



**OFFICIAL MINUTES  
BOARD OF PARK COMMISSIONERS  
NOVEMBER 17, 2011**

The Oswegoland Park District Board of Park Commissioners met on the above date at South Point, 810 Preston Drive, Oswego, Illinois.

**Convening the Meeting**

President Bob Mattingly called the meeting to order at 5:30 p.m. Following the Pledge of Allegiance the Secretary called the roll. Commissioners Ebersole, Krase, Mattingly, Wass, and White were physically present.

Staff in attendance included: Bill McAdam, Rich Zielke, Nancy Woods, Cindy Benson, Tom Betsinger, Carolyn Murray, Grant Casleton, Chad Feldotto, Brad Doyle, Adam Noggle, Kristen Martzan, Brian Everhart, Andrea Hallam, Margaret Gienger, Ginny Bateman, Jen McFall, and Mike Fee.

Lyle Rolfe, reporter for the Ledger-Sentinel; Steven Jack, reporter for the Oswego Patch; Janette Sturgis, reporter for the Beacon News; Eric Anderson, representative from BMO Capital Markets; Ron Vine, President of Leisure Visions; and Parker Johnson, Attorney, were also in attendance.

Guests in attendance included: Gary Eagleton, Rick Ayers, and Bobbi Burgstone.

**Announcements and Changes to the Agenda**

McAdam noted that the agenda showed an incorrect amount for the lease agreement with Nadler Golf Car Sales, Inc. at \$53,374.00, and that the correct amount is \$54,374.00.

**Convening the Public Hearing**

At 5:35 p.m. President Mattingly opened the public hearing to receive public comment on a proposed property tax levy increase for the Oswegoland Park District for 2011. He invited those in attendance to present written or oral testimony with respect to the proposal.

Resident Bobbi Burgstone commented that she believes all government agencies are going after more money and she feels it is insensitive in this economy. Burgstone shared her opinion to vote down the proposed tax levy increase adding that Parks and Recreation is a luxury and not important to humanity.

Resident Rick Ayers agreed with Burgstone and shared his opinion that the Board has not demonstrated a need for this increase, and they should look at voting down this proposed tax levy increase as the Village and others are able to maintain their budgets without an increase.

Mattingly confirmed that Board action on this proposed tax levy increase will not take place until the next Board meeting on December 15.

**Communications**

Eric Anderson with BMO Capital Markets provided Commissioners with handouts regarding bonding options. Anderson provided a presentation to the Commissioners at the October 26 Board Workshop

Meeting and noted these handouts provide much of the same information in his original presentation with the exception of removing the Fox Bend project. Anderson shared that by including the Winrock Pool Project over a fifteen (15) year period, and capital projects over a three (3) year period, the District would still have room for future projects. Anderson reviewed the timeline for the bond process noting his recommendation that the Board call for a BINA Hearing and adopt Notice of Intent – Alternate Revenue Bonds at the next Board meeting on December 15, and then conduct the BINA Hearing on January 19, and adopt the Ordinance to sell limited and ARS bonds on February 16, and finally completing the bond closing on March 1. Anderson did point out that the numbers used in his presentation represent assumed CPI and therefore are not accurate, as the CPI will not be known until December 31.

Ron Vine, President of Leisure Visions, provided the Board with a presentation on the Needs Assessment Process and Special Analysis Tools. Vine has conducted over 600 parks and recreation surveys and public involvement processes and over 200 parks and recreation strategic/master plans. Vine noted that about 50 of these projects were completed in Illinois. Vine shared that the Needs Assessment Process includes: focus groups/stakeholder interviews; a statistically valid community survey (that includes a random combination of mail and phone questions that are developed in partnership with the District); and a special analysis plan. Vine continued by saying the questions are directed at the usage, awareness, and satisfaction of services; the citizens' vision for the future of the District; and the citizens' financial support to fund their vision. The special analysis tools include drilling down the results; using national and Illinois benchmarking (Leisure Visions is the only firm that has this); and GIS mapping. Vine noted that typically his firm would charge \$1500 for the benchmarking part of this survey, but has agreed to waive this fee for the District. Vine concluded noting that his firm's goal is to target efforts to the citizens "unmet" needs.

### **Recognition of Visitors**

### **Written Correspondence**

### **Consent Agenda**

President Mattingly listed items on the Consent Agenda as follows:

- Approval of minutes of the special board workshop meeting on October 26, 2011
- Approval of minutes of the special board meeting with the Oswego Village President and Board of Trustees on October 26, 2011
- Approval of minutes of the regular open meeting on October 27, 2011
- Approval of minutes of the special board meeting on November 7, 2011
- Acceptance of the Treasurer's report as of October 31, 2011
- Approval of Payables for the period of October 29, 2011 – November 19, 2011, in the amount of \$141,264.44

Commissioner Krase made a motion to accept the Consent Agenda. The motion was seconded by Commissioner Ebersole.

Roll Call:	Ayes	Commissioners Ebersole, Krase, Mattingly, Wass, and White
	Nays	0
	Abstain	0
	Absent	0

## **Board Business**

### **President's Report**

### **Commissioner Comments**

### **Staff and Committee Reports**

#### **Executive Director**

McAdam shared that the District has begun doing prairie burns and will continue as long as the weather allows. McAdam also shared that in talking to the Village Mayor, LeClerq said he will be including a discussion on the deleterious effects of phosphorous based fertilizer products on the Village's next agenda.

McAdam thanked Commissioner White for meeting with staff to discuss ideas for improving the District's purchasing practices and procedures.

McAdam congratulated Kristie Vest and her team for hosting and running a successful Gobbler Hobbler this year, as well as for implementing a new course that included the downtown area.

McAdam also congratulated Nancy Woods and the Finance staff for qualifying for the Certificate of Achievement for Excellence in Financial Report. This Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

McAdam informed Commissioners that the review of the Board Policy Manual and Administrative Operations Manual, referenced under New Business, are both still be updated by staff and will be distributed to Commissioners prior to the December Board meeting.

McAdam reminded Commissioners that a Finance Committee Meeting has been scheduled for Tuesday, December 6 at Prairie Point beginning at 2:00 p.m.

#### **Deputy Director**

Zielke distributed a tentative budget for Fiscal Year 2012 to Commissioners. Zielke noted that the District's fiscal year runs from January 1 through December 31, and therefore the Board is required to approve a tentative budget prior to January 1. Zielke stated that the proposed budget worksheets he distributed include the actual dollars for 2009 (noting this was only an eight month period due to the changing of the District's fiscal year); the actual dollars for 2010; the approved budget for 2011; the fund balance for 2011 as of November 7 of this year, and the proposed budget for 2012. Zielke also added that the proposed numbers do not include allocation of funds, and that the budget will be shown as a balanced budget. Zielke will provide the Board with a better idea of the proposed budget numbers for 2012 at the Finance Committee Meeting on December 6.

**Finance Director**

Woods shared that Springbrook was out to do the Business Plan Study the week of November 7, and she is now working with Springbrook on a tentative schedule for the next steps to move forward on this project.

**Written Staff Reports**

Mattingly thanked staff for the great work they continued to do, and commented on the nice pictures from Gobbler Hobbler that were in the November 17 Ledger.

**Fox Bend**

Doyle informed Commissioners that Fox Bend will be running a Deal Caddy through Golf Now to pre-book for next spring.

In addition, Doyle added that the season pass programs have been completed, and are actually a little bit lower. This information is on Fox Bend’s website in hopes to get some early sales.

**Fox Valley Special Recreation Association**

**Foundation**

The Foundation met on November 10, and Commissioners Ebersole and Krase were in attendance. Gienger informed the Board that the Foundation’s annual meeting will be in January.

**Action Items**

Commissioner Krase made a motion to enter into a lease agreement with Nadler Golf Car Sales, Inc., from September 28, 2011 through December 1, 2012 in the amount of \$54,374.00. The motion was seconded by Commissioner Ebersole.

Roll Call:	Ayes	Commissioners Ebersole, Krase, Mattingly, Wass, and White
	Nays	0
	Abstain	0
	Absent	0

**Unfinished Business**

**New Business**

Adam Noggle and Brian Everhart, Athletic Coordinators, along with Kristen Martzan, Program Supervisor, gave a presentation on Recreation that included the District’s Mighty Mites, Soccer, Fitness, T-Ball/Baseball, Birthday Parties and Dance, and Basketball programs they are responsible for overseeing.

**Adjournment**

The meeting was adjourned to Executive Session at 6:51 p.m. following a motion made by Commissioner Wass and seconded by Commissioner Ebersole.

Roll Call:	Ayes	Commissioners Ebersole, Krase, Mattingly, Wass, and White
	Nays	0
	Abstain	0
	Absent	0

The meeting was adjourned following Executive Session at 7:20 p.m. following a motion made by Commissioner Wass and seconded by Commissioner White.

Roll Call:	Ayes	Commissioners Ebersole, Krase, Mattingly, Wass, and White
	Nays	0
	Abstain	0
	Absent	0

Approved:



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Cindy Benson, Board Secretary  
December 20, 2011