

MINUTES OF PEOTONE PARK DISTRICT REGULAR BOARD MEETING MARCH 3, 2020

1. ROLL CALL

Park District meeting called to order at 7:02pm. Present were Wade Callahan, Lindsey Schwiesow, Barbara Sim, Shaun Ziems. Also, present Kim Stroud, Park Manager and Jeff Eschbach, Park Maintenance. Public attendance by Sue Wackerlin.

2. APPROVAL OR CORRECTIONS TO MINUTES OF FEBRUARY 4, 2020 REGULAR MEETING

Motion to approve minutes as presented by Shaun Ziems, second by Lindsey Schwiesow. Roll call: Shaun Ziems yes, Lindsey Schwiesow yes, Barbara Sim yes. Wade Callahan abstain. Motion passed 3/0/1.

3. PUBLIC COMMENTS AND/OR QUESTIONS

Sue Wackerlin presented to Board information on Adopt A Soldier Ruck Muck March

4. ACCOUNTS PAYABLE AND PAYROLL

Motion to approve accounts payable and payroll by Sean Ziems, second by Barbara Sim. Roll call: Shaun Ziems yes, Barbara Sim yes, Wade Callahan yes, Lindsey Schwiesow yes. Motion passed 4/0/0.

5. REPORTS:

A. FINANCIAL REPORT – see attached reports. Barb suggested a search for CPA to complete annual financial reports. She will start to reach out to firms/individuals for cost to prepare items. Healthcare for employees is in effect 3/1/20.

B. COMPLIANCE/LEGAL REPORT–Building at 112 W Corning, Peotone is being converted to residential 2 unit from commercial zoning. Owners have paid impact fees for each unit as per Park and village requirements.

C. MAINTENANCE REPORT – See attached report.

D. REC CARE – attached reports.

E. MANAGERS REPORT –see attached report.

6. OLD BUSINESS

A. NEW PROGRAMS – new programs addressed in Manager’s report, including Magic class, Summer Day Camp.

B. CAPITOL IMPROVEMENTS – Discussion on exercise equipment that can be placed along walking path.

C. AUTHORIZE REPAIRS/UPGRADES TO PARK FACILITIES – Motion to authorize up to \$6500 for purchase of metal garbage can & inserts for Park, selection to be Jeff’s discretion by Shaun Ziems, seconded by Wade Callahan. Roll call: Shaun Ziems yes, Wade Callahan yes, Lindsey Schwiesow yes, Barbara Sim yes. Motion passed 4/0/0.

Since Pepsi contract has been cancelled, Pepsi is removing 2 coolers that are inside of Park building. Pepsi was contacted to see if they would donate those coolers to the Park but they declined. Building does need to have refrigeration for employees and concession area. Jeff has been in contact with Daum Appliances for refrigerator. Motion to approve purchase of 2 refrigerators/coolers up to cost of \$3,000 by Barbara Sim, seconded by Lindsey Schwiesow. Roll call: Barbara Sim yes, Lindsey Schwiesow yes, Wade Callahan yes, Shaun Ziems yes. Motion passed 4/0/0.

7. NEW BUSINESS

A. APPROVE DUGOUT UPGRADES – Chris Gibson contacted Park for upgrades to softball dugouts. Work will be completed by Gibson and family with costs incurred by them, anticipated at \$300. Motion to approve dugout upgrades with up to \$300 from Park for any additional costs by Shaun Ziems, seconded by Lindsey Schwiesow. Roll call: Shaun Ziems yes, Lindsey Schwiesow yes, Wade Callahan yes, Barbara Sim yes. Motion passed 4/0/0.

B. APPROVE ADOPT A SOLDIER RUCK MUCK MARCH PARTICIPATION– Sue Wackerlin presented information on 5th Annual Adopt A Soldier Ruck Muck March to be held at County Fairgrounds. May 30, 2020. Walkers would like to use Park path for 22-mile walk. Begins at 7:00 am until completed, possibly 7:00 pm. Chamber is holding Concert in the Park same evening at West St. area and building is currently rented. Park will maintain the trail for walkers as well as making sure porta-potties are on grounds and clean. Motion to approve rental of Division St. pavilion to Adopt a Soldier at charge of \$10 per hour for 12 hours and authorize use of golf carts on the Park grounds by program by Barbara Sim, seconded by Shaun Ziems. Roll call: Barbara Sim yes, Shaun Ziems yes, Wade Callahan yes, Lindsey Schwiesow yes. Motion passed 4/0/0.

C. APPROVE IPARKS INSURANCE RENEWAL Tabled.

D. AUTHORIZE MOVIES IN THE PARK – Motion to approve \$1500 for Movies in The Park with dates to be set per Kim Stroud’s discretion by Lindsey Schwiesow, seconded by Barbara Sim. Roll call: Lindsey Schwiesow yes, Barbara Sim yes, Wade Callahan yes, Shaun Ziems yes. Motion passed 4/0/0.

E. APPROVE TREASURE HUNT –Tabled.

F. APPROVE KITE FLY –Approve date of Saturday May 9 by Shaun Ziems seconded by Lindsey Schwiesow. Details to follow. Roll call: Shaun Ziems yes, Lindsey Schwiesow yes, Wade Callahan yes, Barbara Sim yes. Motion passed 4/0/0.

G. APPROVE EGG HUNT – Kim Stroud would like to move the Egg Hunt outdoors. Motion to approve Egg Hunt to be held on Saturday April 4 with Kim to plan event as she would like and a budget up to \$500 by Barbara Sim, seconded by Shaun Ziems. Roll call: Barbara Sim yes, Shaun Ziems yes, Wade Callahan yes, Lindsey Schwiesow yes. Motion passed 4/0/0.

H. APPROVE ZOMBIE RUN- Tabled.

I. HIRE REC CARE MANAGER/EMPLOYEES –New hire Jennifer Price will work with Kim to grow current program and implement changes to future program. Motion to hire Jennifer Price as Rec Care Instructor with pay of \$9.75 per hour, up to 20 hours weekly and Marissa Manley as

Rec Care Instructor with pay of \$9.25 per hour, up to 5 hours per week by Barbara Sim, seconded by Lindsey Schwiesow. Roll call: Barbara Sim yes, Lindsey Schwiesow yes, Wade Callahan yes, Shaun Ziems yes. Motion passed 4/0/0.

J. HIRE PART-TIME SEASONAL EMPLOYEES – Motion to authorize advertising hire of up to 3 additional seasonal employees up to 30 hours per week. Pay will be based on experience by Barbara Sim. Second by Shaun Ziems. Roll call: Barbara Sim yes, Shaun Ziems yes, Wade Callahan yes, Lindsey Schwiesow yes. Motion passed 4/0/0.

K. DISCUSS RETAIL DISC IN MAIN BUILDING – Discussion on having golf discs in building for use to public to rent/use. Kim will look into purchasing 2-3 sets with cost of approx. \$50 per set.

L. HEALTH – Discussion on health coverage being provided to employees. If employee elects to add dependents, spouse, domestic partners, etc., cost would be to employee. Park coverage is to employee only. Park will not offer retiree coverage at this time.

M. ADOPT EMPLOYEE HANDBOOK/PERSONNEL POLICY – Board is beginning to work on an employee handbook. Further discussion at future meetings.

N. REFUNDS ON BUILDING PERMITS IMPACT FEES – Wade to draft letter to payees of previous impact fees. No action.

O. AUTHORIZE REPAIRS/UPGRADES TO PARK EQUIPMENT – Tabled.

P. UPDATE ON PROPERTY ANNEXATIONS – Barb met with Brit Hitchins at Will County Clerk's office. He had previously sent the Park a list of PINs' that are within the village limits, but not paying taxes to the Park District. Properties have been annexed into village, some as far back as 2006 without being annexed into the Park District. We can request that these properties are added to our tax base. Discussion on how to notify property owners that they will be annexed into the Park. We need to get this completed before the end of 2020 when we send our request for 2020 tax levy to the county office, so this will be reflected in our 2021 tax revenue. We cannot request previous tax years to be retroactive. Wade will check on Park code to see how to notify the property owners of our intent.

Q. CHILDREN'S GARDEN AT BATES PARK AND NAR GRANT – As part of the Rec Care PowerPlay! program, Barb would like to see a portion of Bates Park used to build a children's/community garden. Further information and details will be presented at future meetings. National Association of Realtors (NAR) also offers beautification grants, which may be used for the wild/prairie grass area (next agenda item).

R. UPDATE ON WILD/PRAIRIE GRASS AREA – Barb has reached out to Midewin TallGrass Prairie, part of the USDA Forest Service for help with plants and plans for the area. Waiting to hear back from them. Realtor Jim Sim has offered to present our plans for NAR grant, if we qualify. Plans will be presented once completed. Acknowledgment will need to be given to NAR if approved for grant.

8. CORRESPONDENCE/COMMUNICATION/PETITIONS – Illinois Association of Park District (IAPD) – Parks Day at the Capitol is scheduled for Tuesday 4/28/20 in Springfield. This is that same day as April Board

of Commissioners meeting. Board will move date of meeting so that we can participate in Springfield. Public notice will be given.

9. ADJOURNMENT – Motion to adjourn by Lindsey Schwiesow, seconded by Barbara Sim. Roll Call: Lindsey Schwiesow yes, Barbara Sim yes, Wade Callahan yes, Shaun Ziems yes. Meeting adjourned at 9:50 pm.

Respectfully submitted,

Barbara Sim, Board Secretary