

MINUTES OF PEOTONE PARK DISTRICT REGULAR MEETING OCTOBER 15, 2019

1. Roll Call: Meeting called to order at 7:00pm by Wade Callahan. Present were Shaun Ziems, Wade Callahan, Barbara Sim. Lindsey Schwiesow absent. Also present Jennifer Swanson, Board Secretary/Park Manager, Jeff Eschbach/Park Maintenance, Paul Douglas.

Motion to appoint Barbara Sim Temporary Secretary of Park Board meetings by Shaun Ziems. Second by Wade Callahan. Roll call: Shaun Ziems yes, Wade Callahan yes, Barbara Sim present. Motion carried.

2. Minutes of September 17, 2019 Regular Meeting: Motion to approve minutes of September 17, 2019 Regular Meeting by Barbara Sim. Second by Shaun Ziems. Roll call: B. Sim yes, S. Ziems yes, W. Callahan yes. Motion passed.

3. Minutes of September 23, 2019 Special Meeting: Motion to approve minutes of September 23, 2019 Special Meeting by Shaun Ziems, seconded by Barbara Sim. Roll call: Shaun Ziems yes, Wade Callahan yes, Barbara Sim yes. Motion passed.

4. Public Comments/ Questions: none

5. Accounts Payable and Payroll: Check to Superfleet should be \$347.14 (shows \$374.14) Jennifer will re-issue check. Payroll hours are not correct: Bonnie Schick was shorted 4 hours. Jennifer will correct payroll check. Motion to approve accounts payable and payroll by Shaun Ziems. Second by Barbara Sim. Roll Call: Shaun Ziems yes, Barbara Sim yes, Wade Callahan yes. Motion passed. Discussion regarding the \$25,000 principal bond fund payment due in 10/2019.

6. REPORTS:

A. Financial Report: See enclosed reports

B. Compliance/ Legal Report: CPA Tim Thompson spoke with Wade and Barb regarding financial reporting. State will allow reporting to remain cash basis over accrual. He may do our annual reports for a fee. Probably \$1000 annual.

Closing is complete on 112 Corning building. Proceeds to be deposited to First Midwest Bank in an account that will be used for capitol improvements.

C. Maintenance Report: Jeff Eschbach reported water will be turned off in the Park i November. Nets in the batting cages will be coming down for the winter. Wade mentioned about the holes in the Bronco/ softball field backstop nets. Jeff will look into. Flooring in the building is done, applying pads to chair legs to protect flooring Handicap swings are in and should be installed.

D. Rec Care Report: see enclosed reports. Barb has asked Tracy to be in the building as we transition to a new park manager. Amanda Carlson has also expressed interest in working additional hours, if available for Park events.

E. Manager's Report: Room rentals are down.
Halloween weekend events - 18 registered for Zombie Run. Boy Scouts and volunteers are zombies. \$1000 in donations have been received. Barb will confirm with Versiti Blood Bank on arrival and location for blood bus. Window posters, large signs and FaceBook ads for advertising. Ordering 28-30 shirts for runners & walkers. Chili cook-off and bag participants to sign up day of. 7-10 Trunk or Treat participants.
Sending extra newsletters to schools to give away.

7. Old Business

- A. New Programs: none.
- B. Capital improvements: Discussion on LED signage. Need more information and costs.

8. New Business

- A. Approve Repairs/Improvements to Park Facilities/ Equipment: Jeff has 2 quotes for Disc Golf. May have no cost for pads & stakes if we get donation from Mokena Park District. Motion to approve Disc Golf Course with 9 holes, with Innova baskets, as presented up to cost of \$4400.00 by Barbara Sim. Second by Shaun Ziems. Roll call: Barbara Sim yes, Shaun Ziems yes, Wade Callahan yes. Motion passed. Funds to be used from capitol improvement funds.
- B. Approve Extension of Filing Annual Financial Report with Illinois Comptroller. Motion to approve Extension of Filing Annual Financial Report by Shaun Ziems. Second by Barbara Sim. Roll call: Shaun Ziems yes, Barbara Sim yes, Wade Callahan yes. Motion passed.
- C. Approve Extension of Publication of Annual Financial Statement. Motion to approve Extension of Publication of Annual Financial Statement by Shaun Ziems. Second by Barbara Sim. Roll call: Shaun Ziems yes, Barbara Sim yes, Wade Callahan yes. Motion passed.
- D. Approve High School Basketball Program: Paul Douglas prepared budget and game set-up. Park may have to purchase a couple of basketballs, but registration fees should cover all costs. Motion to approve the program by Shaun Ziems. Second by Barbara Sim. Roll call: Shaun Ziems yes, Barbara Sim yes, Wade Callahan yes. Motion passed.
- E. Approve Software Purchase: Update QuickBooks software purchase - download version by Shaun Ziems. Second by Barbara Sim. Roll call: Shaun Ziems yes, Barbara Sim yes, Wade Callahan yes. Motion passed.
- F. Accept Resignation of Jennifer Swanson as Appointed Board Secretary :Motion to accept resignation of Jennifer Swanson as Appointed Board Secretary by Barbara Sim. Second by Shaun Ziems. Roll call: Barbara Sim yes, Shaun Ziems yes, Wade Callahan yes. Motion passed.

9. Correspondence/ Communication/ Petitions: Shaun Ziems attended LWSRA meeting. 3rd quarter payment has been paid. They are working on a playground. November 22-23 will have drama presentations: John M. Driscoll, attorney will send us legal updates.
Notice from Will County Board of Review: First Midwest Bank & building at 1205 Teal have requested over-evaluation for RE taxes. Consensus of the Board to send objection letter. Wade will prepare.

Motion to exit Regular meeting to enter Executive Session to discuss Employment and Personnel by Barbara Sim. Second by Shaun Ziems. Roll call: Barbara Sim yes, Shaun Ziems yes, Wade Callahan yes.
8:40 pm

Motion to reconvene regular meeting by Shaun Ziems. Second by Barbara Sim. Roll call: Shaun Ziems yes, Barbara Sim yes, Wade Callahan yes. Motion passed. 9:00 pm

10. Adjournment: Motion to adjourn by Wade Callahan. Second by Shaun Ziems. Roll call: Wade Callahan yes, Shaun Ziems yes, Barbara Sim yes. Motion passed. 9:04 pm

Respectfully submitted,

Barbara Sim, Park Board Secretary