

**GODLEY PARK DISTRICT
REGULAR BOARD MEETING MINUTES
JUNE 9, 2015**

The Regular Board Meeting was called to order at 5:03 pm by President Edna Alton. Those present for roll call were Commissioners K. DeMarse, M. Mack, J. Krug, R. Stanford and E. Alton. Also present were Director Dayna Heitz, Attorney David Freeman, Lee Ann Zaremba, Melissa Woodard, Cheryl Lenig, Ryan Togliatti, Heather Kuban, and Aaron DeMarse.

PUBLIC COMMENT

NA

CORRESPONDENCE

NA

APPROVAL OF MINUTES

A motion to approve the May 19, 2015 Annual/Board Meeting Minutes was made by Commissioner Mack, seconded by Commissioner Stanford. Upon roll call vote the following Commissioners voted aye: K. DeMarse, M. Mack, J. Krug, R. Stanford and E. Alton. With 5 ayes, 0 nays, the motion carried.

APPROVAL OF THE WARRANT DATED MAY 2015

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

Commissioner Mack inquired about the payment to O'Hare Towing Service for safety lane inspection. Director Heitz replied it is a vehicle safety inspection. The vehicles are not subject to an emission inspection.

DIRECTOR'S REPORT

Water District

Director Heitz updated the board regarding the letter drafted to the Water District asking them to rescind the decision to charge the Park District for water usage. In response to the letter, Director Heitz received an email from Joe Cosgrove stating he would bring the matter to the Water District board's attention at their next meeting. A water bill was received in June for May's water usage. Director Heitz asked for direction regarding charging the Water District for administrative services if they should decide not to rescind the water charges. Commissioner

Alton responded yes bill them that is what the original agreement says. Director Heitz stated the Water District will be billed for 4 weeks of administrative services in April and 5 weeks in May and additional charges going forward. Commissioner Alton asked the board if anyone else had an opinion on the matter. Commissioner Krug felt doing so would lead to a legal battle over nothing. Commissioner Krug further stated raising the water rate does not affect him. Commission Mack felt the Water District should honor the current contract between the two Districts. Commissioner Alton asked the other Commissioners to give Director Heitz direction on the matter. Director Heitz explained the Water Board meets on the 17th and she wants to know how the park board wants the water board decision handled no matter what it may be. Director Heitz further explained she needed direction because the current agreement states the water district can bill the park for water as the park district can bill the water district for administrative services. Until recently the park has not received a water bill nor has the park charged the water district for services. Attorney Freeman reiterated that Director Heitz needed direction if the Water Board did or did not rescinded the water charges. Commissioner Krug suggested waiting until after the Water Board holds their meeting on June 17th to see what their decision is. After discussion regarding the legality of the matter and the effects the rate increase has on everyone in the community, it was decided Director Heitz would wait to see if the Water Board would rescind the decision to charge for water usage. If no decision is made by the Water Board at their meeting, Director Heitz will invoice the Water District for administrative services.

IPARKS

The legal issue of Moore vs. Cosgrove vs. Godley Park District has been settled and is closed.

Financials

SKDO will be coming out Thursday and Friday June 11, 12 to do the audit.

Bond and Interest fund shows a deficit. This is due to the timing of payments being made and tax revenue being received.

Director Heitz stated accounting is working on decreasing the ACH auto deductions from the checking account and moving those charges to the District's administrative credit card. This will allow us to manage our cash flow as well as increase the annual rebate the District will receive from BMO. Utilities payments will be charged to the administrative credit card.

Payables will be done every other week. Payroll checks will still need to be signed weekly. Commissioner Alton and Commissioner DeMarse will be contacted when checks are ready to be signed.

Per the advice from the accounting firm, credit card charges will be listed as a lump sum total by department in the board packet. Details of all charges will be available for review if anyone would like to see them.

Administrative

Front desk has been informed of the new rental policy.

The phone line issue has been resolved. We currently have Call One. Director Heitz will look into getting a quote from AT & T.

Capital

The administrative copier needs to be replaced. The copier is being serviced / repaired multiple times throughout the month. A quote from McGrath has been obtained. The funds will come out of capital.

Repairs to the gym curtain and gazebo roof have been completed.

Additional IT equipment will be purchased for maintenance & marketing.

Budget

Budget is available for public view. Also available is the OMA report. This report must be available no later than 6 days after approval of the budget.

Prevailing wage is due every June. This information will be submitted to the Department of Labor.

Building & Grounds

Two seasonal maintenance workers have been hired.

The Water District picked up the RO system. They did not want the old door. Maintenance will dispose of the door.

Director Heitz thanked Commissioner Mack for planting a garden for the Park District.

Special Events

Upcoming events include the fishing derby, Beat the Heat water park / movie night & a drive in movie at the 80 acres.

PFA

Director Heitz informed the board that Kim Saunders has relocated to Indiana. Kim will continue to compile and submit to the state the information regarding the food program. Kim will also assist Melissa with special events.

An ad has been placed for a PFA teacher and Assistant Director for day care. The position requires very specific qualifications. Commissioner Mack inquired about the length of time it would take for one of our current staff to become qualified for this position. Daycare Director Cheryl Lenig replied 4 years. Director Heitz commented the position requires a bachelor's degree in early childhood education. The position requires a 04 certificate. Director Heitz explained to even work in the Day Care you have to have certain education requirements, a high school diploma and background check is not sufficient. College and certifications in early learning are required. These two positions require even more schooling and specific certifications which many state certified teachers do not have. It is specialized. Director Heitz further stated we could go directly to the school district for a sub from their sub list if we are unable to fill the position. This is not the best solution but will allow us to start school on time while continuing to look for a new teacher. Director Heitz also commented that a lot of ads have been placed and is hoping to find someone soon. School is due to start the 2nd week in August.

Marketing

Director Heitz introduced the marketing intern, Ryan Togliatti. Ryan attends Governors State.

Information for fall brochure was due June 1 to Melissa. The brochure will be mailed out to the communities on August 1st.

Executive Session Minutes

Director Heitz stated executive session minutes should be reviewed every 6 months to decide if any should be released for public view. Director Heitz suggested only releasing the ones for public view that pertain to litigation that the cases have been closed. Executive minutes regarding personnel should remain closed to the public.

OLD BUSINESS

Adoption of the Combined Annual Budget and Appropriation Ordinance O-105

A motion was made by Commissioner Krug, seconded by Commissioner Mack to accept the adoption of the Combined Annual Budget and Appropriation Ordinance O-105. Upon roll call

vote the following Commissioners voted aye: K. DeMarse, M. Mack, J. Krug, R. Stanford and E. Alton. With 5 ayes, 0 nays, the motion carried.

NEW BUSINESS

Adoption of Prevailing Wage Rates 2015 Ordinance O-108

A motion was made by Commissioner Krug, seconded by Commissioner Stanford to accept the adoption of Prevailing Wage Rates 2015 Ordinance O-108. Upon roll call vote the following Commissioners voted aye: K. DeMarse, M. Mack, J. Krug, R. Stanford and E. Alton. With 5 ayes, 0 nays, the motion carried.

Executive Session Minutes – Review for Public View

A motion was made by Commissioner Mack, seconded by Commissioner DeMarse to allow Executive Session Minutes from May 13 & June 17, 2014 be available for public view. All Executive Minutes listed pertaining to personnel would not be available for public view. Upon roll call vote the following Commissioners voted aye: K. DeMarse, M. Mack, J. Krug, R. Stanford and E. Alton. With 5 ayes, 0 nays, the motion carried.

EXECUTIVE SESSION

NA

MOTION ADJOURNMENT

A motion to adjourn was made at 5:35 pm by Commissioner Krug, seconded by Commissioner Stanford. Upon voice vote, 5 ayes, 0 nays, motion carried.

Respectfully submitted by: Lee Ann Zaremba

OFFICIAL REPORTS:

1. Annual/Board Meeting Minutes (June 2015)
2. Warrant (June 2015)
3. Adoption of the Combined Annual Budget and Appropriation Ordinance O-105
4. Adoption of Prevailing Wage Rates 2015 Ordinance O-108
5. Executive Session minute list – Review for Public View