



**OFFICIAL MINUTES  
OSWEGOLAND PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
JULY 21, 2022**

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 Behrens called the meeting to order at 5:30 p.m. The Secretary then called the roll. Commissioners Behrens, Ijams, Tartol, and Wilson were physically present. Commissioner Wise was absent.

Staff in attendance included: Rich Zielke, Cindy Benson, Tina Ward, Chad Feldotto, Bob Kohlstedt, Tom Betsinger, Keith Zalewski, and Laura Finch.

Guests in attendance: Terry Friedman. Legal Counsel was not in attendance.

**Announcements and Changes to the Agenda**

- None

**COMMUNICATIONS**

**Recognition of Visitors**

- Resident, Terry Friedman, addressed the Board asking them to consider offering a Senior Discount for some Park District programs, specifically the Fitness 101 program where the current class age range is 63-86 years old. Zielke shared that he will have conversations with staff regarding this request.

Kristie Vest and Cori Veverka arrived at 5:33 pm.

In addition, Betsinger confirmed that the District does currently offer a scholarship program, as well as a payment plan option.

**Written Correspondence**

- None

**CONSENT AGENDA**

President Behrens listed items on the Consent Agenda as follows:

- Approval of minutes of the regular Park Board meeting on May 31, 2022
- Acceptance of the Treasurer's report as of May 31, 2022
- Approval of Payables for the period of May 20, 2022 – June 23, 2022 in the amount of \$361,432.75
- Acceptance of the Treasurer's report as of June 30, 2022
- Approval of Payables for the period of June 24, 2022 – July 21, 2022 in the amount of \$770,776.54

Commissioner Ijams made a motion to accept and approve the Consent Agenda as presented. The motion was seconded by Commissioner Wilson.

Roll Call:	Ayes	Commissioners Ijams, Wilson, Tartol, and Behrens
	Nays	0
	Abstain	0
	Absent	Commissioner Wise

## BOARD BUSINESS

### Commissioner Comments

- Tartol shared that this year's PrairieFest was another extremely successful event and she enjoyed working and engaging with the attendees.
- Wilson thanked all staff for their efforts and all they did to make PrairieFest a wonderful event for our community.
- Behrens shared that the Board meeting agendas will be changing. He has asked staff to add a Finance Report and a Human Resources Report to each monthly agenda, as well as a regular update on the status of Capital Projects. In addition, more items will be listed under New Business with staff asking the Board to take action on such items at the following month's Board meeting. There will also be quarterly reports shared with the Board (i.e. Strategic Plan, Cost Recovery, etc.). Behrens is open to suggestions from Commissioners regarding any other changes or additions they'd like to see.
- Wilson concurred that she'd like to see more items listed under New Business the month prior to seeking Board approval on such items.
- Tartol suggested that the Board determine what they'd like to see in the monthly Written Staff Reports so that they can provide direction to staff as to what they are looking for in these reports. Tartol also added that she is looking forward to having more interaction with staff moving forward.

## STAFF REPORTS

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

- Departmental Board Presentations will be resuming at each monthly Board meeting. Special Events/PrairieFest will be presenting at the August Board meeting. Recreation, possibly Gymnastics & Fitness, will be presenting at the August Board meeting. Future department presentations will include Aquatics, Kid's Connection, Fox Bend, Athletics.
- Commissioners are encouraged to attend the Volunteer Pool Party on August 9 at the Civic Center Pool.
- The District hosted an Open House at Farmington Lakes regarding potential improvements the District is looking to do if the District was to be awarded an OSLAD grant. About 50-60 were in attendance and all feedback received was positive and those in attendance were in support these improvements.
- Registration is open online for the Foundation's Leon McNair Golf Classic on September 18 at Fox Bend Golf Course.
- Fox Valley Special Recreation Association (FVSRA) hosted their annual "Day in the Park" event last week with over 1000 in attendance. The District's Camp Connection participants attended this event as well.
- COW Meeting scheduled for August 11 at 5:30 pm at Prairie Point to discuss the FY2023 Budget, Capital Projects, ADA Transition Plan and do a 6-Month Budget Review.
- Thank you to resident Terry Friedman for attending tonight's meeting and sharing comments and feedback regarding District programs. In addition, Zalewski had a recent conversation with a senior resident by the name of Charles who shared that he has been around this area for about a year and a half and that he is really impressed with all that we do. He believes we are doing an all-around great job. He specifically mentioned the well maintained parks and soccer fields and talked about our tennis and pickleball courts. He was happy to see how many activities we offer the community. He had great things to say about our golf course too.

### Finance Report (shared by Tina Ward)

- Asked the Board for their feedback regarding the packet of new Financial Reports that were shared with them. Ward plans on sharing these reports, focusing on the Corporate, Recreation, Fox Bend, Aquatics and Capital funds, on a monthly basis. In addition, Ward will provide a monthly verbal report to the Board highlighting information from these reports. Ward shared that she is also working on getting an aggregate report that combines the remaining fund balances, not identified above. Note: After sharing feedback, the consensus of the Board was to provide a monthly "dashboard," highlighting anything of significance,

and then provide detailed reports on a quarterly basis.

Friedman left the meeting at 6:30 pm.

- Ward shared highlights from the Financial Reports provided with the Board.

#### **Human Resources Report** (shared by Keith Zalewski)

- Staff is continuing to manage recruitment struggles as best as possible. The District is seeing an increase in participants returning to programs. Unfortunately, the District is not seeing the same level of staff returning. Staff is continuing to manage their program areas utilizing the staff they have even though the District is definitely short on staff.
- Assisting staff with preparing for Fall staffing needs. Letters of Intent to return to work were sent out Fall Kid's Connection staff and after sending out these letters, this program is still short of needing a minimum of two Site Supervisors and at least eleven more Leaders.
- Shortness of staff seems to be related to the various factors. One being the hours standard. If an employee works an average of 20+ hours a week, they must be enrolled in IMRF. If an employee works an average of 30+ hours a week, they must be offered benefits in addition to IMRF. Another factor is the available hours. For example, the Fall Kid's Connection program begins at 6:15 am.
- Utilizing the District's Bamboo HR software to post job ads. These ads also go out to Indeed, Glass Door, and on the District's website. Finch posts job ads on the District's Facebook page and also on college websites. As hiring and staffing continues to be a struggle, staff is evaluating the District's hours standards and benefits, as well as hourly rates and minimum wage.
- Currently, the District has 11 job classes posted. Note: A job class is not the total number of positions. For example, Kid's Connection could use about 75 more staff between Site Superintendents and Leaders. These 75 positions account for only 2 of these 11 job classes. In addition, the District is averaging a minimum loss of 3 staff per month as individuals leave most often because they found a job with a higher pay rate and/or a better offering of hours/shifts.
- Wilson asked Zalewski to work with staff on shifting their way of thinking and having future conversations regarding ways we can adjust based on this lack of staffing that we are seeing and experiencing. Zielke shared an example of Parks & Planning contracting out some of the District's mowing services.
- Zalewski asked the Board to share any input regarding what they'd like him to report to them on each month. Suggestions included explanation of personnel philosophy and how it's budgeted for; number of open positions; where the District is at versus where we want, and need, to be; part-time versus full-time wants and needs.

#### **Written Staff Reports**

- Commissioners all expressed how sad they were to see that Kristen Desler is leaving the District as its Fitness Coordinator.
- Tartol shared that she liked the District's "Have a Ball" campaign and thought this was a great idea and a great way to promote the District.
- Tartol inquired about the District's software that allows for vandalism tracking. Feldotto confirmed that this software allows the District to the volume of vandalism and expenses to then be able to share and report to the Board.

#### **ACTION ITEMS**

Commissioner Wilson made a motion to table the request to approve an Intergovernmental Agreement with Kendall County for the purposes of bike trail construction, realignment, and formalizing easements until the Special Board meeting on August 11 to allow the Board sufficient time to review the IGA prior to taking action. The motion was seconded by Commissioner Tartol.

Roll Call:       Ayes               Commissioners Wilson, Tartol, Ijams, and Behrens  
                  Nays                0  
                  Abstain            0  
                  Absent             Commissioner Wise

Ward left the meeting at 8:15 pm.

Commissioner Tartol made a motion to approve a change order for the Fox Bend Golf Course Greens Renovation Project in an amount not-to-exceed \$12,998.51. The motion was seconded by Commissioner Ijams.

Roll Call:       Ayes               Commissioners Tartol, Ijams, Wilson, and Behrens  
                  Nays                0  
                  Abstain            0  
                  Absent             Commissioner Wise

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**ADJOURN TO EXECUTIVE SESSION**

The meeting was adjourned to Executive Session, for the following purpose(s): Land Acquisition – 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 at 8:19 pm. following a motion made by Commissioner Wilson and seconded by Commissioner Tartol.

Roll Call:       Ayes               Commissioners Wilson, Tartol, Ijams, and Behrens  
                  Nays                0  
                  Abstain            0  
                  Absent             Commissioner Wise

**RECONVENE TO OPEN SESSION**

The meeting was reconvened at 8:56 pm.

**ADJOURNMENT**

The meeting was adjourned at 8:56 pm. following a motion made by Commissioner Ijams and seconded by Commissioner Wilson.

Roll Call:       Ayes               Commissioners Ijams, Wilson, Tartol, and Behrens  
                  Nays                0  
                  Abstain            0  
                  Absent             Commissioner Wise



Cindy Benson, Board Secretary  
August 11, 2022