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 Mattingly called the meeting to order at 7:42 p.m.

The Secretary called the roll. Commissioners Ebersole, Krase, Mattingly, Wass, and White registered their physical presence by stating their name.

Staff attending the meeting stated their name and position as follows: Bill McAdam, Executive Director, Rich Zielke, Deputy Director, Cindy Benson, and Executive Assistant.

Parker Johnson, Attorney, was also in attendance.

Approval of Minutes
Wass made a motion to amend the minutes of the Executive Session held on December 28, 2011, to reflect that during this Executive Session, after the District Attorney and staff were asked to leave the room, the Board President distributed a copy of the letter written by Wass to Mr. Diamond of Ancel Glink and a copy of the response from Ancel Glink, and that Wass was castigated for not obtaining permission prior to writing his letter to Mr. Diamond, and that the other Commissioners were very happy with Mr. Price and said that Wass was just out to get him (Mr. Price) and Wass advised the Board that he thought Mr. Price should be removed as the District’s outside counsel and that Wass planned on following through on reporting Mr. Price to the Illinois Attorney Registration & Discipline Commission. In addition, Wass felt he was being intimidated during this meeting to drop anything going further. This motion died due to lack of a second.

The Board approved minutes of the Executive Session held on December 28, 2011, following a motion by Commissioner Krase. The motion was seconded by Commissioner White.

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

Land Acquisitions

Alexander Lumber
Mattingly updated the Board that he and McAdam met with the Village President, Brian LeClerq, and Dwight Baird and let them know how the Board felt at this time regarding the Alexander Lumber property. Mattingly confirmed that LeClerq and Baird understood the Board’s position and added that their Board is not all in agreement on this property either.

Mattingly added at this time he is leaning towards talking to Mr. Alexander about asking him for First Right of Refusal.
After discussion, Commissioner agreed that they are not interested in purchasing this property at this time.

**Adjournment**
The meeting adjourned at 7:40 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

**Approval**

Cindy Benson, Board Secretary  
March 22, 2012
The Oswegoland Park District Board of Park Commissioners met on the above date at South Point, 810 Freston Drive, Oswego, Illinois.

CONVENCING THE MEETING
President Mattingly called the meeting to order at 5:36 p.m.

The Secretary called the roll. Commissioners Ebersole, Krase, Mattingly, Wass, and White registered their physical presence by stating their name.

Staff attending the meeting stated their name and position as follows: Cindy Benson, Executive Assistant.

Robert Bush, Attorney, was also in attendance.

Litigation
Bush updated the Board on the status of the pending litigation as a result of an alleged Open Meetings Act (OMA) violation, in reference to the Executive Session held on December 28, 2011, that was filed with State's Attorney.

Bush confirmed that the District sent all requested information, including the approved minutes of this meeting as well as a copy of the recording.

The next step is for Bush to review all information with the State’s Attorney, Eric Weis. Any violations that are determined would then be released to the public by transcript and/or tape. Bush noted that his secretary would create the transcript and then pending Weis’s review of the transcript, the case would then be resolved. The other alternative is to go to court where the outcome generally would be the same.

In response to Mattingly’s question, Bush confirmed that the reason (litigation) for going into Executive Session was legal. The concern is that the discussion then strayed off topic and that most of the participants were guilty of this.

In response to Ebersole’s question, Bush confirmed that only the segments deemed in violation of OMA would be released by form of a transcript. All other segments of the meeting would remain closed.

Bush noted that if the census of the Commissioners was for him to meet with Weis to determine any parts of the meeting that are in violation of OMA, then the next step would be for him to contact Weis on Friday, March 23, 2012, to set up a time to review all information pertaining to the December 28, 2011, Executive Session. Bush expects this meeting to take place within the next thirty days and to have this case resolved by May.

When seeking out a census to move forward, all Commissioners were in agreement with following these next steps. Wass asked to be abstained, noting he was the one that filed this alleged violation. However, Wass added that he is not objecting to moving forward in this manner.

Bush stated he would keep Mattingly up to date on the progress.
Approval of Minutes
Wass made a motion to amend the minutes of the Executive Session held on December 28, 2011, to reflect that during this Executive Session, after the District Attorney and staff were asked to leave the room, the Board President distributed a copy of the letter written by Wass to Mr. Diamond of Ancel Glink and a copy of the response from Ancel Glink, and that Wass was castigated for not obtaining permission prior to writing his letter to Mr. Diamond, and that the other Commissioners were very happy with Mr. Price and said that Wass was just out to get him (Mr. Price) and Wass advised the Board that he thought Mr. Price should be removed as the District’s outside counsel and that Wass planned on following through on reporting Mr. Price to the Illinois Attorney Registration & Discipline Commission. In addition, Wass felt he was being intimidated during this meeting to drop anything going further. This motion died due to lack of a second.

The Board approved minutes of the Executive Session held on January 31, 2012, following a motion by Commissioner Ebersole. The motion was seconded by Commissioner Krase.
Roll Call:  Ayes  Commissioners Ebersole, Krase, Mattingly, Wass, and White
            Nays  0
            Abstain  0
            Absent  0

Adjournment
The meeting adjourned at 5:46 p.m. following a motion made by Commissioner White and seconded by Commissioner Wass.
Roll Call:  Ayes  Commissioners Ebersole, Krase, Mattingly, Wass, and White
            Nays  0
            Abstain  0
            Absent  0

Approval

Cindy Benson, Board Secretary
April 26, 2012
The Oswegoland Park District Board of Park Commissioners met on the above date at Prairie Point, 313 E. Washington Street, Oswegc, Illinois.

CONVENING THE MEETING
President Mattingly called the meeting to order at 8:36 a.m.

The Secretary called the roll. Commissioners Ebersole, Krase, Mattingly, Wass, and White registered their physical presence by stating their name.

Staff attending the meeting stated their name and position as follows: Cindy Benson, Executive Assistant.

Employment
Regarding Bill McAdam’s resignation, Mattingly explained that the Board’s next steps included the following options: not assigning an interim Director and begin working with a search committee; naming Rich Zielke the interim Director and then begin a search; naming Zielke interim Director for a specified amount of time; or naming Zielke the Executor Director.

After discussion, the Board came to a consensus to appoint Zielke as the Interim Director, for an unspecified amount of time, and evaluate Zielke on a quarterly basis.

It was also agreed to wait to determine whether or not there is a need to fill the Deputy Director position.

After discussion was had regarding a monthly stipend for Zielke, the consensus was to offer Zielke a stipend of $1000 per month, effective May 1, 2012.

Adjournment
The meeting adjourned at 9:11 a.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

Approval

Cindy Benson, Board Secretary
April 26, 2012
Minutes Opened on September 21, 2017

OSWEGOLAND PARK DISTRICT

BOARD OF PARK COMMISSIONERS
EXECUTIVE SESSION
APRIL 26, 2012

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 Mattingly called the meeting to order at 6:35 p.m.

The Secretary called the roll. Commissioners Ebersole, Krase, Mattingly, Wass, and White registered their physical presence by stating their name.

Staff attending the meeting stated their name and position as follows: Rich Zielke, Interim Executive Director and Cindy Benson, Executive Assistant.

Derke Price, Attorney, was also in attendance.

APPROVAL OF MINUTES
The Board approved minutes of the Executive Session held on March 22, 2012, following a motion by Commissioner Wass. The motion was seconded by Commissioner White.

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

The Board approved minutes of the Executive Session held on April 24, 2012, following a motion by Commissioner Wass. The motion was seconded by Commissioner Ebersole.

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

LAND ACQUISITION

357 Main Street, Oswego
Zielke shared information regarding property located at 357 Main Street in Oswego, owned by Ron Weilert. This property includes 3.9 acres of vacant land that has been subdivided. The railroad comes behind this property. Weilert approached the District to see if they would be interested in this property for $425,000. This property does not have any direct access to the river. Krase commented that this is a beautiful piece of property, but without access to the river, does not see a benefit for the District to purchase. In addition, Krase noted that Weilert paid $340,000 for this property in 2002 that included a house as well, and feels that $425,000 is too much for this property. Mattingly, Ebersole, and Wass agreed with Krase that they did not see any need for the District to acquire this property. Zielke will contact Weilert to respectively decline his offer.
Old Greenhouse Property Located on Adams Street in Downtown Oswego
Mattingly shared that he was approached to see if the District would be interested in bidding on this property, as it will be going up for auction on May 19. Mattingly shared that he did not believe this would be a useful piece of property for the District to acquire. Mattingly added that he thought the Village should purchase this property so they could clear out this dangerous corner. Wass agreed that this property is located at a dangerous intersection and he did not see where this property would be useful to the District. White added that he believes the District currently has a lot of property and would be against purchasing any additional property at this time. Ebersole shared that the greenhouse is the only glimmer of this purchase, but also the dangerous part of this purchase. Ebersole added that the District does not need a greenhouse at this time, as the District is using Stewart House for its greenhouse needs. All agreed that it would be best for the Village to acquire this property to improve this dangerous intersection.

105 Rance Road, Oswego
Zielke shared that he was contacted by Paul and Sue Oliver regarding whether the District would be interested in obtaining their property at 105 Rance Road in Oswego. This property is about 50 acres and is flatland. Zielke noted that this property is similar to the property that Board looked at off of Grove Road over a year ago. Zielke also added that his property is currently surrounded by a lot of bank-owned properties. Commissioners were interested in receiving more information regarding this property. Zielke will bring more information and a plan survey of this property to the May 24 board meeting. Mattingly shared that he thought the District could use more flat land if the District was able to acquire the land inexpensively, with a grant.

LEGAL COUNCIL’S RECOMMENDATION TO RELEASE CERTAIN CLOSED SESSION MEETING MINUTES
Attorney Price recommended the Commissioner approve to release all closed session meeting minutes up to April 27, 2006, as these minutes are those leading up to the purchase of Fox Bend and are now ready to be released. These minutes include Closed Session Minutes from January 17, 2006; February 20, 2006; February 23, 2006; March 14, 2006; and March 23, 2006.

The Board determined reasons to preserve minutes, up to April 27, 2006, no longer exist and minutes beginning with April 27, 2006 to present, will not be released as reason for preservation of privacy still exists. The Board approved to release all minutes up to April 27, 2006, following a motion by Commissioner White. The motion was seconded by Commissioner Ebersole.
Roll Call: Ayes Commissioners Ebersole, Krase, Mattingly, Wass, and White
Nays 0
Abstain 0
Absent 0

Adjournment
The meeting adjourned at 6:56 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
Approval

Cindy Benson, Board Secretary
May 24, 2012
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 Mattingly called the meeting to order at 5:33 p.m.

The Secretary called the roll. Commissioners Ebersole, Krase, Mattingly, Wass, and White registered their physical presence by stating their name.

Staff attending the meeting stated their name and position as follows: Rich Zielke, Interim Executive Director and Cindy Benson, Executive Assistant.

Robert Bush, Attorney, was also in attendance.

OPEN MEETINGS ACT (OMA) VIOLATION
Bush distributed copies of the transcript from the December 28, 2011 Executive Session meeting that the State’s Attorney and himself agreed should be released. After reviewing this transcript, Bush recommended the Board ask for a motion in Open Session to approve portions of closed session minutes from December 28, 2011 as redacted by the Illinois State’s Attorney and the District’s Attorney. Bush will send the District the final copy of the transcript to be released. This transcript will be available the week of May 27. Bush confirmed that by passing this motion, the District will avoid litigation.

Mattingly shared that he received a letter from the State’s Attorney’s office confirming that upon release of the transcript to the public, they will consider this matter to be closed.

In response to White’s inquiries regarding this violation, Bush confirmed that the Board was in violation, adding that although the reasons the Board entered into Executive Session were okay, the conversation amongst all Commissioners swayed from these reasons. Ebersole stated that it is important the public knows this.

Bush reminded all Commissioners that they are responsible for completing the online OMA training. In addition, it is each Commissioners responsibility to stop conversations from swaying from the original reasons an Executive Session meeting is being held. Bush confirmed that if conversations continue to sway, it is okay for a Commissioner to leave the room. Bush also added that any further OMA violations could result in a different outcome. Commissioners should be aware of the topics they are meeting to discuss and keep all conversations focused on these topics.

In response to Krase’s inquiry regarding addressing Board conduct, Bush confirmed that this is not a topic that can be discussed in Executive Session; only attorney conduct can be discussed.

Bush then again confirmed that once the Board votes to release the transcript, this case regarding the OMA violation will be closed.
The Board was in consensus that they were satisfied with this resolution.

Wass asked that Bush make a couple of spelling corrections to the transcripts, which Bush agreed to do.

Benson confirmed the process of releasing Executive Session meetings, confirming that once the Board votes to release this transcript, the transcript will then be filed with the open minutes that are available upon request. In addition, a copy of the transcript will be sent to the Oswego library to be filed with all other Open Minutes of the District.

In conclusion, Bush confirmed that the transcript presented is all that will be released. The remaining minutes from the December 28, 2011 Executive Session will remain closed.

ADJOURN TO OPEN SESSION
The meeting adjourned to Open Session at 5:49 p.m. following a motion made by Commissioner White and seconded by Commissioner Ebersole.

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RECONVENE TO EXECUTIVE SESSION
The Board reconvened to Executive Session at 7:43 p.m.

The Secretary called the roll. Commissioners Ebersole, Krase, Mattingly, Wass, and White registered their physical presence by stating their name.

Staff attending the meeting stated their name and position as follows: Rich Zielke, Interim Executive Director and Cindy Benson, Executive Assistant.

APPROVAL OF MINUTES
The Board approved minutes of the Executive Session held on April 26, 2012, following a motion by Commissioner Wass. The motion was seconded by Commissioner Ebersole.

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LAND ACQUISITION

105 Rance Road, Oswego
Zielke shared additional information he received regarding this property owned by Paul and Susan Oliver. To recap, Zielke noted that the Oliver’s approached the District about purchasing this property that is about 50 acres and is primarily surrounded by bank owned farm ground. This property includes some prairie, a house, small greenhouse, three barns, pond, in ground pool and bath house, mobile trailer, and flat land. Zielke added that all the buildings are in excellent shape and the flat land could possibly be used for ballfields. The Oliver’s may be interested in doing a life estate if the District is interested in this property. Zielke also shared that the Oliver’s are not in any hurry to leave or relocate. Zielke also noted that at this time the District does not have the funding to purchase this property.
Zielke also shared that DECO funding is just starting to become available again. The District had been approved for $600,000 to be used for open space and land acquisition. Zielke had Nancy Casleton submit the paperwork for this project to see if it would qualify. Zielke is also working with Tori Cross to see how he advises the District to pursue this project.

Krase intervened to say she is uncomfortable with Wass recording the Executive Session of the Board. Mattingly responded that he checked into whether or not this is acceptable and confirmed that this is okay for a Board member to do. Mattingly reiterated the importance of keeping all information discussed in Executive Session confidential, including all recordings.

Regarding the DECO funding, Mattingly updated the Board that the District was approved two or three years ago to receive $600,000, which has not yet been received.

In response to Wass’s inquiry, Zielke responded that he has not yet been given a purchase price for this property. Zielke added that this property is a horse farm and also has a lot of alfalfa ground. Zielke confirmed that this is a flat, fertile piece of land. Wass noted that he would guess good farmland to be valued around $10,000 per acre.

Ebersole asked if Zielke could get information from realtors as to what similar properties are currently going for. Ebersole added that some prairie might allow the District some additional uses then just ballfields. Zielke added that this property would provide opportunities for multiple uses. Mattingly asked that Zielke get a purchase price for this property.

Zielke shared that the Oliver’s would be happy to schedule a tour of the property. Wass suggested that the Board let Zielke represent the District at this time until we have more information on this property. Krase also asked Zielke to see if he can find prices on some of the surrounding bank owned properties. In addition, Krase asked Zielke to see if the Oliver’s would consider dividing any of their property, perhaps selling the land to the District and they keep the house and a couple acres.

Zielke showed the Board the Plat of Survey for this property, but informed the Board he would work with Planning & Development to get better aerials for the July meeting.

Ebersole inquired about the possibility of incorporating the pond into a dog park.

Zielke agreed to bring more information on this property to the July meeting.

STAFF RAISES / SALARIES
Zielke informed the Board that the past two years the Board has approved a 1.5% COLA increase for staff. Zielke reminded the Board that staff raises are effective May 1 of each year. Zielke noted that this year’s budget does include a 3% increase to account for staff raises.

The Board would like additional time to review the information Zielke provided them that included:

- Raise history since 2009, along with salary comparisons with similar agencies
- Salary survey that the District completed in 2008, by pay grade, and included the approved salary increases to date to these numbers
- Spreadsheet identifying positions to pay grades and where those positions currently fall within their salary range (Zielke noted that of the 43 full-time staff, 18 are at the mid-point or higher of their pay range, the remaining 25 staff are below the mid-point in their pay range.)
- Public Salary Survey done through IPRA, where it compares information provided by our District to other districts.
- Benefit Comparison that breaks out all health care offerings and compares these offerings to other local agencies and similar districts (Krase added the there is a new IRS requirement that all health insurance premiums must now be included on W-2 forms.

White suggested Zielke gather information regarding the Oswego Fire Department to include in this comparison data, and Mattingly agreed.

Zielke shared that most staff opt for the HMO coverage, and added that the School District pays more money than our District does for health insurance, and the School District employees pay a percentage of their premiums. Ebersole confirmed that the District made a good decision by partnering with the Village for benefits.

Mattingly asked that a Finance Committee Meeting be scheduled during the week following PrairieFest so that Commissioners have time to review this information. Zielke will work with Peggy Krahn, Ginny Bateman, and Laura Finch to draft a letter to be sent out to staff with an update regarding salary increases. Mattingly will approve this letter before it is sent to staff.

**ADJOURNMENT**
The meeting adjourned at 8:25 p.m. following a motion made by Commissioner Wass and seconded by Commissioner Ebersole.

**Roll Call:**

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**Approval**

Cindy Benson, Board Secretary
June 20, 2012
The Oswegoland Park District Board of Park Commissioners met on the above date at Prairie Point, 313 E. Washington Street, Oswego, Illinois.

CONVENING THE MEETING
President Mattingly called the meeting to order at 11:03 a.m.

Commissioners Ebersole, Krase, Mattingly, Wass, and White registered their physical presence by stating their name.

Staff attending the meeting stated their name and position as follows: Rich Zielke, Interim Executive Director and Cindy Benson, Executive Assistant.

APPROVAL OF MINUTES
The Board approved minutes of the Executive Session held on May 24, 2012, following a motion by Commissioner Krase. The motion was seconded by Commissioner Ebersole.

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

SALARY INCREASES FOR STAFF
In response to Ebersole’s inquiry regarding Zielke’s recommendation, Zielke responded that there is a 3% placeholder in the current budget, which figures out to about $150,000 for salary increases. Zielke stated that staff salaries were froze in 2009, and staff received an across the board COLA increase of 1.5% for both 2010 and 2011. Because of this, Zielke recommends a blended rate for all staff and then a merit increase so staff that has taken on additional responsibilities and roles can be recognized.

After discussion, the Board agreed to specify a pool of money for supervisors to distribute amongst their staff, and not to do an across the board increase. Krase noted that by the Board approving a percentage for supervisors to distribute, she believes it gives staff an incentive and encourages staff to do good work and be recognized for the work they do.

The Board agreed to a merit pay increases for all employees not to exceed $155,000 and to be retroactive to May 1, 2012. The Board asked Zielke to share the recommended salary increases at the July 26 Board Meeting.

INSURANCE BENEFITS
Wass shared information he obtained from the Village of Oswego that refers to their non-union workers. This information showed that the following salary increases were awarded over the last four years:

- 2009 0% for all non-union workers
- 2010 0% for all non-union workers
- 2011 up to 2.5% (actual increase on average was 2.1%)
- 2012 up to 4% (actual increase on average appears to be 2.5%)
Wass also noted that the Village is on the same healthcare plan as the District and their employees contribute the following percentage of their premium:

- HMO: Employee pays 10%
- PPO: Employee pays 30%

Currently, employees for the District pay the following percentage of their premium:

- HMO: Employee pays 0%
- PPO: Employee pays 37%

Wass noted that the Village is considering reducing the percentage the employee pays for HMO to 5% to encourage staff to change from a PPO to an HMO. The Village is also offering a $1500 incentive to their employees if they opt out of the Village’s health insurance by proving they are insured elsewhere. Since our District does not charge employees any percent to participate in the HMO, Wass suggests offering staff a similar incentive to opt out of our coverage if the employee is or can get coverage somewhere else.

Zielke shared that Plainfield Park District offered an incentive to their employees that opted out on an annual basis. In addition, Zielke noted that the District currently has 43 full-time employees, and 41 of these employees are on the District’s plan. Nancy Casleton and Peggy Krahm are the two staff that is not on the District’s plan. In addition, Zielke added that of the 41 employees on the plan, the majority on HMO. Only 3 employees have PPO, and one employee has HSA. Zielke also shared that in 2006 the District had 50 full-time staff compared to 43 full-time staff currently.

In response to Wass’s inquiry, Zielke confirmed that part-time staff does not receive health insurance through the District. However, part-time staff can opt to have dental insurance through the District’s plan, but they are required to pay 100% of the premium for this benefit. Currently, full-time staff does not pay any percentage of the premium for their dental insurance.

Wass added that he would also like to see an incentive for full-time staff to opt out of the dental insurance, or require staff to pay a percentage of the premium. Ebersole shared that she recommends not charging employees for the dental benefit, as she does not believe the animosity resulting from this change would be worth the approximate $3000 savings to the District. After discussion, all agreed with not charging employees a percentage of their dental premium, but offering them an option to opt of this benefit if they choose.

After further discussion, the Board agreed that the incentive to opt out of the health and/or dental benefit should be equivalent to two months of the District’s cost for the premium for these benefits. The incentive should be paid out over a year. The annual payouts for employees choosing to opt out of one of these benefits, based on the current premiums the District pays, would be:

**Health Insurance**

- Employee Only: $740
- Employee/Spouse: $1520
- Employee/Child: $1420
- Family: $2200

**Dental Insurance**

- Employee Only: $70
- Employee/Spouse: $140
- Employee/Child: $170
- Family: $260

Krase noted that the payout would be taxable, unless the employee chose to put this money into their FSA (Flexible Spending Account).
Zielke shared that the District's insurance operates from July 1 through June 30 each year, and that staff just completed Open Enrollment for this period effective July 1. Wass added that employees can still opt out after open enrollment has ended. They just cannot choose to opt in. Wass suggested making these incentive payouts effective July 1. If an employee elects to opt back in due to a life changing event, the incentive payouts would stop.

The Board also agreed to offer this incentive to employees who choose to downgrade their plan.

The Board asked Zielke to draft a memo to staff outlining the incentive option and forward the memo to them to proof before distributing to staff.

ADJOURN TO OPEN SESSION
The meeting adjourned to Open Session at 12:06 p.m. following a motion made by Commissioner Wass and seconded by Commissioner White.

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Approval

Cindy Benson, Board Secretary
July 26, 2012
The Oswegoland Park District Board of Park Commissioners met on the above date at South Point, 810 Preston Lane, Oswego, Illinois.

CONVENING THE MEETING
President Mattingly called the meeting to order at 7:05 p.m.

Commissioners Ebersole, Krase, Mattingly, and White registered their physical presence by stating their name. Commissioner Wass was absent.

Staff attending the meeting stated their name and position as follows: Rich Zielke, Interim Executive Director and Cindy Benson, Executive Assistant.

Jim Rock, Attorney, was also in attendance.

APPROVAL OF MINUTES
The Board approved minutes of the Special Executive Session held on June 20, 2012, following a motion by Commissioner Krase. The motion was seconded by Commissioner Ebersole.

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105 RANCE ROAD PROPERTY
This property is 49.5 acres. Zielke met with the Oliver’s to obtain additional information the Board requested. Nancy Casleton created an aerial of this property that shows the amenities this property offers.

The property is surrounded by 563 acres of vacant farmland that is bank-owned. This vacant ground is primarily flat with no structures.

The Oliver property could potentially be used for another regional-type park, athletic fields and other multi-use options. The Oliver’s believe the vacant acres of their property would be valued around $17,500 per acre, plus additional cost for the structures. Board members were estimating that the Oliver’s would be looking at $1.5 - $2.25 million for this property. Zielke confirmed that the Oliver’s have not determined an asking price as of this time, as they are not in a hurry to sell. Zielke added that there might be opportunities to do a life estate, subdivide, or other options.

Ebersole shared that she believes the vacant bank-owned property is more intriguing than the Oliver’s property because it does not have any structures. Krase added that she is concerned with the location of this property, especially the dangerous carve residents would have to take to access this property. Krase believes there are better locations than this property. White was in agreement with Krase.

Ebersole suggested reviewing the District’s Master Plan to see how this property, or this type of property, would fit. Ebersole would rather see the District put money into a field house, a large banquet facility at Fox Bend, and open land. White suggested the Board make a banquet facility at Fox Bend their priority.
Zielke confirmed that the grant funds the District was considering to use to purchase this property could also be used for land acquisition/open space, if the District did not purchase the Range Road property.

**MERIT INCREASES**
This past June, the Board approved a salary increase not to exceed $155,000. The approved budget for this year included an approximate 3% increase for salary increases.

Zielke confirmed that in reviewing all the recommended salary increase, the average increase for part-time staff was about 1.9%, and about 3.5% for full-time staff. Cumulatively, the average average is about 2.2%.

Zielke provided Board members with a list of full-time positions and the proposed salary adjustment for each position. This handout also listed the salary range (minimum, middle, and maximum) for each position. Zielke then explained the reasons for the positions where more than a 3% increase was recommended. In response to Krasse’s inquiry regarding the salary ranges, Zielke confirmed that the salary ranges shown were from 2008 and included the 1.5% COLA increases from 2010 and 2011.

Zielke reiterated that the proposed increases account for about $75,000 for full-time staff and less than $75,000 for part-time staff, average about a 2.2% increase for salaries. The Board instructed Zielke to move forward with the recommended salary increases. Zielke informed the Board he will hold a Management Team meeting on July 27 to communicate the approved salary increases with the Department Heads.

**INSURANCE BENEFITS**
White expressed his concerns regarding the proposed opt out plan for employees. White noted that the District’s rates are based off a pool they participate in, along with the Village, and he is concerned the District would be at risk of opting out of this pool if too many employees choose to leave the opt out plan. Zielke agreed that White made a valid point in regard to the pool, as the Village needs the District to increase the number of employees to be able to participate in the pool. Zielke will contact Gallagher to see if any other District’s offer an opt-out plan.

According to White, a better option to save the District money on insurance premiums would be to require each employee to pay 10% of their premium. White figured this option would save the District approximately $40,400. White figured that the approximate cost for an employee on the family HMO would be $109.50 per month, and $36.00 per month for an employee only HMO. White added that the employee contribution for dental insurance would be about $0.36 per month.

Ebersole noted that the District has keep the employee contribution for HMO at 0% to encourage employees to choose HMO over PPO, as HMO costs the District less than PPO. Ebersole added that she does not think the Board should look at employee contributions until the District’s rates go up, especially when the employees have received few salary increases over the last couple years.

White responded that the Board is responsible for looking at its taxpayers’ money.

Zielke confirmed that the District’s current plan goes from July 1 through June 30. Mattingly suggested the Board continue researching the employee contribution option this year and then discussing it further next year. Krasse added that the Village and the District need to be on the same page as to whether or not to offer an opt-out plan. Zielke will contact the Village to see whether or not they offer such a plan.

Zielke also confirmed that by joining the Village in the pool and a decrease in staff, the District has realized a huge benefit, a savings of about $50,000.

Krasse also added that she agrees no changes should be made this year in regards to an employee contribution, but the Board should evaluate rates next year and then look at having employees make a contribution.

Zielke confirmed that currently the District pays 100% of the employees’ participating in HMO premium. Employees participating in PPO pay the difference in cost between the HMO and PPO premium.
PERSONNEL
Ebersole asked about the comments shared by guests in regards to Cynthia Pence, noting that Pence was thought of highly. Ebersole would like to see all sides.

Zielke shared that Pence was offered other employment options at the District, but was not ask to come back this fall as a preschool teacher. Pence has been an employee of the District for the past sixteen years, and a preschool teacher for the last seven years. Zielke also confirmed that the reasons Pence was not asked back as a preschool teacher was a result of classroom management concerns. These concerns had been addressed with Pence, and Pence did not make any changes to correct them. Specific concerns included Pence not following the strict policy regarding no treats in the classroom; not taking all children to the rest room at the same time as it takes away from classroom time; and not following the curriculum set by District 308 that all preschool teachers are required to follow to prepare the students for Kindergarten. Zielke added that Cheryl Keilson supports Lynne Yuill’s decision.

Ebersole expressed her concern that Pence is not the first teacher to be let go by Yuill, and wants to confirm that the problem is not with Yuill and her supervisory skills. Mattingly agreed with Ebersole’s concern. Zielke also agreed that he would watch Yuill and monitor her supervisory skills. Zielke confirmed that everything regarding the decision not to ask Pence back as a teacher has been documented. Zielke also shared that performance concerns had been identified over a couple of years and were documented on her performance evaluations. Zielke added that the District takes such a decision, as well as the decision to terminate an employee, seriously.

Mattingly shared that he was contact in June by Pence’s husband. During his conversation, Mattingly suggested to Pence’s husband that she appeal this decision and/or ask for an exit interview. Currently, Pence has not chosen either of these options. Zielke added that last week, Pence contacted Pieper Sackett and asked to be taken off the Kid’s Connection sub list.

INTERIM EXECUTIVE DIRECTOR REVIEW
Mattingly asked Zielke to leave the room.

Mattingly noted that the Board appointed Zielke as the Interim Executive Director in April and agreed to review his performance after three months. Mattingly also shared that the Board agreed to award Zielke a $1,000 per month stipend for accepting this position, in addition to his annual salary of $92,724. After discussion of Zielke’s performance and deciding on the next steps during this transition, the Board was in consensus to appoint Zielke as the District’s Executive Director. All agreed that they have been impressed with what Zielke has done as the Interim Executive Director.

Jim Rock, District Attorney, confirmed that the Board can decide the duration of a contract, up to three years, but is not required to have a contract. After some discussion, it was decided to offer Zielke a contract from August 1, 2012 through April 30, 2013. At the end of this contract, the Board could then renegotiate another contract and evaluate the period of the contract.

Those present were in agreement with Mattingly’s suggestion to offer Zielke an additional $500 per month stipend in addition to the $1,000 stipend Zielke is currently receiving and his annual salary of $92,724. Mattingly noted that the current salary range for the Executive Director position is $107,000 - $161,000, and by offering Zielke an additional $500 per month stipend, it would put his salary within this range at about $109,000. Mattingly stated that Bill McAdam, former Executive Director, received an annual salary of approximately $127,000, in addition to a $600 per month car allowance and a $5,000 contribution to his HCA. Mattingly recommended the Board offer Zielke a $400 per month car allowance.

When Zielke returned to the meeting, the Board offered him the position of Executive Director, effective August 1. The Board agreed to hold a special meeting on July 30 to publicly appoint Zielke to this position.

Rock agreed to put together a contract to include the terms the Board agreed upon. Rock will have Mattingly review the contract and will forward the final contract to Benson to have for the July 30 meeting.
ADJOURN TO OPEN SESSION
The meeting adjourned to Open Session at 8:53 p.m. following a motion made by Commissioner Ebersole and seconded by Commissioner White.

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

Approval

Cindy Benson, Board Secretary
September 27, 2012
The Oswegoland Park District Board of Park Commissioners met on the above date at South Point, 810 Preston Lane, Oswego, Illinois.

CONVENING THE MEETING
President Mattingly called the meeting to order at 7:05 p.m.

Commissioners Ebersole, Krase, Mattingly, Wass, and White registered their physical presence by stating their name.

Staff attending the meeting stated their name and position as follows: Rich Zielke, Interim Executive Director and Cindy Benson, Executive Assistant.

Derke Price, Attorney, was also in attendance.

APPROVAL OF MINUTES
The Board approved minutes of the Executive Session meeting held on July 26, 2012, following a motion by Commissioner Krase. The motion was seconded by Commissioner Ebersole.

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

90 PLANK ROAD, OSWEGO
Zielke was contacted about the District’s interest in this property that is about 1.3 acres near PrairieFest Park. The asking price for this property is $160,000. Zielke shared that in talking to Casleton regarding this property, the only benefit this piece would provide to the District would be additional parking. Zielke added that the Village has always been very accommodating in allowing us to use the grass area by Public Works for additional parking when needed. The consensus of the Board was that the community would benefit more by keeping this property commercial verse the District obtaining it for additional parking.

1450 S. BROADWAY, MONTGOMERY
Mattingly was contacted about the District’s interest in this property that consists of two lots totaling about 8 acres. The owner is not in a hurry to sell, but approached the District as this property connects on the west to property owned by the District, and the owner does not want this property to go to a developer. This property lies within Kane County and is not within our Park District boundaries, but does fall within Fox Valley Park District. In response to Wass’s inquiry regarding whether or not the District could deed the property they currently own that is within Fox Valley Park District’s boundaries to Fox Valley Park District, Price confirmed that yes the District could. Zielke will let Fox Valley Park District know we might be able to work something out if they are interested. Zielke confirmed that staff does not see any use for this property. The consensus of the Board was the District does need this property.

PERPETUAL LEASE FOR CELL TOWER AT PRAIRIE POINT
Zielke shared he was contacted by Landmark Dividend who specializes in the purchase of telecom and billboard leases. They work specifically with landlords to convert the income stream from the lease to a one-time cash payment. Zielke noted the District currently has a five-year lease with SBA for the cell tower at Prairie Point.
The lease was executed in November 2008, with a monthly rent of $1,750 payable to the District. For the contract, the annual rent increases 3% each anniversary and is now $1,972 per month. The monthly will increase to $1,984 for the last year of this contract which will expire December 2013. Zielke asked the Board to consider that SBA could choose to not to extend the term of the lease by giving the District written notice at least sixty days prior to the expiration of the current term resulting in no additional revenue. Landmark Dividend is proposing to provide $233,144.23 to the District in exchange for a perpetual easement to the premises and assignment of the District’s interest in the Leases and associated rent revenue.

Krase shared that the District will have received almost $111,500 during the first five-year contract. If the contract was to remain as is, with a 3% annual increase, the District would have received $247,000 in nine years. The amount Landmark Dividend is proposing figures out to 8 ½ years of the District’s current contract. Krase believes by accepting Landmark Dividend’s proposal the District would be cutting off its revenue. Wass agreed that this cell tower is valuable asset and Landmark Dividend’s proposal is not an attractive offer. The consensus of the Board is not to accept Landmark Dividend’s proposal but rather continue with the perpetual revenue stream from the current lease.

**LEGAL COUNCIL’S RECOMMENDATION TO RELEASE CLOSED SESSION MINUTES**

Price has reviewed the District’s Closed Session Minutes and does not recommend the release of any of the minutes at this time as sufficient reasons exist to keep these minutes confidential at this time.

Commissioner Wass made a motion for all Closed Session minutes to remain closed at this time as sufficient reasons exist to keep these minutes confidential at this time. The motion was seconded by Commissioner Krase.

**Roll Call:**

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**ADJOURN TO OPEN SESSION**

The meeting adjourned to Open Session at 7:38 p.m. following a motion made by Commissioner Ebersole and seconded by Commissioner Wass.

**Roll Call:**

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**Approval**

Cindy Benson, Board Secretary
December 20, 2012
Minutes Opened on September 21, 2017

BOARD OF PARK COMMISSIONERS
EXECUTIVE SESSION
GOLF COMMITTEE MEETING
DECEMBER 4, 2012

The Oswegoland Park District Golf Committee met in Executive Session on the above date at Prairie Point, 313 E. Washington Street, Oswego, Illinois.

CONVENING THE MEETING
President Mattingly called the meeting to order at 4:27 p.m.

The Secretary called the roll. Commissioners Krase, Mattingly, and White were physically present. Commissioner Ebersole was also in attendance.

Staff in attendance included: Rich Zielke and Cindy Benson

APPROVAL OF MINUTES
Commissioner White made a motion to approve the Closed Session minutes from the Golf Committee meeting on February 1, 2012. The motion was seconded by Commissioner Krase.

Roll Call: Ayes Commissioner Krase, Mattingly, and White
Nays 0
Abstain 0
Absent 0

PERSONNEL
About a year ago the full-time Head Golf Professional position was eliminated and this position was filled by Keith Pike on a part-time basis. Discussion was had regarding the need to change this position back to a full-time position. Zielke shared Pike currently has worked 1650 hours from March until November. In addition, Doyle has included about $40,000 for salary and $10,000 for health insurance and IMRF in the 2013 budget.

Those present agreed it is evident the District needs someone to do the work on a full-time basis. By making this position full-time, it would provide back-up to the General Manager. Zielke confirmed he will verify whether or not an official vote is needed to move this position from part-time back to full-time.

Brad Doyle joined the meeting at 4:42 p.m. Discussion was had regarding the salary to offer Pike. It was decided to offer him $40,000.

ADJOURNMENT
The meeting adjourned to Open Session at 4:45 p.m. following a motion made by Commissioner White and seconded by Commissioner Krase.

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

[Signature]
Cindy Benson, Board Secretary
April 12, 2013
The Oswegoland Park District Board of Park Commissioners met on the above date at South Point, 810 Preston Lane, Oswego, Illinois.

CONVENCING THE MEETING
President Mattingly called the meeting to order at 6:25 p.m.

Commissioners Krase, Mattingly, and White registered their physical presence by stating their name. Commissioner Ebersole was absent.

Staff attending the meeting stated their name and position as follows: Rich Zielke, Executive Director and Cindy Benson, Executive Assistant. Derke Price, Attorney was also in attendance.

APPROVAL OF MINUTES
The Board approved minutes of the Executive Session meeting held on September 27, 2012, following a motion by Commissioner White. The motion was seconded by Commissioner Krase.

Roll Call:

- Ayes: Commissioners Krase, Mattingly, and White
- Nays: 0
- Abstain: 0
- Absent: Commissioner Ebersole

1394 ROUTE 31, OSWEGO (SIGMON PROPERTY – 3.12 ACRES)
Zielke received a call that the owner of this property, located in Marina Woods, is interested in selling. The owner recently received an appraisal for this property of $200,000. Zielke asked the Board whether or not there was an interest to pursue this property.

Krase shared she liked this property as an option to put in a safer bike path. The Board directed Zielke to pull additional information regarding this property including the asking price for this property from when the owner’s girlfriend contacted the District about their interest in purchasing. Krase also inquired about whether the Green Space Acquisition Grant, in the amount of $600,000, the District was approved for could be used to purchase this property. Zielke will check with State Representative Tom Cross.

PERSONNEL
As outlined in Zielke’s contract, Zielke provided the Board with notice that his contract will expire on April 30, 2013. Zielke added that by February 1, 2013 Zielke and/or the Board must give notice if either plans not to renew the contract. Mattingly confirmed with Price that Bill McAdam’s contract was a three-year rolling contract and Zielke’s contract, upon renewal, would also be.

ADJOURN TO OPEN SESSION
The meeting adjourned to Open Session at 6:35 p.m. following a motion made by Commissioner White and seconded by Commissioner Krase.

Roll Call:

- Ayes: Commissioners Krase, Mattingly, and White
- Nays: 0
- Abstain: 0
- Absent: Commissioner Ebersole
Approved:

Cindy Benson, Board Secretary
February 7, 2013