

BYRON FOREST PRESERVE DISTRICT
MINUTES OF MEETING
MAY 16, 2016

Commissioners present: Auker, Brooks, Conry, Hogan, and Ludwig.

Commissioners absent: none.

Staff present: Brunner, Gerke, Gramer, Herman, McCammond, and
Tucker.

Guests present: none.

The meeting was called to order at 7pm.

Commissioner Conry added Staff Bonuses as Agenda Item 24C. BROOKS
MOVED AND AUKER SECONDED A MOTION TO APPROVE THE AGENDA AS
AMENDED. BROOKS – YES, CONRY – YES, LUDWIG – YES, AUKER – YES, AND
HOGAN – YES.

LUDWIG NOMINATED AND CONRY SECONDED THE NOMINATION OF
BROOKS FOR BOARD PRESIDENT. CONRY – YES, LUDWIG – YES, AUKER – YES,
BROOKS – YES, AND HOGAN – YES.

LUDWIG NOMINATED AND CONRY SECONDED THE NOMINATION OF
AUKER FOR BOARD VICE PRESIDENT. LUDWIG – YES, AUKER – YES, BROOKS –
YES, CONRY – YES, AND HOGAN – YES.

LUDWIG NOMINATED AND AUKER SECONDED THE NOMINATION OF
HOGAN FOR BOARD SECRETARY. AUKER – YES, BROOKS – YES, CONRY – YES,
LUDWIG – YES, AND HOGAN – YES.

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AUKER NOMINATED AND LUDWIG SECONDED THE NOMINATION OF CONRY FOR BOARD TREASURER. BROOKS – YES, CONRY – YES, LUDWIG – YES, AUKER – YES, AND HOGAN – YES.

HOGAN MOVED AND LUDWIG SECONDED A MOTION TO SET THE REGULAR BOARD MEETING TIME AND PLACE FOR THE THIRD MONDAY OF EACH MONTH WITH THE EXCEPTION OF THE FEBRUARY MEETING WHICH WILL BE HELD ON THE FOURTH MONDAY OF THE MONTH AT 7 PM AT THE JARRETT PRAIRIE CENTER, 7993 NORTH RIVER ROAD, BYRON. CONRY – YES, HOGAN – YES, LUDWIG – YES, AUKER – YES, AND BROOKS – YES.

LUDWIG MOVED AND AUKER SECONDED A MOTION TO SET THE DISTRICT'S FISCAL YEAR AS THE CALENDAR YEAR (JANUARY-DECEMBER). HOGAN – YES, LUDWIG – YES, AUKER – YES, CONRY – YES, AND BROOKS – YES.

LUDWIG MOVED AND AUKER SECONDED A MOTION TO ESTABLISH BYRON BANK AS THE OFFICIAL DEPOSITORY FOR DISTRICT FUNDS. LUDWIG – YES, AUKER – YES, CONRY – YES, HOGAN – YES, AND BROOKS – YES.

HOGAN MOVED AND AUKER SECONDED A MOTION TO ESTABLISH FIRST MIDSTATE INC / CHAPMAN & CUTLER AS THE DISTRICT'S BOND COUNSEL. AUKER – YES, CONRY – YES, HOGAN – YES, LUDWIG – YES, AND BROOKS – YES.

LUDWIG MOVED AND CONRY SECONDED A MOTION TO ESTABLISH BEGGIN, TIPP, AND LAMM AS THE DISTRICT'S AUDITOR. CONRY – YES, HOGAN – YES, LUDWIG – YES, AUKER – YES, AND BROOKS – YES.

Director Tucker informed the board that he met with Rob Bush of Ancel, Glink. He believes it would definitely be a move forward to switch the District's counsel to Ancel, Glink. Commissioner Conry stated that he heard that Ancel, Glink attorneys are the best at what they do. The board discussed whether or not the District should still have Hinshaw and Culbertson work on some issues and Ancel, Glink work on other issues. President Brooks stated that she thought it was best to switch everything to Ancel, Glink. Director Tucker agreed.

LUDWIG MOVED AND CONRY SECONDED A MOTION TO RETAIN ANCEL, GLINK, DIAMOND, BUSH, DICIANNI, & KRAFTEFER AS THE DISTRICT'S LEGAL COUNSEL. HOGAN – YES, LUDWIG – YES, AUKER – YES, CONRY – YES, AND BROOKS – YES.

HOGAN MOVED AND AUKER SECONDED A MOTION ESTABLISHING THE OGLE COUNTY LIFE AS THE DISTRICT'S OFFICIAL NEWSPAPER. LUDWIG – YES, AUKER – YES, CONRY – YES, HOGAN – YES, AND BROOKS – YES.

LUDWIG MOVED AND AUKER SECONDED A MOTION ESTABLISHING THE BOARD COMMITTEES AS A COMMITTEE OF THE WHOLE TO INCLUDE BUILDING & GROUNDS/INTERGOVERNMENTAL, PERSONNEL/FINANCE, AND PROGRAM &

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RECREATION. AUKER – YES, CONRY – YES, HOGAN – YES, LUDWIG – YES, AND BROOKS – YES.

There were no guests or public comment.

The April minutes did not appear in the board's Dropbox so the approval was tabled until the June meeting.

The correspondence was noted and briefly discussed.

There was no President's Report or Recreation Path Committee Report.

HOGAN MOVED AND LUDWIG SECONDED A MOTION TO APPROVE THE FINANCIAL REPORT FOR APRIL 2016. President Brooks questioned the pavilion bathrooms going over budget. Shawn stated that the billing should be complete for this project so the account won't go over anymore. CONRY – YES, HOGAN – YES, LUDWIG – YES, AUKER – YES, AND BROOKS – YES.

President Brooks opened the floor to Todd Tucker, Administrative Services Department-7:18-7:28 pm-He updated the board on the progress of the museum renovation. He reported on the Northwest Illinois Association of Park and Recreation meeting that he attended. Jay Sandine, the Assistant Director of Rockford Park District was a speaker at the meeting. They are opening a new facility in June and the next NWIAPR meeting will be held there on June 23rd if any of the board members would like to attend. Regarding the City of Byron purchasing an acre of land from the District, he researched the timeline of the

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District being able to sell land since we sold land last year. He discovered in the Illinois State Statutes that the District cannot sell land that will be used for landfill purposes. President Brooks requested that Director Tucker check with legal counsel on this as well. Mark Herman, Education Department-7:28-7:45 pm-He showed the "ASK" packet to the board that will be used to ask business owners to be sponsors of the new museum. Local businesses will be approached first. He has been proofing text for the exhibits for the new museum. The tentative install date for the exhibits is July 11, 2016, as long as flooring, paint, and lighting are completed before the install. He reported that over 400 people were in attendance at the preschool graduation which was held at the school since we don't have a facility to hold that many people. He informed the board that Joni Camling had resigned as preschool teacher and is going to teach in Belvidere. She will stay on through the summer. Hiring a new teacher was discussed. Commissioner Ludwig questioned whether to make the position full-time with benefits to make it more attractive to qualified candidates. We want to make sure we hire the most qualified candidate so the program won't stall or fail. Russell Brunner, Restoration/Maintenance Department-7:45-7:52 pm-Joe Jonakin is back! Todd Tucker (for Andy Gramer), Clubhouse Operations-7:52-8pm - President Brooks requested that "members" be changed to "passholders" on the Reciprocal List. Commissioner Conry asked if the reciprocal only applied when

PrairieView was too busy? Director Tucker will check with Andy. Matt Henkel, Golf Maintenance Department-8-8:07pm-He reviewed and discussed recent photos of various issues on the course. He informed the board that the fountain for the other pond should be installed before the next board meeting.

Director Tucker updated the board on the progress of the policy manual review. Staff has completed the review of the Administrative Procedures Manual and has begun reviewing the Finance/HR Manual.

The proposed guidelines for Job Titles and Pay Ranges were discussed briefly. HOGAN MOVED AND LUDWIG SECONDED A MOTION TO APPROVE THE JOB TITLES AND PAY RANGES GUIDELINES AS PRESENTED. HOGAN – YES, LUDWIG – YES, AUKER – YES, CONRY – YES, AND BROOKS – YES.

Bonuses for staff were discussed. Commissioner Conry stated that he spoke to many people at conference and was surprised to discover that other districts award bonuses to their staff. President Brooks noted and Commissioner Ludwig agreed that District staff may be at the lower end of the average pay for their positions so bonuses are given for above and beyond tasks that are outside of the expectations for their normal job. Commissioner Hogan stated that he is “on the fence” about bonuses being awarded to staff only because it’s not “cut and dried” in the budget. The District has great retention of employees and that may be because bonuses are awarded. He also noted that it’s difficult for

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Director Tucker to decide who gets a bonus and who doesn't because it can't be solely based on the amount of revenue produced because some departments aren't responsible for producing revenue. Director Tucker stated that the District doesn't do salary surveys and are non-union so it's difficult to make it extremely fair. Commissioner Auker stated that bonuses aren't given in private sector businesses. President Brooks stated that Director Tucker should notify the board of bonuses being awarded before they are given to staff. Commissioner Hogan suggested that the board discuss this topic further at their annual budget meeting in October.

CONRY MOVED AND LUDWIG SECONDED A MOTION AT 8:28 PM TO
ADJOURN THE MEETING. LUDWIG – YES, AUKER – YES, CONRY – YES, HOGAN
– YES, AND BROOKS – YES.

Respectfully submitted,

Trevor Hogan, Secretary
Board of Commissioners

TH/mg