



**OFFICIAL MINUTES  
OSWEGOLAND PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
AUGUST 18, 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 pm. Following the Pledge of Allegiance, the Secretary then called the roll. Commissioners Behrens, Ijams, Wilson, and Wise were physically present. Commissioner Tartol was absent.

Staff in attendance included: Rich Zielke, Cindy Benson, Tina Ward, Chad Feldotto, Bob Kohlstedt, Tom Betsinger, Keith Zalewski, Laura Finch, Kristie Vest, Zack Donati, Cori Veverka, Mike Seffrood, and Colleen McCarty.

Guests in attendance: Karen Ann Miller, Executive Planner with Kane County Development & Community Services Department. Legal Counsel was not in attendance.

Commissioner Tartol arrived at 5:31 pm.

**Announcements and Changes to the Agenda**

Following Zielke's recommendations, Commissioner Wilson made a motion to remove Item 6.3 (Action Item), seeking a motion to accept the Americans with Disabilities Act (ADA) Access Audit and Transition Plan and authorize staff to execute the plan as presented, from the Agenda and postpone this item until the September 15 Board of Park Commissioners Meeting, and to also move Item 8.1 (New Business), Fabulous Fox! Water Trail, up to 2.3 on the Agenda. The motion was seconded by Commissioner Wise.

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

**COMMUNICATIONS**

**Recognition of Visitors**

None

**Written Correspondence**

- None

**Fabulous Fox! Water Trail**

Fabulous Fox! Water Trail are a group of stakeholders along the Fox River in Wisconsin and Illinois working to develop a water trail on the over 200 mile Fox River.

They are seeking permission to include the Violet Patch, Hudson Crossing and Saw-Wee-Keel Parks access sites as part of the Fabulous Fox! Water Trail that would be part of the National Water Trail System established by the National Park Service.

Karen Ann Miller, Executive Planner with the Kane County Development & Community Services Department, also serves as the Illinois Co-Chair. Miller gave a brief presentation about the Fabulous Fox! Water Trail. In addition, Miller shared that as part of the application process, this group must receive permission from all landowners. Commissioners were in full support of this project. Staff will present a Resolution authorizing support and permission for inclusion of the Violet Patch, Hudson Crossing and Saw-Wee-Keep Parks access sites in the Fabulous Fox! Water Trail for approval at the September 15 Board of Park Commissioners Meeting.

Miller left the meeting at 5:41 pm.

## **CONSENT AGENDA**

President Behrens listed items on the Consent Agenda as follows:

- Approval of minutes of the Special Park Board meeting on August 11, 2022
- Acceptance of the Treasurer's report as of July 31, 2022
- Approval of Payables for the period of July 22, 2022 – August 18, 2022 in the amount of \$269,013.64

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, Wise, and Behrens
	Nays	0
	Abstain	0
	Absent	0

## **BOARD BUSINESS**

### **Commissioner Comments**

- None

## **STAFF REPORTS**

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

- Expressed the District's sincere thanks to the Fox Valley Metro Disc Golf Club for their \$5000 donation to the District towards the Disc Golf Basket Replacement project that was completed.
- Received notice on August 15 that the District was not awarded the grant for the Hudson Crossing Bridge Repairs project.
- Working with staff to complete the Will County ARPA Grant Application for reimbursement up to \$25,000 for qualifying expenses and projects.
- The District is again hosting the "Dine & Smash Rage Cage" event, the Friday after Halloween, and looking for items such as plates, vases, etc. to be donated that can be shattered and smashed.
- Thank you to Cori Veverka, Allison Janis, Zack Donati, Annie Jordan and Kim Lambrecht for assisting Gymnastic staff with their staff training. These 5 did an amazing job demonstrating how many of the District's 2 year old classes run. Each played their roll perfectly, and it really helped Gymnastics staff work to come up with strategizes to increase class safety while having fun.
- Working with staff to begin reviewing and updating the District's Strategic Plan. The proposed timeline for this process includes the Admin Team reviewing the existing plan beginning in September. October's focus will be on input from staff and the community. November's focus will be on developing strategy. Staff will then work on building the plan in December and then bring the new Strategic Plan to the Board for review in January.

- Betsinger had an opportunity to follow up with resident Terry Friedman regarding his public comments at the July Board meeting asking the District to consider offering a senior discount. During Betsinger's conversation with Friedman, Betsinger explained the District's pricing structure and assured Friedman that staff will continue to consider to look at its pricing structure during the budget process. Friedman was appreciative of the Board and staff for listening and talking through the District's options, processes and pricing structure with him.
- Along with President Behrens, met with Dan DiSanto and Troy Parlier, both with the Village of Oswego, on August 17 to discuss impact fees and how the District uses these fees. DiSanto and Parlier asked if the District would possibly be receptive to future conversations about using impact fees collected towards partially funding the construction of a bike trail along Wolfs Crossing Road once the improvements and widening project of Wolfs Crossing Road is completed. Feldotto confirmed that such a trail is part of the District's Comprehensive Master Plan. In addition, DiSanto and Parlier asked the District for staff assistance in completing an application for an OSLAD grant, when ready, for the future development of the pond and property at Venue 1012.
- The Village plans to approve a Resolution designating the area in front of Veterans Serenity Park on South Adams Street with the Honorary Street Name Sign, "Dave Krahn Street" at a Special Village Board Meeting on August 23 at Oswego Village Hall at 7:00 pm.

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

- Currently, working with Legal to review and update the District's Employee Personnel Manual. Plan on sharing the updated manual at the September Board Meeting, under New Business, and then asking the Board to approve the revised manual at the October Board Meeting.
- An Employee Satisfaction Survey went to staff on August 5. To date, 146 have responded to this survey that was originally sent out to 400 employees. Responses from this survey will also help to assist with the Strategic Plan Process. The survey closed on August 19. Bamboo HR allows such surveys to be sent out more frequently. Looking at sending out various staff surveys on a quarterly basis to keep more of a regular pulse moving forward.
- The District's new DEI (Diversity, Equity, Inclusion) Team will kick off with its first meeting on August 24 where the team will look to set goals, share available resources and begin setting direction.
- Staffing continues to be a struggle. Working with high schools and colleges, in addition to the District's website, social media, recruiting websites, to seek out staff. Currently, the District has the following open positions still needing to be filled:
  - Customer Service Rep – 8 positions to fill; brings us to Pre-COVID staffing levels
  - Youth Sports Official – 4-5 positions to fill; summer staff departing for school
  - Site Manager Softball – 1 position (offer pending); going back to school
  - Preschool Teachers – 3 Teachers needed plus potential subs
  - Preschool Assistant – Potential Subs
  - JKC Lead Preschool Teacher – Potential Subs
  - KC Site Supervisor – 1-2 positions to fill
  - KC Leader - 6-8 positions to fill
  - Golf All Positions – In transition; summer staff departing for school.

#### **Written Staff Reports**

- Commissioner Wilson thanked staff for sharing photos from the District's first Turf Wars Employee Engagement event. This event received a lot of positive feedback, especially from the District's Parks & Planning staff.

#### **Department Board Presentation**

Vest, Superintendent of Events and Cultural Arts, along with Recreation Supervisors Veverka and Donati, provided a presentation to the Board on the District's Special Events and PrairieFest.

In offering events, the team has a two point objective: to create opportunities for community experience and to introduce guests to increased Park District engagement through experience. All events are targeted to be financially sound, contributing to the district’s cost recovery in the service categories of Specialized and Community events.

Each season staff evaluates District events and where they fall on the life cycle of events. The stages noticed are establishment, excitement, acceptance, decline, and invest/divest. Staff is continually looking at bringing excitement to established events. Many annual events become traditions. Because the community is emotionally connected to their traditions, staff focus on investment and creativity before divesting.

Events offered by the District have been successful due to the ability to adapt both within our events and to the trends and interests of the community. Time and time again our staff has been great about assessing the atmosphere – be it a pandemic or a new phenomenon on the horizon – and creating an experience that can become both a community memory and an agency asset.

Commissioner Ijams left the meetings at 6:49 pm.

Commissioners thanked the Events and Cultural Arts staff for the detailed presentation and for the great work they do throughout the entire year.

Seffrood left the meeting at 7:03 pm.

**ACTION ITEMS**

Commissioner Wise made a motion to award a contract to the lowest responsive and responsible bidder, Evans & Son Blacktop Inc. for the negotiated bid total of \$159,351.10, and not accepting any of the Alternates, for a Contract Total of \$159,361.10 for the 2022 Paving Project (Re-Bid). The motion was seconded by Commissioner Wilson.

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

Commissioner Wise made a motion to approve Ordinance No. 220218-1 declaring the 1994 Foley Accu-Master 650 (Serial # 49L65001021) and the 2002 Foley Accu-Pro 670 (Serial # 20A67001034) as surplus property to be sold for the highest compensation either “as is” to the highest bidder, or as scrap or trade-in. The motion was seconded by Commissioner Tartol.

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

Commissioner Wilson made a motion to approve and adopt a Resolution of Authorization (Resolution #220818-1) for Open Space Land Acquisition and Development (OSLAD) grant with the Illinois Department of Natural Resources (IDNR) for the development of Farmington Lakes Park. The motion was seconded by Commissioner Wise.

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

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**Regulating the Use of Parks**

The Oswegoland Park District operates under statutory law, the State of Illinois Park District Code, which directly governs the powers, duties and purposes relating to park districts throughout Illinois with less than 500,000 residents. In addition to the Park District Code, the elected Board of Commissioners is responsible for enacting legislation/ ordinances that specifically impact the local park district. Zielke shared that staff has been working with Legal Counsel on the review and revision of the District’s Park Ordinances. The redlined version of the current Park Ordinances and the final draft with the accepted changes were provided to the Board for review. Staff will ask the Board to approve the District’s revised Park Ordinances at the September Board Meeting.

**ADJOURNMENT**

The meeting was adjourned at 7:15 pm. following a motion made by Commissioner Wise and seconded by Commissioner Tartol.

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



Cindy Benson, Board Secretary  
September 15, 2022