

GODLEY PARK DISTRICT
REGULAR BOARD MEETING MINUTES
April 12, 2016

The Regular Board Meeting was called to order at 5:55 pm by President Alton. Those present for roll call were Commissioners E. Alton, K. DeMarse, J. Krug, R. Stanford and L. Gillette. Also, present Director Heitz, Attorney Freeman, Lee Ann Zaremba, Ryan Togliatti, Melissa Woodard, Carrie Vasil, and Cheryl Lenig. Public present were Laura Hairald, Angie Krug, Ron Taylor, Lois Taylor, Bob Swisher.

PUBLIC COMMENT

Laura Hairald, a former employee, asked if she could address the board regarding her employment at the Park District.

Laura had an issue with the way Director Heitz notified her of a schedule change involving the front desk personnel. Laura and the front desk staff received a memo outlining a new schedule of hours for each of them. Laura felt Director Heitz did not handle the notification in a professional manner. Laura believes she was punished for missing work due to medical issues. Laura stated never was there a time when Director Heitz said she was not doing a good job, nor had she never been talked to or reprimanded. Laura further stated that she feels Director Heitz does not like her.

Director Heitz distributed to the commissioners a copy of the schedule memo to the front desk staff along with a list containing all the times Laura had missed since the start of her employment with the district. Director Heitz stated that the position Laura held is a crucial position and requires the staff member to be dependable. Director Heitz stated Laura is a good worker. However, she is not dependable. Director Heitz also commented on the fact that most of the days missed were due to Laura calling off and not a prior approved scheduled time off. Director Heitz stated an employer has the right to change schedules. Director Heitz informed the Commissioners she had received a phone call from Commissioner Alton yelling and cussing at her regarding the new schedule, Laura's hours, the person hired to work the front desk and numerous other personnel issues Commissioner Alton disagreed with. Director Heitz asked the Board of Commissioners to decide who is in charge of personnel, herself or them. Discussion ensued between Director Heitz and Commissioner Alton. Commissioner Krug asked Director Heitz if she had told Commissioner Alton she was giving her notice. Director Heitz corrected Commissioner Krug by stating that she would live up to her contract and give thirty days' notice if she found another position. Commissioner Alton agreed that was the conversation. Attorney Freeman advised the Commissioners to continue this discussion in executive session.

CORRESPONDENCE

Director Heitz received a letter from Cody Krug asking the Park District to sponsor a men's basketball team for the Channahon Park District. Cody is looking for \$350, for which they would call themselves the "Miners". For a sponsorship greater than \$350, they would create a face book page and twitter link.

Commissioner Krug stated the park use to sponsor a softball team. Director Heitz stated the softball team the district sponsored was many years ago when a league was started here at the district and was played at Godley. Commissioner Alton asked about our own basketball league. Director Heitz replied we do not have a league; we have a recreational learning program for children. Commissioner Krug inquired about the sponsorship for the Reed Custer soccer team. Director Heitz stated their sponsorship is nonmonetary. They use the conference room for their board meetings and registration dates. In exchange for the use of the conference room, our name "Godley Park District is on the team t-shirt". We sponsor a team of children. The soccer team also rents the gym for their practice time. Commissioner Alton inquired about the sponsorship for the cub scouts. Director Heitz stated she personally paid for their charter the first year. They use a room at no cost to the district. The Boy Scouts have been here for many years and do not request a sponsorship other than use of the Rec Hall. Commissioner Alton asked where the kids live that play on this team, none of the kids are from Godley. Commissioner DeMarse stated he would like to help keep children off the street. Angie Krug stated that Cody had spoken to Rick Collins at the district about starting a men's league here at the district.

Director Heitz inquired about the parameters the Commissioners would like to set regarding sponsorships for outside organizations. Director Heitz asked how the commissioners would like her to decide who receives a sponsorship if multiple requests are received; first come, first serve. Director Heitz also inquired what the maximum amount of monetary value she should figure into the budget. Director Heitz further asked which sports the commissioners were interested in sponsoring. Commissioner DeMarse suggested sponsoring one sport team a year.

After much discussion, the commissioners asked Director Heitz to speak with Cody regarding his team, what he needs, when the summer league starts, and figure out what the district can do for the sponsorship. Director Heitz was asked to report how other districts handle outside sponsorships.

A motion to approve a sponsorship up to \$350 to Cody Krug was made by Commissioner DeMarse, seconded by Commissioner Gillette. Upon roll call vote, the following Commissioners

voted aye: R. Stanford, K. DeMarse and L. Gillette. Commissioner Krug abstained from voting. With 4 ayes, 0 nays, 1 abstained, the motion carried.

APPROVAL OF MINUTES

A motion to approve the March 8, 2016 Board Meeting Minutes and Executive Session Minutes (without public view), and the March 22, 2016 Special Board Meeting Minutes was made by Commissioner DeMarse, seconded by Commissioner Krug. Upon roll call vote, the following Commissioners voted aye: R. Stanford, J. Krug, K. DeMarse, L. Gillette and E. Alton. With 5 ayes, 0 nays, the motion carried.

APPROVAL OF THE WARRANT DATED MARCH 2016

A motion to approve the warrant dated March 2016 was made by Commissioner Krug, seconded by Commissioner DeMarse. Upon roll call vote, the following Commissioners voted aye: R. Stanford, J. Krug, K. DeMarse, L. Gillette, and E. Alton. With 5 ayes, 0 nays, the motion carried.

Commissioner Alton inquired about the number of credit cards the District has. Director Heitz stated she believed there to be approximately six plus regulars along with the five Commissioner's cards in the safe. Commissioner Alton would like to see an itemized list each month of all credit card transactions by each employee.

Commissioner Gillette had a question about page 34 of the financials. Director Heitz explained that he was looking at the current budget through March. Director Heitz stated that the PFA, Food Subsidy, Daycare, and BASP programs receive revenue from the state and that the state payments are often a month or two behind. Commissioner Gillette inquired about the fitness equipment because according to the budget we have a profit. Director Heitz responded that is correct on the fitness center profit. Fitness center, Day Care, BASP, and rentals are our only revenue generators for the district. We plan to look into purchasing a new treadmill and possibly a new bike in the new fiscal year. Those purchases are capital not operations. The profits from these programs need to go to operational expenses.

DIRECTOR'S REPORT

Administrative & Finance

Land Cash Donation Ordinance – No update at this time.

Budget – Tentative budget is included in the board packet. The Budget will not be approved as final until next the board meeting on May 17, the 3rd Tuesday of the month. Director Heitz

stated we need 30 days between the tentative budget and approval of the final budget. A public hearing notice will be published in the local paper one week prior to the May meeting.

Director Heitz distributed to each of the commissioners an Executive Summary. The summary explains in detail the line items and percentage splits. Director Heitz reminded the commissioners that if they had any questions, to please speak with her prior to the next meeting. Director Heitz also commented there were many cuts made to the budget due to the drop in the EAV in the Exelon agreement. Explanation continued on the cuts and reallocations of figures.

Upcoming events include the Family Kite Fly and Pet Adoption in April.

Signature Cards – Director Heitz informed the Commissioners that if they would like to add or subtract signors on the bank accounts, they would need a resolution at the May meeting. Personal information necessary for the signature cards are DOB and the signer's drivers license number.

Bob Swisher inquired about the gun sign on the doors of the building. Commissioner Stanford replied it is a law. Bob Swisher asked whose law. Attorney Freeman explained it is a state law enacted several years ago.

Capital Project / Improvements

OSLAD Grant – there is no update at this time.

Capital Projects – Capital projects discussed at the special meeting have been included in the budget fiscal year 2016-2017. Director Heitz stated detailed information regarding the capital project fund and line items are in the Executive Summary. The capital project will change as we progress through the project whether it is the design, budget, or otherwise. We will encounter situations that we will not be able to anticipate.

Design Perspectives will assist in the architectural services with a new agreement for the capital projects in place of the OSLAD Grant.

Department Reports

The various department reports were given during the committee meeting.

OLD BUSINESS

CONSIDERATION OF LAND CASH DONATION ORDINANCE

The Land Cash Donation Ordinance was tabled.

Bob Swisher inquired if the Land Cash Donation Ordinance was going to come up for a vote this month. Director Heitz reiterated she was unable to follow up on the Land Cash Donation due to working on the budget and had no additional information at this time. Bob Swisher asked if it would come up for vote in May then. Director Heitz stated no.

NEW BUSINESS

TENTATIVE BUDGET ORDINANCE O-110

Discussion and explanation in directors report.

A motion to approve the tentative budget ordinance O-110 was made by Commissioner Stanford, seconded by Commissioner Gillette. Upon roll call vote, the following Commissioners voted aye: R. Stanford, J. Krug, K. DeMarse, L. Gillette, and E. Alton. With 5 ayes, 0 nays, the motion carried.

2016-2017 ANNUAL MEETING SCHEDULE

A motion to approve the 2016-2017 Annual Meeting Schedule was made by Commissioner Gillette, seconded by Commissioner DeMarse. Upon roll call vote, the following Commissioners voted aye: R. Stanford, J. Krug, K. DeMarse, L. Gillette, and E. Alton. With 5 ayes, 0 nays, the motion carried.

DESIGN PERSPECTIVES, INC – ARCHITECTURAL SERVICES AGREEMENT

A motion to approve the Design Perspectives, Inc. – Architectural Services Agreement was made by Commissioner Gillette, seconded by Commissioner DeMarse. Upon roll call vote, the following Commissioners voted aye: R. Stanford, K. DeMarse, L. Gillette, and E. Alton; the following Commissioners voted nay: J. Krug. With 4 ayes, 1 nay, the motion carried.

Commissioner Krug asked if we had talked to anyone else besides Design Perspectives? Director Heitz explained no, he is the architect and designer we had contracted with for the OSLAD grant plans. This agreement includes wetlands agreement, the surveyor, architectural services, project startup, and civil engineering.

EXECUTIVE SESSION

A motion to go into Executive Session for personnel reasons 5 ILCS 120/2 (C)(1) was made by Commissioner Krug, seconded by Commissioner Gillette. Upon roll call vote, the following Commissioners voted aye: R. Stanford, J. Krug, K. DeMarse, L. Gillette, and E. Alton. With 5 ayes, 0 nays, the motion carried.

Prior to regular session meeting resuming, Commissioner Alton left the meeting. Regular session meeting resumed at 7:38 pm.

MOTION ADJOURNMENT

A motion was made by Commissioner DeMarse, seconded by Commissioner Stanford to adjourn the meeting at 7:40 pm. The board voted unanimously to adjourn the meeting. On voice vote, the motion carried.

Respectfully submitted by: Melissa Woodard

OFFICIAL REPORTS:

1. Board & Executive Session Meeting Minutes (March 8, 2016)
2. Special Board Meeting Minutes (March 22, 2016)
3. Warrant (March 2016)
4. Tentative Budget Ordinance O-110
5. 2016-2017 Annual Meeting Schedule
6. Design Perspectives, Inc. – Architectural Services Agreement