Minutes Opened on September 21, 2017

OFFICIAL MINUTES
BOARD OF PARK COMMISSIONERS
EXECUTIVE SESSION
FEBRUARY 19, 2015

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

CONVENING THE MEETING
Vice President Krahn called the meeting to order at 6:52 p.m.

Commissioners Krahn, McCallough and Tartol registered their physical presence by stating their name. Commissioners Ebersole and Mattingly were absent.

Staff attending the meeting stated their name and position as follows: Rich Zielke, Executive Director; Cindy Benson, Executive Assistant; and Grant Casleton, Director of Planning & Development.

District Attorney, Derke Price, was also in attendance.

APPROVAL OF MINUTES
The Board approved minutes of the Executive Session meeting held on November 20, 2014, following a motion made by Commissioner Tartol. The motion was seconded by Commissioner McCallough.

Roll Call:  
Ayes Commissioners Krahn, McCallough, and Tartol 
Nays 0 
Abstain 0 
Absent Commissioners Ebersole and Mattingly

LAND ACQUISITION – To discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, pursuant to 5 ILCS 120/2; (C)(5) of the Open Meetings Act

PIN #03-16-105-001 (Property along Rt. 34 across from Fox Bend)
Zielke was contacted to see if the District had any interest in acquiring this parcel of land. After discussion, those present agreed that they did not see any benefit to the District by acquiring this property. Zielke was directed to share that the Board had no interest in pursuing this property further.

113 N. Adams Street (Janice Penn Property)
Zielke was contacted by Janice Penn’s realtor regarding the District’s interest in purchasing this property. This parcel is adjacent to 121 and 127 N. Adams Street, acquired a few years ago by the District and since has been developed as open space along the Fox River. If the District were to acquire 113 N. Adams Street, it would leave only the Plaskas properties as the remaining parcels to complete the contiguous connection of Hudson Crossing Park.

Zielke shared the Market Analysis completed by Penn’s realtor. This analysis showed the range for this property to be $270,000-$280,000. Krahn also did a separate analysis on this parcel and showed the range to be $245,000-$250,000. Zielke shared that the current asking price is $275,000. The consensus of the Board was that they are interested in pursuing this property. Based off the two market analyses, the Board directed Zielke to make an offer of $240,000.

DCEO Land Acquisition Grant
Although the District was awarded $600,000 for land acquisition, only $150,000 has been received and it is unknown when the remaining monies will be received. Based on the Board’s direction, Zielke has been working with Tim Greene, John Green Realtors, to inquire about possible land parcels available within the District. Greene provided Zielke with potential properties that might be for sale. Average range of price per acre is
$16,000-$34,000. In reviewing these potential properties, the Board liked the location of two parcels. Once parcel is 139.9 acres and the second is 237.2 acres.

After discussion, the Board agreed that although they are interested in acquiring vacant land, the funds are unavailable at this time with the uncertainty of the status of the DCEO Grant. However, the Board directed Zielke to inquire about the possibility of dividing the larger parcels into smaller parcels. The Board will continue discussions as part of the District's Strategic Plan process.

ADJOURN TO OPEN SESSION
The meeting adjourned to Open Session at 7:21 p.m. following a motion made by Commissioner Tartol and seconded by Commissioner McCaughough.

Roll Call: Ayes Commissioners Krahn, McCaughough, and Tartol
Nays 0
Abstain 0
Absent Commissioners Ebersole and Mattingly

Approval

Cindy Benson, Board Secretary
March 19, 2015
The Oswegoland Park District Board of Park Commissioners met in Closed Session on the above date at South Point, 810 Preston Lane, Oswego, Illinois.

CONVENING THE MEETING
President Mattingly called the meeting to order at 6:36 p.m.

Commissioners Krahn, Mattingly, McCallough and Tartol 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

District Attorney, Jim Rock, was also in attendance.

APPROVAL OF MINUTES
The Board approved minutes of the Executive Session meeting held on February 19, 2015, following a motion made by Commissioner Krahn. The motion was seconded by Commissioner McCallough.

Roll Call: Ayes Commissioners Krahn, Mattingly, McCallough, and Tartol
          Nays 0
          Abstain 0
          Absent Commissioner Ebersole

REVIEW OF CLOSED SESSION MINUTES - The review of Closed Session Minutes for the purposes of approval by the body of the minutes and/or semi-annual review of the minutes, pursuant to Section 5 ILCS 120/2(c)(21) of the Open Meetings Act

Based upon review and recommendation by the District’s legal counsel, Zielke recommended to the Board that all Closed Session minutes shall remain closed as sufficient reasons exist to keep these minutes confidential at this time.

PERSONNEL - To discuss the appointment, employment, compensation, discipline, performance, or dismissal of the public body or legal counsel for the public body, pursuant to 5 ILCS 120/2 (c)(1)

Zielke reminded the Board that it is time for them to complete his review. Zielke provided the Board with the status of the goals he personally set, in addition to the list of goals compiled by the Board. Zielke also included a comparison of actual Executive Director salaries for comparison. The consensus of the Board was to move to a more structured review form to provide a clearer outline and better understanding of their goals and expectations. Benson will email the District’s review form to the Board to begin working with. Zielke’s review will take place in Executive Session at the April meeting.

LAND ACQUISITION – To discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, pursuant to 5 ILCS 120/2 (C)(5) of the Open Meetings Act

113 N. Adams Street (Janice Penn Property)
Zielke provided the Board with an update regarding the District’s offer to purchase this property. As directed by the Board, Zielke originally contacted the realtor with an offer of $240,000. The original asking price for this property was $275,000. Penn counter-offered at $250,000. We then counter-offered at $245,000 which was accepted. The District is currently looking at a May 5 closing date on this property. The Board will be asked to take action on the purchase of this property at the April 16 meeting.
Zielke confirmed that although the District was awarded $600,000 for land acquisition, only $150,000 has been received and it is unknown when the remaining monies will be received. Nancy Casleton has submitted a “Change of Scope” to our land acquisition plan this money was originally awarded for. The District is not anticipating any problems with this change request. Krahn recommended that the District submit a request for an additional $100,000 to Springfield as soon as possible.

ADJOURN TO OPEN SESSION
The meeting adjourned to Open Session at 6:53 p.m. following a motion made by Commissioner Krahn and seconded by Commissioner McCallough.

Roll Call:  Ayes  Commissioners Krahn, Mattingly, McCallough, and Tartol
           Nays           0
           Abstain      0
           Absent      Commissioner Ebersole

Approval

Cindy Benson, Board Secretary
April 16, 2015
The Oswegoland Park District Board of Park Commissioners met in Closed Session on the above date at South Point, 810 Preston Lane, Oswego, Illinois.

CONVENING THE MEETING
President Mattingly called the meeting to order at 6:18 p.m.

Commissioners Ebersole, Krahm, Mattingly, McCallough and Tartol registered their physical presence by stating their name.

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

APPROVAL OF MINUTES
The Board approved minutes of the Executive Session meeting held on March 19, 2015, following a motion made by Commissioner McCallough. The motion was seconded by Commissioner Tartol.

Roll Call: Ayes  Commissioners Ebersole, Krahm, Mattingly, McCallough, and Tartol
           Nays  0
           Abstain  0
           Absent  0

LAND ACQUISITION – To discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, pursuant to 5 ILCS 120/2 (C)(5) of the Open Meetings Act

113 N. Adams Street (Janice Penn Property)
Zielke shared that the Board will be asked to take action, following Executive Session, to execute the Real Estate Sales Agreement with Janice Penn for the purchase of 113 N. Adams Street at an agreed price of $245,000.

Zielke confirmed that although only $150,000 of the money awarded for land acquisition has been received, it appears the District is still on track to receive additional money of the $600,000 originally awarded. Zielke did confirm that if no additional money was to be received, the District does have the money in its reserves to fund the remaining balance.

In addition, the District received a notice that an Archeological Survey must be completed on this property prior to any demolition. District is staff is currently working on scheduling this survey to be completed following the Board’s approval to of the sales agreement.

PERSONNEL - To discuss the appointment, employment, compensation, discipline, performance, or dismissal of the public body or legal counsel for the public body, pursuant to 5 ILCS 120/2 (c)(1)

Zielke was provided a copy of his Performance Appraisal to review prior to this meeting. Zielke appreciated the feedback from the Board, adding that it was a fair assessment with achievable expectations. Zielke is excited about continuing the District’s strategic plan process and added he enjoys what he is doing.

The Board would like to discuss the status of Zielke’s goals in six months. The Board also concurred that Zielke should continue doing what he does well and grab onto opportunities to improve upon.

Regarding the full-time salary survey that was completed, Zielke confirmed that at the time the survey was completed, 88% of staff was at the mid-point, or above, in their ranges. After the recent merit increases and salary adjustments, this percentage is now at about 97%.
Zielke left the meeting at 6:39 p.m.

After discussion, the Board agreed upon a 9.5% salary increase for Zielke. Zielke’s annual salary is currently $115,000. This increase would put his annual salary at $125,925. In addition, the Board agreed to further discuss the possibility of offering bonus incentives in the future.

Zielke returned to the meeting at 6:58 p.m.

The Board shared that they would like to reward Zielke for the work he has done in the last three years as the Executive Director and therefore agreed upon a 9.5% salary increase. The Board will take action on this increase following Executive Session.

The Board also asked Zielke to look for opportunities to improve communication with staff, including meeting one-on-one with his direct reports.

Zielke thanked the Board for their continued support.

**ADJOURN TO OPEN SESSION**

The meeting adjourned to Open Session at 7:04 p.m. following a motion made by Commissioner Krahn and seconded by Commissioner Ebersole.

Roll Call:

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**Approval**

Cindy Benson, Board Secretary
May 21, 2015
The Oswegoland Park District Board of Park Commissioners met in Closed Session on the above date at South Point, 810 Preston Lane, Oswego, Illinois.

CONVENING THE MEETING
President Krahn called the meeting to order at 6:47 p.m.

Commissioners Krahn, Mattingly, and McCallough registered their physical presence by stating their name. Commissioner Tartol was absent.

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

Derke Price, District Attorney, was also in attendance.

APPROVAL OF MINUTES
The Board approved minutes of the Executive Session meeting held on April 16, 2015, following a motion made by Commissioner Mattingly. The motion was seconded by Commissioner McCallough.

Roll Call: Ayes Commissioners Krahn, Mattingly, and McCallough
          Nays 0
          Abstain 0
          Absent Commissioner Tartol

LAND ACQUISITION – To discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, pursuant to 5 ILCS 120/2 (C)(5) of the Open Meetings Act

12 N. Adams Street
Zielke shared an aerial of this property that the District was contacted about regarding their interest to purchase. This property is not riverfront property, but located along the creek and railroad tracks. The estimated asking price was assumed to be around $140-$160,000. The consensus of the Board was that this property is better suited for the Village or the Library for possible future parking and not suited for the District.

1126 Simons Road
Zielke shared an aerial of this property noting that this was the property the Board had previously looked at. The owners reached out again to the District to see if the District would possibly be interested if they were to offer an option to subdivide. The aerial shows two possible sections of land, one that is 1.0 acres and one that is 1.4 acres. This land is currently hay ground, and the 1.4 acre section adjoins to the 2.5 acre future maintenance site already owned by the District. Zielke confirmed this property is not currently subdivided. The Board directed Zielke to inquire about the cost for the 1.4 acre section of hay ground if the owners were to subdivide. Krahn estimated this parcel to be valued at around $25-$30,000.

Lantz Property
Zielke shared that the realtor for this property contacted him to let the District know that he has been authorized to accept $300,000 for this property. However, the realtor then placed a follow up call to Zielke updating him that he was now only able to accept $310,000 for this property. The consensus of the Board is that they have no interest in purchasing this property at these prices.

ADJOURN TO OPEN SESSION
The meeting adjourned to Open Session at 7:05 p.m. following a motion made by Commissioner McCallough and seconded by Commissioner Mattingly.
Roll Call:  Ayes  Commissioners Krahn, Mattingly, and McCallough
Nays  0
Abstain  0
Absent  Commissioner Tartol

Approval

Cindy Benson, Board Secretary
July 16, 2015
CONVENING THE MEETING
President Krahn called the meeting to order at 6:32 p.m.

Commissioners Behrens, Krahn, Mattingly, McCallough, and Tartol registered their physical presence by stating their name.

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

Derke Price, District Attorney, was also in attendance.

APPROVAL OF MINUTES
The Board approved minutes of the Executive Session meeting held on May 21, 2015, following a motion made by Commissioner Mattingly. The motion was seconded by Commissioner Tartol.

Roll Call:   Ayes: Commissioners Behrens, Krahn, Mattingly, McCallough, and Tartol
            Nays: 0
            Abstain: 0
            Absent: 0

SALE OR LEASE OF PROPERTY – The setting of a price for sale or lease of property owned by the public body, pursuant to 5 ILCS 120/2 (C)(6) of the Open Meetings Act

Pfund Park
Zielke shared that the District was contacted by Jim Dettler, Oswego Township Supervisor, inquiring about the District’s interest in selling/transferring the property known as Pfund Park to the Township for future cemetery expansion. This park consists of approximately 1.4 acres and contains no recreation amenities. This vacant parcel has been maintained by the District for the last thirteen years.

After discussion, the consensus of the Board was to move forward with creating an Intergovernmental Agreement to transfer ownership of this property to the Township. The District will include in the agreement that the Township must contact the neighbors by Pfund Park explaining their intent for this property, the Township must use this property for cemetery expansion only, they must include a Pfund Family memorial, and in exchange for this parcel, the Township will assist the District with improvements to Sundown Lane.

ADJOURN TO OPEN SESSION
The meeting adjourned to Open Session at 6:41 p.m. following a motion made by Commissioner Mattingly and seconded by Commissioner McCallough.

Roll Call:   Ayes: Commissioners Behrens, Krahn, Mattingly, McCallough, and Tartol
            Nays: 0
            Abstain: 0
            Absent: 0

Approval

Cindy Benson, Board Secretary
August 20, 2015
The Oswegoland Park District Board of Park Commissioners met in Closed Session on the above date at South Point, 810 Preston Lane, Oswego, Illinois.

CONVENING THE MEETING
President Krahn called the meeting to order at 6:28 p.m.

Commissioners Behrens, Krahn, Mattingly, and Tartol registered their physical presence by stating their name. Commissioner McCallough was absent.

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

Derke Price, District Attorney, was also in attendance.

APPROVAL OF MINUTES
The Board approved minutes of the Executive Session meeting held on July 16, 2015, following a motion made by Commissioner Mattingly. The motion was seconded by Commissioner Tartol.

Roll Call:
Ayes: Commissioners Mattingly, Tartol, Behrens, and Krahn
Nays: 0
Abstain: 0
Absent: Commissioner McCallough

LAND ACQUISITION – To discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, pursuant to 5 ILCS 120/2 (C)(5) of the Open Meetings Act

3525 Route 34
Zielke shared that this is the current location of the Oswego Police Station. As part of the Strategic Plan Process, the District has been looking at various partnership opportunities and the police department has shared they are looking to build a new facility in the next couple of years. They are looking at possible locations to build and one of these possibilities is the south part of Prairie Point Community Park. The police department will be looking for 12-15 acres. Their current facility was built in 1991 and is over 20,000 square feet. This building appraised for $1.4 million last year.

After discussion, the Board directed Zielke to recommend that the police department no longer consider the south part of Prairie Point Community Park for a future facility site. However, Zielke should let the police department know the District is interested in pursuing the current police station as a possible administrative building for the District.

56 E. Jackson Street
Zielke shared that this property is located across from the Little White School Museum. This property is listed for $389,000. The home is over 3,000 square feet. After discussion, the Board directed Zielke to contact the home owner to inquire about their interest in selling this property to the District, as well as inquiring about potential income to purchase this property from the Oswegoland Heritage Association.

ADJOURN TO OPEN SESSION
The meeting adjourned to Open Session at 6:53 p.m. following a motion made by Commissioner Mattingly and seconded by Commissioner Behrens.
Roll Call:

Ayes: Commissioners Mattingly, Behrens, Krahn, and Tartol
Nays: 0
Abstain: 0
Absent: Commissioner McCallough

Approval

Cindy Benson, Board Secretary
September 17, 2015
The Oswegoland Park District Board of Park Commissioners met in Closed Session on the above date at South Point, 810 Preston Lane, Oswego, Illinois.

CONVENING THE MEETING
President Krahn called the meeting to order at 7:09 p.m.

Commissioners Behrens, Krahn, Mattingly, McCallough, and Tartol registered their physical presence by stating their name.

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

APPROVAL OF MINUTES
The Board approved minutes of the Executive Session meeting held on August 20, 2015, following a motion made by Commissioner Mattingly. The motion was seconded by Commissioner Tartol.

Roll Call:

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REVIEW OF CLOSED SESSION MINUTES - The review of Closed Session Minutes for the purposes of approval by the body of the minutes and/or semi-annual review of the minutes, pursuant to Section 5 ILCS 120/2(c)(21) of the Open Meetings Act

Based upon review and recommendation by the District’s legal counsel, Zielke recommended to the Board that all Closed Session minutes shall remain closed as sufficient reasons exist to keep these minutes confidential at this time.

Commissioner Mattingly made a motion that upon review and recommendation by the District’s legal counsel, that all Closed Session minutes shall remain closed as sufficient reasons exist to keep these minutes confidential at this time. The motion was seconded by Commissioner Behrens.

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ADJOURN TO OPEN SESSION
The meeting adjourned to Open Session at 7:13 p.m. following a motion made by Commissioner McCallough and seconded by Commissioner Mattingly.

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Approval

Cindy Benson
Cindy Benson, Board Secretary
January 21, 2016