

HUNTLEY PARK DISTRICT
Regular Meeting
January 23, 2019

President Jerry Nepermann called the meeting to order at 7:04 p.m. Commissioners present included; Bill Awe, Jim Blasky, Keith Wold, and Melissa Kellas. Also present were Thom Palmer, Laura Pisarcik, Paul Ostrander, Scott Crowe, Rick Walrath and John Cowlin.

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

Recognition of Visitors; Scout Award to Alex Hardt for Eagle Scout project; Radio Station sitting area in Deicke Park.



A motion to approve the December 19, 2018 minutes of the Regular and Annual meeting minutes was made by Commissioner Kellas and seconded by Commissioner Blasky. All ayes. Motion carried.

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

Laura Pisarcik submitted bills, additions, and purchase cards totaling \$223,365.77. A motion to approve the submitted bills and additions listed above was made by Commissioner Wold and seconded by Commissioner Blasky.
Roll Call: Yes – Nepermann, Blasky, Kellas, Awe and Wold. No – None. Motion carried

Staff reports:

Finance & HR: In addition to Laura Pisarcik's submitted report: Commissioner Nepermann asked if the W2's were completed. LP: Yes, all distributed. Also, 1099's distributed and ACA reporting completed.

Parks: In addition to Paul Ostrander's submitted report: Commissioner Nepermann asked about the status of the sign repair status on Rt 47 & Mill. PO: the sign company indicated by the end of January. Paul was also questioned about the number of Christmas trees dropped off and what the mulch is used for. PO: Less each year, the mulch is used mostly on the berm on the east side of the Warrington Park Soccer Fields. Also Paul indicated more than usual heating unit issues in the facilities. Bob's crew is catching up on the list of projects.

Golf Department Report: In addition to Rick Walrath's submitted report: Rick indicated that the December and January rounds were up and that provide unanticipated revenues, revenues that should not be expected and not to be budgeted for. Also, 28 days out of 31 in December were had scheduled events. Rick is close to confirming the hire of the Event Coordinator. Comedy night was well received; a few program and service adjustments were discussed. All agree that the "nightclub" events are a very good concept and should continue. Commissioner Wold asked Rick to review the banquet reports. Rick indicated that the GL codes in the POS system have yet to be set up properly to get the correct information.

Recreation: In addition to Scott Crowe's submitted report: Discussion regarding adult programs with alcoholic beverages available was discussed such as Kickball. President Nepermann directed this issue to the Program Committee.

Consent Agenda**Approve purchase order # 20190003 to H. R. Stewart**

A motion to approve the Consent Agenda was made by Commissioner Wold and seconded by Commissioner Blasky.

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

New Business

Brand and Logo Discussion: Per the presentation at the November Board Workshop and discussion at the December Board Meeting, J. Miller Marketing has provided some revised logo concepts for the Huntley Park District Logo.

The relation to our mission, vision, and values, in addition to elements that will allow customers to visually recognize and relate to our brand is important for consideration.

Colors, fonts, and the ability to portray this logo in print, online, and on apparel are also important factors when reviewing these concepts.

Other important factors to consider for this change is how the logo will look in different formats and layouts (Types of documents, online, in print, color, black and white, on screened on apparel, embroidered on apparel, etc.) It will also be important to incorporate the font into different day-to-day documents and correspondence so how the font looks on paper would be important. (I've provided 3 examples of this for each suggested logo) So the ability to present our logo in horizontal, vertical, or square is important as well.

We were asked to compile costs for full implementation and a plan of implementation. This is attached for your review. All items will be successfully budgeted in this year's budget and many items are things that would have been purchased anyways. This is detailed accordingly. Total cost to fully implement new logo is estimated at \$24,203.05; however, much of this cost would be made regardless of logo change in annual purchasing. The NEW are costs estimated to be \$12,001.05 as detailed on the attached sheet.

Based on all of these factors and recommendations from our designer (attached), I am recommending Logo Style #1 (not using the "swoosh") for our new Huntley Park District Logo. If approved, I believe it would be a great opportunity for us to unveil this to the public at the March 2 Chamber Expo and would give us the time to get things in order.

Commissioner Awe departed from the meeting at 8:00pm.

A motion to approve Logo Style # 1 as presented for the new Huntley Park District Logo, without the swish, was made by Commissioner Kellas and seconded by Commissioner Wold. All ayes. Motion carried.

Budget and Appropriation Ordinance: A budget and appropriation ordinance shall be prepared in tentative form by some person or persons designated by the district, and in such tentative form shall be conveniently available to public inspection for at least 30 days prior to final action. Final action on the budget and appropriation ordinance will be considered at the March 20, 2019 business meeting.

A motion to approve the adoption of the budget and appropriation ordinance was made by Commissioner Wold and seconded by Commissioner Blasky. All ayes. Motion carried.

Emeritus Policy update: The emeritus policy was established back in March of 2013. During review of this policy there is a need to update several issues within the policy,

mostly semantics and the referral to “fulltime” staff for clarification. The core of the policy is unchanged. The Personnel Committee has reviewed this proposed policy.

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

Emeritus Status: Alyce Johnson’s official transition from full time to part time employment took place on May 1, 2018 triggering her eligibility to receive emeritus status. Alyce has served as a full time staff member for the Huntley Park District for 20+ years from 1997 to 2018. Alyce has been an essential staff member for the last two decades playing a key role in the growth of the district.

A motion to approve Alyce Johnson, Executive Assistant Emeritus with all the rights, responsibilities and benefits as outlined in HPD policy Section II, Number 2.8 as presented was enthusiastically made by Commissioner Kellas and seconded by Commissioner Wold. All ayes. Motion carried.

Motion to adjourn was made by Commissioner Wold seconded by Commissioner Blasky. All ayes. Motion carried.

Meeting adjourned at 8:22pm.

These minutes are subject to approval at the next regular business meeting.
Respectfully submitted,
Thom Palmer, Board Secretary