

HUNTLEY PARK DISTRICT
Regular Meeting
June 22, 2016

President Jerry Nepermann called the meeting to order at 7:00 p.m. Commissioners present included; Bill Awe, Jim Blasky, Keith Wold and Melissa Kellas. Also present were Thom Palmer, Laura Pisarcik, Paul Ostrander, Debbie Kraus, Gary Zierer, John Cowlin, Jamie L. Wilkey from Lauterbach & Amen, LLC, and Bryant Haniszewski; Fall Fest Chairman.

A motion to approve the agenda was made by Commissioner Kellas and seconded by Commissioner Wold. All ayes. Motion carried.

A motion to approve the May 25, 2016 regular Board meeting minutes was made by Commissioner Wold and seconded by Commissioner Blasky. All ayes. Motion carried.

A motion to accept the Treasurer's Report as presented was made by Commissioner Wold and seconded by Commissioner Awe. All ayes. Motion carried.

Purchase Orders. . .

- Purchase order number #20160150 to Hagg Press for the 2016 Fall Brochure in the amount not to exceed \$15,800.00.

A motion to approve purchase order #20160150 was made by Commissioner Awe and seconded by Commissioner Blasky.

Roll Call: Yes – Awe, Blasky, Wold, Kellas, Nepermann. No – None. Motion carried.
Laura Pisarcik submitted bills and additions totaling \$270,803.85.

A motion to approve the submitted bills and additions listed above was made by Commissioner Wold and seconded by Commissioner Kellas.

Roll Call: Yes – Wold, Kellas, Nepermann, Blasky, Awe. No – None. Motion carried.

Staff Reports:

Finance & HR: There were no additions to Laura Pisarcik's submitted report.

Parks: There were no additions to Paul Ostrander's submitted report.

Facilities: There were no additions to Gary Zierer's submitted report.

Golf Department Report: There were no additions to Mike Yackle's submitted report.

Recreation: In addition to Debbie Kraus' submitted report Commissioner Wold complimented on the organization of Relay for Life and Bubble Soccer.

New Business:

Annual Audit Report

Jamie Wilkey from Lauterbach & Amen, LLC presented the 2015 annual audit report.

A motion to approve the Annual Audit Report as presented was made by Commissioner Awe Staff members continue and seconded by Commissioner Wold. All ayes. Motion carried.

Park Shop Update

The preliminary plans were presented to the Parks Committee for review and comment. HPD is planning to be in front of the Village Board for a concept review on July 14th. Currently the plans are in production so there is not anything to show the Board at this meeting. With that said, the President has scheduled a July 13th Workshop for the full Board to review the plans. Commissioner Awe requested that a view from the pool to the shop be included in future plans.

Fall Fest Variance Request

This will be the 11th year of this well attended and well organized event. Bryant Haniszewski; Fall Fest chairman, along with the entire Fall Fest Committee has done a great job with securing vendors and organizing the event. However, last year the Huntley Park Foundation disconnected from the Fall Fest Committee in order for the Fall Fest committee to establish their own 501(c)3 status in order to move forward with their own goals, as well as, to secure a liquor permit from the Village. Bryant presented to the Board that the Fall Fest Committee has found a new 501(c)3 to work with them. With a new 501(C)3 involved a new agreement will need to be drafted. Once the agreement is signed by both parties the letter from the Park District to the Village will be sent.

Bryant Haniszewski reported that the lead singer in the Seventh Heaven Band has offered to work with Fall Fest Committee regarding the 501(c) 3. Bryant also mentioned that the Fest would be run concurrent to past years including Balloon Rallies, Car Show, Bands, Carnival etc. He also agreed that an agreement should be adopted making sure all responsibilities are understood and everyone is on the same page.

A motion to authorize the President and Secretary to sign the 2016 Fall Fest agreement and to grant the variance request as presented was made by Commissioner Wold and seconded by Commissioner Kellas. All ayes. Motion carried.

Cam's Dare to be Different Variance Request

This non-for-profit anti bullying organization is renting the theater on November 5, 2016 and is asking permission from the park district to sell items as part of the event.

A motion to approve the Cam's Dare to be Different variances of ordinance for offering articles for sale (Ordinance Section V) as presented was made by Commissioner Awe and seconded by Commissioner Wold. All ayes. Motion carried.

Prevailing Wage Ordinance

The Prevailing Wage Act applies to wages of laborers, mechanics and other workers employed in any public works by any public body and to anyone under contract for public works. Public works is defined as all fixed works constructed by any public body whether or not done under public supervision or paid for wholly or in part by public funds. The statute provides that not less than the general prevailing rate of hourly wages can be paid for work of a similar character on public works in the locality in which the work is performed with the same standard being applied to hourly wages of legal holidays and overtime work. The statute requires that each public body during the month of June in each calendar year investigate and determine the prevailing rate of wages and publicly post or keep available for inspection by any interested party in the main office of such public body those terms of the prevailing rate of wages. The public body is required to file no later than the end of July a certified copy in the Office of the Secretary of State and the Office of the Department of Labor. The Department of Labor determines what works are included in the prevailing wage and the prevailing wage for each

work in the area. At the time we prepare the prevailing wage ordinance, we obtain a copy of the prevailing wages for the occupations included in the Act for our local area.

A motion to approve the Prevailing Wage Ordinance as presented was made by Commissioner Awe and seconded by Commissioner Blasky. Yes – Awe, Kellas, Nepermann, Blasky. No – Wold. Motion carried.

Vacation Policy, Sick Policy and Personal Leave Policy

Our current vacation, sick, and personal leave policies currently allow time off in increments of no less than a half day. Paid time off is now recorded with our payroll software which allows for greater flexibility. With the recommended changes staff can now request time off in increments of one hour.

A motion to approve the Vacation, Sick, and Personal Leave revised policies to all staff to request time off in increments of no less than 1 hour as presented was made by Commissioner Kellas and seconded by Commissioner Wold. All ayes. Motion carried.

Change to Transportation Policy

Our current Transportation Policy does not allow employees to transport Park District patrons. With the recent purchase of the 15 passenger van, we need to update our policy so we can use the van for programming. Crystal, Heather and Debbie met with Jackie from PDRMA to look at the van and discuss requirements for drivers as included in the policy changes.

A motion to approve the Transportation policy as presented was made by Commissioner Wold and seconded by Commissioner Kellas. All ayes. Motion carried.

Commissioners Comments

All Commissioners were in agreement that there would be no need at this time for the July regular Board meeting.

Motion to adjourn was made by Commissioner Awe seconded by Commissioner Kellas. All ayes. Motion carried.

Meeting adjourned at 8:15 PM.

These minutes are subject to approval at the next regular business meeting.

Respectfully submitted,
Alyce Johnson
Recording Secretary