director Heitz asked for clarification regarding rentals and employee discounts. Current policy according to staff states employees may only rent the Rec Hall at a discount of 50% off. There is no policy regarding the pavilions, gazebo or gym. Commissioner Krug voiced concerns regarding power being left on at the pavilion and people who have not rented the pavilion charging their cell phones. Aaron DeMarse replied the cell use is minimal. It would be difficult to turn power off when not in use. Commissioner Mack asked Director Heitz to draft a policy regarding employees and rentals. Director Heitz asked again if the board was leaving the details of the policy to her discretion. No comments or objections were voiced.

Director Heitz updated the board regarding hosting a circus on the park grounds. The event would be held on a Monday night and the week school has resumed. There would be two shows, one at 4:30 and another at 7:30. The District would be responsible for paying \$495 as a good faith down payment. This payment is non refundable. In addition to the \$495, the District also has to guarantee the sale of 200 adult tickets. The District would receive a commission based upon the number of tickets sold in person. No tickets will be allowed to be sold by the District the day of the circus nor is commission paid on any internet sales. Cost of tickets range from \$12.95 a ticket pre event to \$16 day of event. The company will give \$750 for advertising. Director Heitz explained the \$750 would not cover the cost of radio ads. Director Heitz further explained the District would need to sell 483 adult tickets to break even. The District would also have to provide staff, dumpsters, licensing, port-a-potties, feeding staff who would be working the event. After much discussion, the Commissioners felt it was too big of a risk at this time and decided to not pursue hosting the event.

Daycare / PFA

Preschool graduation will be held May 20th.

Kim Saunders will be relocating to Indiana. No official date has been given for her last day. We will begin looking for a PFA teacher, an assistant for Cheryl in daycare and Melissa with special events. Director Heitz commented Kim will be very hard to replace.

OLD BUSINESS

Tentative Budget Ordinance O-105

The Commissioners received an executive summary last month. Even though the Commissioners did not have any questions for Director Heitz concerning the budget, Director Heitz highlighted some details she felt were important to go over again. Some salaries have been reallocated from rec to corp. The health insurance cost associated with those salaries has also been reallocated. Included in the budget is a 3% salary increase. Next year's salary increase would be based on job performance. Phone expense is lower than the previous year and will remain at the new rate for 2 years. Supervisors and maintenance will be reimbursed for the use of their personal cell phone to do Park District business. There is an increase in postage due to residential mailings. Bank fees for credit card processing were increased. New special events have been included for the year. Out of the entire year, there is only 2-3 months where a special event is not being held. These events operate at a loss. Revenue is minimal. Donations are always welcome. The District will be having fireworks in October at the Fall Fest instead of July.

Director Heitz stated rec programs should have a profit of 50% or greater. The Park District in the past has only realized a profit of 3.2%. Most park districts operate their rec programs at a discount to residents and full price to non-residents. Director Heitz further stated GPD operates on tax dollars. The District does not generate any additional revenue outside of rentals, BASP, Daycare and fitness center.

Director Heitz informed the Commissioners that she will be hiring additional maintenance staff. Maintenance's work load has increased with all the special events. While preparing for the special events, maintenance is unable to perform their normal duties regularly. Director Heitz further stated the Park District has a great maintenance staff. The additional help is also figured into the budget. Also new to this fiscal year is a marketing intern. The intern will receive credit for school. Daycare is in need of additional staff. They currently do not have a closer for the evening shift. Hiring additional staff is part of the normal operational aspect of the Director's job. The new budget year also includes a volunteer program. Christine will be implementing this program. Director Heitz stated the additional amount received in the levy was \$30,346.47. This is more than was expected. We will request for approval of final budget on June 9th. Director Heitz again asked the Commissioners if they had any questions. None noted.

NEW BUSINESS

Canvas of Election Results

Motion to accept results were made by Commissioner Mack, seconded by Commissioner Alton. Voice vote.

Oath of Office

The oath of office was administered by Attorney Freeman to Commissioner Krug.

Election of Officers

President

Commissioner Alton was nominated for president by Commissioner DeMarse, seconded by Commissioner Krug. Upon voice vote, all ayes, motion carried.

Vice-President

Commissioner DeMarse was nominated for vice president by Commissioner Krug, seconded by Commissioner Mack. Upon voice vote, all ayes, motion carried.

Treasurer

Commissioner Mack was nominated for treasurer by Commissioner Krug, seconded by Commissioner Stanford. Upon voice vote, all ayes, motion carried.

Secretary

Commissioner Krug was nominated for secretary by Commissioner Alton, seconded by Commissioner Mack. Upon voice vote, all ayes, motion carried.

Commissioner

Commissioner Stanford will retain his position as commissioner of the board.

Approval of Ordinance O-107 Transfer of Funds

A motion to approve Ordinance O-107 Transfer of Funds was made by Commissioner Alton, seconded by Commissioner Mack. Upon roll call vote the following Commissioners voted aye: E. Alton, R. Stanford, K. DeMarse, M. Mack and J. Krug. With 5 ayes, 0 nays, the motion carried.

Approval of IAPD – Liquid Asset Fund/US Bank & Grundy County National Bank as repositories for the District

A motion to approve IAPD- Liquid Asset Fund / US Bank and Grundy County National Bank as the repositories for the District was made by Commissioner Mack, seconded by Commissioner DeMarse. Upon roll call vote the following Commissioners voted aye: E. Alton, R. Stanford, K. DeMarse, M. Mack and J. Krug. With 5 ayes, 0 nays, the motion carried.

Appointment of Tressler LLP as legal Counselor for the District

A motion to approve the appointment of Tressler LLP as legal counsel for the District was made by Commissioner Alton, seconded by Commissioner DeMarse. Upon roll call vote the following Commissioners voted aye: E. Alton, R. Stanford, K. DeMarse, M. Mack and J. Krug. With 5 ayes, 0 nays, the motion carried.

Letter of Engagement with Smith, Koelling, Dykstra & Ohm, PC

A motion to approve the letter of engagement with Smith, Koelling, Dykstra & Ohm as the District's auditor was made by Commissioner Alton, second Commissioner Mack. Upon roll call vote the following Commissioners voted aye: E. Alton, R. Stanford, K. DeMarse, M. Mack and J. Krug. With 5 ayes, 0 nays, the motion carried.

Approval of Ordinance O-106 Personal Property as Surplus for Donation to Godley Public Water District

A motion to approve Ordinance O-106 Personal Property as Surplus for Donation to Godley Public Water District was made by Commissioner DeMarse, seconded by Commissioner Mack. Upon roll call vote the following Commissioners voted aye: E. Alton, R. Stanford, K. DeMarse, M. Mack and J. Krug. With 5 ayes, 0 nays, the motion carried.

Approval of Mad Bomber Fireworks Contract for Fall Fest

A motion to approve Mad Bomber Fireworks Contract was made by Commissioner Mack, seconded by Commissioner DeMarse. Upon roll call vote the following Commissioners voted aye: E. Alton, R. Stanford, K. DeMarse, M. Mack and J. Krug. With 5 ayes, 0 nays, the motion carried.

Approval of Awesome Amusement Rides Contract for Fall Fest

A motion to approve Awesome Amusement Rides contract was made by Commissioner Mack, seconded by Commissioner DeMarse. Upon roll call vote the following Commissioners voted aye: E. Alton, R. Stanford, K. DeMarse, M. Mack and J. Krug. With 5 ayes, 0 nays, the motion carried.

Commissioner DeMarse inquired about the safety of the climbing wall. Director Heitz replied that harnesses will be used as well as attendants from Awesome Amusements.

EXECUTIVE SESSION

N/A

MOTION ADJOURNMENT

A motion to adjourn was made at 6:25pm by Commissioner Alton, seconded by Commissioner DeMarse. Upon voice vote, all ayes, motion carried.

Respectfully submitted by: Lee Ann Zaremba

OFFICIAL REPORTS:

1. Board Meeting Minutes (May 2015)
2. Warrant (May 2015)
3. Tentative Budget Ordinance O-105
4. Canvas of Election Results
5. Oath of Office
6. Approval of Ordinance O-107 Transfer of Funds
7. Approval of IAPD – Liquid Asset Fund/US Bank & Grundy County National Bank as repositories for the District
8. Tressler LLP as legal Counselor for the District
9. Letter of Engagement with Smith, Koelling, Dykstra & Ohm, PC
10. Ordinance O-106 Personal Property as Surplus for Donation to Godley Public Water District
11. Mad Bomber Fireworks Contract for Fall Fest
12. Awesome Amusement Rides Contact for Fall Fest