

HUNTLEY PARK DISTRICT
Board Workshop
November 14, 2018

President Jerry Nepermann called the meeting to order at 7:00 p.m.

Commissioners present: William Awe, Jim Blasky, Keith Wold and Melissa Kellas. Also present were Laura Pisarcik, Paul Ostrander, Scott Crowe, Thom Palmer, and Matt Szytz.

Committee of the Whole

Review December Minutes

The Board reviewed the October 24, 2018 regular Board meeting minutes. Board directed that the minutes be placed on the November 28, 2018 Consent Agenda.

Discussion IAPD/IPRA Accreditation

More research needs to be completed and an appropriate timeframe set before the staff can make a firm recommendation to the Board. The accreditation process could take two years to complete. If the application was submitted in 2019 the accreditation would be completed in 2020.

This is a great roadmap for how our organization should operate and comply with "industry standards." It's important to not only go through the process but to implement and maintain the processes and procedures recommended.

There were no comments from the Board.

Finance Committee Bill Awe; Chairperson and Melissa Kellas (Laura Pisarcik & Thom Palmer-Staff)

Review 2018 Budget Amendment

Majority of the budget amendment request is for repairs at the pool and the main recreation building. Unexpected repairs will take the budget over the original approved budget for 2018, and this request will realign the expense line items. Additionally, the electric expense line item will be over budget mainly due to the additional parks building, and the electric per kilowatts has increased as well. The electric is being reviewed now for other options to reduce future costs to the park district. The remaining budget adjustments are housekeeping items.

An amendment to the budget and appropriation ordinance is required and follows the same procedures as passing the original budget. The ordinance will be placed on display, in tentative form, for the public inspection for 30 days prior to final action on November 28, 2018. A notice of public hearing will be published on or about November 14, 2018 at least one week prior to the hearing which will also be held at the November 28, 2018 Board meeting. Put on new business for November 28, 2018 Board meeting.

Personnel Committee: Melissa Kellas; Chairperson and Keith Wold (Thom Palmer & Laura Pisarcik –Staff)

Review Insurance Stipend Policy 5.5

The current health insurance plans policy offers employees that choose to not participate in the park district health insurance and have proof of health insurance by other means, can receive a stipend of \$250.00 per month.

The health insurance stipend for employees currently saves the park district \$13,536.00 The insurance rates will increase by 6% in 2019 and they increased by 3.8% in 2018. To continue to encourage employees who want to utilize this program, and to keep up the insurance increases, staff is requesting to increase the stipend from \$250.00 to \$275.00 which equates to a 9% increase. With this increase the park district will still realize a savings of \$13,936 for the upcoming year.

The staff would recommend increasing the employee stipend in the health insurance plans policy from \$250.00 to \$275.00 effective January 1, 2019.

This item will be placed on new business for November 28, 2018 Board meeting.

Thom distributed the Executive Director's Evaluation material.

Program Committee: Keith Wold; chairperson and Jim Blasky (Scott Crowe, Heather Matteson, Ryan Coffland & Staff)

Review Marketing Plan

Scott and Matt reviewed the progress and plans of Park District marketing efforts and strategies including:

1. Brochure updates and new features
2. Website updates and new features
3. Weather update applications
4. Social Media Updates, Data, and Strategy
5. Seasonal Marketing Plan
6. Brand Update Discussion

The Board suggested:

- More resources to encourage people to give/update their contact information.
- More demographic information for contacts.
- What is an estimated cost to re-brand?
- Expand the possibilities of the logo redesign.

Comments:

Commissioner Wold reported the feedback from patrons while he was getting signatures:

- More programming for children after age 10
- More Teen dances

Motion to adjourn was made by Commissioner Awe and seconded by Commissioner Wold. All ayes, Motion carried.

The meeting adjourned at 8:35 pm.

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

Respectfully submitted,
Alyce Johnson
Recording Secretary