



**OFFICIAL MINUTES  
OSWEGOLAND PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
SEPTEMBER 20, 2018**

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 Krahn called regular Park Board meeting to order at 5:31 pm. Following the Pledge of Allegiance, led by Rebekah Flakus, the Secretary called the roll. Commissioners Behrens, Krahn, and McCallough were physically present. Commissioners Ijams and Tartol were absent.

Staff in attendance included: Rich Zielke, Cindy Benson, Rebekah Flakus, Laura Finch, Tom Betsinger, Kristie Vest, Chad Feldotto, Clint Meyer, Keith Zalewski, and Cori Veverka.

No visitors were in attendance, nor was Legal Counsel in attendance.

Lyle Rolfe, Reporter for the Ledger-Sentinel, was in attendance.

**Announcements and Changes to the Agenda**

None

**COMMUNICATIONS**

**Recognition of Visitors (None)**

**Written Correspondence**

The District received a thank you from the Village of Oswego – Department of Police for donating time and equipment in support of the 2018 National Night Out.

Fox Bend Golf Course received a thank you form Exelon for hosting their outing and making it a great experience. They also added that the course was in beautiful condition.

**CONSENT AGENDA**

President Krahn listed items on the Consent Agenda as follows:

- Approval of minutes of the regular Board meeting on August 16, 2018.
- Acceptance of the Treasurer’s report as of August 31, 2018.
- Approval of Payables for the period of August 17, 2018 – September 20, 2018 in the amount of \$527,201.66

Commissioner McCallough made a motion to accept the Consent Agenda as presented. The motion was seconded by Commissioner Behrens.

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

Commissioner Behrens made a motion to approve the Consent Agenda. The motion was seconded by Commissioner McCallough.

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

## **BOARD BUSINESS**

### **President's Report** (shared by Board President Dave Krahn)

- Krahn welcomed Rebekah Flakus, the District's Interim Finance Director, adding that he appreciates her expertise and assistance in guiding us until the Director of Finance position is filled.
- Krahn thanked the Fox Bend Golf Course staff, and Pearce's staff, for doing a great job hosting the Park Foundation's Leon McNair Golf Outing. Krahn noted that the course was in excellent shape.

### **Commissioner Comments**

- None

## **STAFF AND COMMITTEE REPORTS**

### **Executive Director Report** (shared by Rich Zielke)

- Zielke welcomed Rebekah Flakus as our Interim Finance Director. Flakus will be working three days a week until the Director of Finance position is filled. The interview process to fill this vacancy has begun and the District hopes to have someone on staff by the end of this year. Flakus is currently assisting the District with the FY2019 budget and the levy process.
- The parking lot resurfacing at Saw Wee Kee and Waa Kee Sha has been completed.
- The Saw Wee Kee concrete boat launch has been installed.
- Thank you to staff for coordinating a warm, but successful Brew at the Bridge event on September 15.
- The last of this year's Country Markets will be held on September 23 and 30.
- The Annual Cemetery Walk will take place on Thursday, October 4 from 7:00-9:00 pm at the downtown cemetery on Main Street. Museum staff is again working the Oswegoland Heritage Association to continue this community tradition. Rain date will be Friday, October 5.
- A Staff Luncheon will be held in the pavilion at Pearce's on September 28 from 11:30-12:30 pm. Commissioners and staff are all invited to attend.
- NRPA Congress is next week (September 24-28) in Indianapolis. Rich, Tom, Laura, Cori, and Kristie will be attending. Commissioners Tartol and Ijams will also be attending.
- Upcoming COW (Committee of the Whole) Meetings. All meetings will be held at 6:00 pm in Rich's office at Prairie Point.
  - Thursday, October 4 at 6:00 pm: Discuss Levy & Budget/Capital
  - Thursday, November 1 at 6:00 pm: Discuss Budget/Capital
  - Thursday, December 6 at 6:00 pm: Review Budget/Capital

### **Interim Finance Director Report** (shared by Rebekah Flakus)

- Working on scenarios regarding the property tax levy to share with Commissioners at the COW meeting on October 4.
- Closing budget entry to staff for the FY2019 budget on September 24.
- Reviewing capital projects on October 2 to begin including in the FY2019 budget.

### **Written Staff Reports**

- Krahn thanked staff for continuing to provide written reports each month.

### **Fox Bend Report** (as shared by Rich Zielke)

- Doyle has the Senior Club Championship taking place on September 20 with 80 registered for this event.
- Course is in great condition.
- Staff will begin aerification to greens
- Feldotto confirmed that the East Parking Lot project will begin the end of October/early November. This will be about a four-day project with the main entrance needing to be closed one of these days.

**Fox Valley Special Recreation Association Report** (shared by Rich Zielke)

- The annual “Northern Nights, Trees & Lights” fundraising event will be held on November 16 from 6:30-11:00 pm at The Q Center in St. Charles. The District has a table reserved for 10 people. Commissioners should contact Zielke if they are interested in attending.

**Foundation Report** (shared by Chad Feldotto)

- Thank you to all Park District staff, as well as Fox Bend Golf Course staff, for making the Foundation’s annual golf outing a successful fundraiser, even with the rain.
- The Foundation raised \$330 from the “People’s Choice” award at Brew at the Bridge. These funds were donated to the Veteran’s Serenity Park Project.

**Little White School Museum Report** (shared by Rich Zielke)

- No report.

**ACTION ITEMS**

Commissioner Behrens made a motion to approve the amended 2018 Budget to include the anticipated Fox Bend revenues as \$1,205,077 and \$1,193,239 in expenses. The motion was seconded by Commissioner McCallough.

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

**UNFINISHED BUSINESS**

**Steering Committee Update**

Zielke shared that the Leadership Team is now called the Steering Committee. The Steering Committee is currently working on ten action plans. To complete these action plans, sub-committees have been formed. The Steering Committee, along with the staff that are part of the sub-committees, are now referred to as Leadership Team. Leadership Team currently has about thirty staff members serving on it.

Vest is leading the Values Team. This team has presented to the Steering Committee on how to embed the new values into the District’s culture.

Finch is leading the Asset Evaluation Team. This team has gathered data and information to see what may be available in terms of sponsorships and partnerships.

Meyer is leading the Storage Team. This team has assessed and took inventory of the District’s storage, as well as made recommendations to the Steering Committee, to ensure the District’s storage needs are met.

Feldotto is leading the CIP (Capital Improvement Team). This team has been discussing the capital budget and how to shape the capital budget, as well as prioritizing the projects identified for FY2019.

Zalewski is leading the New Hire Orientation Team. This team is evaluating what the District is currently doing departmentally to create a more unified orientation process for all new hires. This team plans to implement a New Hire Orientation process in January 2019.

Betsinger is leading the Committee Review Team. This team is reviewing the District’s guidelines and procedures for creating and reviewing District committees, as well as identifying staff to participate on such committees.

Zielke is leading the Cost Recovery Team. This team is continuing to build upon the Green Play model. Zielke is also leading the District’s Strategic Communication Team. This team is discussing how the District communicates accomplishments District-wide.

Zielke added that all Action Teams created, are working on projects that will keep the District on track with its Strategic Plan.

### **Comprehensive Master Plan**

Betsinger shared that the District is still in the initial information gathering stage and data collection stage. Lakota has completed a lot of the District's building assessments, and they have begun completing staff interviews and the community survey. The District is guaranteed to receive at least 600 responses from this community survey. In addition, Betsinger is scheduling sixteen stakeholder interviews with Lakota. Committee Open House Forums with residents will then be scheduled. This target date for completion of this project is February/March 2019.

Betsinger left the meeting at 6:09 p.m.

### **2018 Capital Projects Update**

Zielke shared that in reviewing the 2018 Capital Projects, the District anticipates being about \$230,000 under budget. Feldotto also added that the District has about four large projects remaining for 2018, and all projects are on target to be completed within this fiscal year.

### **Superlative Asset Evaluation**

Finch shared that the Superlative Asset Evaluation for the District is nearing completion. This evaluation will identify District assets that might be of value to different organizations for sponsorships and revenue opportunities. Once staff reviews the draft provided by Superlative, Superlative will then provide a presentation to the Board at a future Board meeting.

Commissioner Ijams left the meeting at 6:09 pm.

### **NEW BUSINESS**

None

### **ADJOURN TO EXECUTIVE SESSION**

The meeting was adjourned to Executive Session, for the purpose of reviewing Closed Session Minutes pursuant to 5ILCS 120/2(c)(21) of the Open Meetings Act, at 6:11 pm following a motion made by Commissioner Behrens and seconded by Commissioner McCallough.

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

### **RECONVENE TO OPEN SESSION**

The meeting was reconvened at 6:17 pm.

### **ACTION ITEMS**

Commissioner Behrens made a motion that upon review and recommendation by the District's legal counsel, 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 McCallough.

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

**OTHER BUSINESS**

Zielke and Feldotto shared a brief update regarding feedback from Dewberry on the Prairie Point Renovation Project.

Discussion was also had regarding the Hudson Crossing Pedestrian Bridge that spans the Fox River from Route 25 to Hudson Crossing Park.

**ADJOURNMENT**

The meeting was adjourned at 6:54 p.m. following a motion made by Commissioner McCallough and seconded by Commissioner Behrens.

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



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Cindy Benson, Board Secretary  
October 4, 2018