

## **MINUTES OF PEOTONE PARK DISTRICT REGULAR BOARD MEETING SEPTEMBER 15, 2020**

### **1. ROLL CALL**

Park District meeting called to order at 7:02pm. Present were Wade Callahan, Barbara Sim, Jacklyn Van Overmeiren, Lindsey Schwiesow. Shaun Ziems absent. Also, present Kim Stroud, Park Manager. Public attendance: Byron Nelson, Mr. Bryon Nelson (father) and Paul Douglas.

### **2. APPROVAL OR CORRECTIONS TO MINUTES OF MAY 26, 2020 REGULAR MEETING**

Motion to approve minutes from May 26, 2020 Park District Board Meeting by Wade Callahan, seconded by Lindsey Schwiesow. Roll call: Wade Callahan yes, Lindsey Schwiesow yes, Jackie Van Overmeiren abstain, Barbara Sim yes. Motion passed 3/0/1.

### **3. APPROVAL OR CORRECTIONS TO MINUTES OF AUGUST 18, 2020 REGULAR MEETING**

Motion to approve minutes from August 18, 2020 Park District Board Meeting by Wade Callahan, seconded by Jackie Van Overmeiren. Roll call: Wade Callahan yes, Jackie Van Overmeiren yes, Lindsey Schwiesow abstain, Barbara Sim yes. Motion passed 3/0/1.

### **4. PUBLIC COMMENTS AND/OR QUESTIONS**

Byron Nelson, along with his father presented to the Board a proposal to build a community garden enclosure as part of his Eagle Scout project. Other local park districts have similar gardens, which rent space to the public. Area should be near a water supply. He would fund-raise for the costs of building materials; he believes would be about \$200. Timeline to build is one weekend with groundbreaking in the spring 2021. He is open to the Board making changes to his proposal. Discussion on making it a Children's garden in Bates Park, as part of the Rec Care PowerPlay program.

Paul Douglas appeared to pick-up a check for administrative fee from Indoor Basketball program that was held earlier this year. Budget for program was checked to be sure of the amount owed to him. Kim will prepare payment.

### **5. ACCOUNTS PAYABLE AND PAYROLL**

Motion to approve accounts payable and payroll as presented by Barbara Sim, seconded by Wade Callahan. Roll call: Barbara Sim yes, Wade Callahan yes, Lindsey Schwiesow yes, Jackie Van Overmeiren yes. Motion passed 4/0/0.

### **6. REPORTS:**

**A. FINANCIAL REPORT** – see attached reports. Difference of \$3039 shown between Corporate account and QuickBooks. Questions arise regarding having 3<sup>rd</sup> party to keep QuickBooks accounts. Move \$15,538.06 to money-market in QuickBooks.

**B. COMPLIANCE/LEGAL REPORT**—no update.

**C. MAINTENANCE REPORT** –Jeff arrived 8:15 p.m. Discussion on items h=that need to be addressed around the park. List attached.

D. REC CARE – Kim e-mailed IAPD (Illinois Association of Park Districts) for PowerPlay Grant information with COVID 19 updates.

E. MANAGERS REPORT –see attached report. Kite Day to be at Bates Park as it is mostly open area. Tree location for Memorial Program to be lining path along baseball outfield fence. Other locations to be approved by the Board.

## **7. OLD BUSINESS**

A. NEW PROGRAMS – Jackie Van Overmeiren wants to look into doing a Food Truck Friday event. She will contact vendors and bring more info to future meetings.

B. CAPITAL IMPROVEMENTS – No update on **playground** equipment as Shaun Ziems not in attendance. Barb still looking into concrete estimates for exercise equipment.

C. AUTHORIZE REPAIRS/UPGRADES TO PARK FACILITIES – No action.

D. AUTHORIZE REPAIRS/UPGRADES TO PARK EQUIPMENT – No action.

E. PRELIMINARILY APPROVE BUDGET & APPROPRIATION ORDINANCE - tabled.

F. SCHEDULE PUBLIC HEARING ON PRELIMINARY BUDGET & APPROPRIATION ORDINANCE – tabled.

G. AUTHORIZE PUBLICATION OF NOTICE OF PUBLIC HEARING ON PRELIMINARY BUDGET & APPROPRIATION ORDINANCE - tabled

H. UPDATE ON EMPLOYEE HANDBOOK/PERSONNEL POLICY –Kim will work on putting information together from samples of other park districts and Illinois Parks Association. Should have preliminary at next meeting.

I. STATUS OF PARK CLOSURES CONCERNING COVID-19 PANDEMIC – No change.

## **8. NEW BUSINESS**

A. ADOPT ORDINANCE ANNEXING CERTAIN PROPERTIES INTO PARK DISTRICT -Tabled.

B. APPROVE DISPOSAL OF RECORDS– Motion to approve disposal of **records** no longer of relevance or necessary for day to day running of Park and dated older than 10 years (prior to September, 2010) by Lindsey Schwiesow, seconded by Jackie Van Overmeiren. Roll call: Lindsey Schwiesow yes, Jacki Van Overmeiren yes, Wade Callahan yes, Barbara Sim yes. Motion passed 4/0/0.

**9. CORRESPONDENCE/COMMUNICATION/PETITIONS** – Barb attended Lincolnway Special Recreation Area board meeting. Board is considering adding on an entry to the front of the building. This is just preliminary and fund raising will be done to raise funds to cover the costs. Several designs have been considered, but nothing is definite. Keith Wallace, again offered to help Peotone Park District if we have questions. He is going to get Barb names of **CPAs** that may be able to help us with our annual reporting.

**10. ADJOURNMENT** – Motion to adjourn by Barbara Sim, seconded by Lindsey Schwiesow. Roll call: Barbara Sim yes, Lindsey Schwiesow yes, Wade Callahan yes, Jacki Van Overmeiren yes. Meeting adjourned at 9:40 pm.

Respectfully submitted,

Barbara Sim, Board Secretary

Highlighted denotes approved change