

## **MINUTES OF PEOTONE PARK DISTRICT REGULAR BOARD MEETING OCTOBER 13, 2020**

### **1. ROLL CALL**

Park District meeting called to order at 7:04pm. Present were Wade Callahan, Barbara Sim, Jacklyn Van Overmeiren, Lindsey Schwiesow, Shaun Ziems. Also, present Kim Stroud, Park Manager, Jeff Eschbach, Park maintenance. Public attendance: Byron Nelson Sr. and Joe Ladislas, park employee.

### **2. APPROVAL OR CORRECTIONS TO MINUTES OF SEPTEMBER 15, 2020 REGULAR MEETING**

Motion to approve minutes from September 15, 2020 Park District Board Meeting with corrections by Lindsey Schwiesow, seconded by Jackie Van Overmeiren. Roll call: Lindsey Schwiesow yes, Jackie Van Overmeiren yes, Wade Callahan yes, Barbara Sim yes, Shaun Ziems yes. Motion passed 5/0/0.

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

Byron Nelson further discussion on material to be used for community/children's garden at Bates Park. Discussion with Jeff Eschbach on materials including wood, chain link or wire fencing. 16 foot vs. 8 ft. 42" between beds to make it handicap accessible. Lattice fencing on 3 sides with raised beds 4 X12. Board would prefer the area be closed somehow to keep animals out. Byron anticipates in taking 2 weekends to complete in spring 2021. Board approval below.

### **4. ACCOUNTS PAYABLE AND PAYROLL**

Motion to approve accounts payable and payroll as presented by Barbara Sim, seconded by Lindsey Schwiesow. Roll call: Barbara Sim yes, Lindsey Schwiesow yes, Wade Callahan yes, Jackie Van Overmeiren yes, Shaun Ziems yes. Motion passed 5/0/0.

### **5. REPORTS:**

A. FINANCIAL REPORT – see attached reports. Discussion on hiring a CPA firm or bookkeeper that specializes in municipalities in the near future. Need to find a firm willing to do the work at a cost that is not excessive.

B. COMPLIANCE/LEGAL REPORT—none.

C. MAINTENANCE REPORT—See attached. Discussion on Skate Park repairs. ½ pipe needs improvements first. Discussion on roofing of pavilions and outdoor bathrooms. Not at this time, but may need in the future. Jeff will make the sign for the Disc Golf course not larger than 2 x 3.

D. REC CARE – None.

E. MANAGERS REPORT—see attached report.

### **6. OLD BUSINESS**

A. NEW PROGRAMS – None at this time.

B. CAPITAL IMPROVEMENTS – Discussion on adding additional lighting on Division St. Park area. Barb has reached out to Sean Galbreath to get costs for adding a light pole in the area of the

playground, adding lighting to the pavilion and repairing or replacing 2 pole lights at the pond area.

C. AUTHORIZE REPAIRS/UPGRADES TO PARK FACILITIES – Motion to approve Eagle Scout project as presented with final dimensions and materials to Jeff Eschbach's discretion by Shaun Ziems, seconded by Lindsey Schwiesow. Roll call: Shaun Ziems yes, Lindsey Schwiesow yes, Wade Callahan yes, Barbara Sim yes, Jacki Van Overmeiren yes. Motion passed 5/0/0.

Motion to approve purchase of paint and paint sprayer to repaint dug-outs and press box by Shaun Ziems, seconded by Lindsey Schwiesow. Roll call: Shaun Ziems yes, Lindsey Schwiesow yes, Wade Callahan yes, Barbara Sim yes, Jacki Van Overmeiren yes. Motion passed 5/0/0.

Motion to approve purchase of lids for garbage cans up to cost of \$3,000 by Shaun Ziems, seconded by Lindsey Schwiesow. Roll call: Shaun Ziems yes, Lindsey Schwiesow yes, Wade Callahan yes, Barbara Sim yes, Jacki Van Overmeiren yes. Motion passed 5/0/0.

D. AUTHORIZE REPAIRS/UPGRADES TO PARK EQUIPMENT – Motion to approve repairs and materials to Skate Park ½ Pipe box, ¼ pipe and to add additional bar up to cost of \$4,500 by Jacki Van Overmeiren, seconded by Shaun Ziems. Roll call: Jacki Van Overmeiren yes, Shaun Ziems yes, Wade Callahan yes, Lindsey Schwiesow yes, Barbara Sim yes. Motion passed 5/0/0.

E. PRELIMINARILY APPROVE BUDGET & APPROPRIATION ORDINANCE – Motion to preliminarily approve budget and appropriation ordinance as presented by Lindsey Schwiesow, seconded by Shaun Ziems. Roll call: Lindsey Schwiesow yes, Shaun Ziems yes, Wade Callahan yes, Barbara Sim yes, Jacki Van Overmeiren yes. Motion passed 5/0/0.

F. SCHEDULE PUBLIC HEARING ON PRELIMINARY BUDGET & APPROPRIATION ORDINANCE – Motion to approve scheduling public hearing on preliminary budget and appropriation ordinance on Friday November 20, 2020 at 6:30 pm by Barbara Sim, seconded by Jacki Van Overmeiren. Roll call: Barbara Sim yes, Jacki Van Overmeiren yes, Wade Callahan yes, Lindsey Schwiesow yes, Shaun Ziems yes. Motion passed 5/0/0.

G. AUTHORIZE PUBLICATION OF NOTICE OF PUBLIC HEARING ON PRELIMINARY BUDGET & APPROPRIATION ORDINANCE – Motion to authorize publication of notice of public hearing on preliminary budget and appropriation ordinance by Barbara Sim, seconded by Lindsey Schwiesow. Roll call: Barbara Sim yes, Lindsey Schwiesow yes, Wade Callahan yes, Jacki Van Overmeiren yes, Shaun Ziems yes. Motion passed 5/0/0. Kim Stroud will place ad in Vedette newspaper.

H. ADOPT ORDINANCE ANNEXING CERTAIN PROPERTIES INTO PARK DISTRICT –tabled.

I. UPDATE ON EMPLOYEE HANDBOOK/PERSONNEL POLICY – Kim has sent a draft to board members. Discussion to be at next board meeting.

## **7. NEW BUSINESS**

A. APPROVE HALLOWEEN ACTIVITIES/PROGRAMS– Motion to approve Halloween Movie in the Park, Zombie 5K run and 1-mile walk with budget of \$2,500 by Lindsey Schwiesow seconded by

Jacki Van Overmeiren. Roll call: Lindsey Schwiesow yes, Jacki Van Overmeiren yes, Wade Callahan yes, Barbara Sim yes, Shaun Ziems yes. Motion passed 5/0/0.

B. APPROVE KITE DAY BUDGET– Motion to approve Kite Day event with budget of \$250 by Jacki Van Overmeiren, seconded by Lindsey Schwiesow. Roll call: Jacki Van Overmeiren yes, Lindsey Schwiesow yes, Wade Callahan yes, Barbara Sim yes, Shaun Ziems yes. Motion passed 5/0/0.

C. APPROVE NEW YEAR'S DAY EVENT – New Year's Day event to include 1-mile walk around the Park, bon-fire and S'mores. Barb would like to have souvenir cocoa cups for purchase. Will look into sponsorship for event. Motion to approve New Year's Day event with budget up to \$500 by Lindsey Schwiesow, seconded by Shaun Ziems. Roll call: Lindsey Schwiesow yes, Shaun Ziems yes, Wade Callahan yes, Barbara Sim yes, Jacki Van Overmeiren yes. Motion passed 5/0/0.

D. AUTHORIZE EXTENSION OF FILING OF ANNUAL FINANCIAL STATEMENT – Motion to authorize extension of filing of Annual Financial Statement by Shaun Ziems, seconded by Lindsey Schwiesow. Roll call: Shaun Ziems yes, Lindsey Schwiesow yes, Wade Callahan yes, Barbara Sim yes, Jacki Van Overmeiren yes. Motion passed 5/0/0.

E. AUTHORIZE PUBLICATION OF PUBLIC FUNDS STATEMENT – tabled.

F. PARK WEBSITE MODIFICATIONS- Kim would like to look into improving and making Park website more user friendly. She will gather more information to present to Board.

**8. CORRESPONDENCE/COMMUNICATION/PETITIONS** – Election packets are available in Park office.

Discussion to allow lights on basketball courts to be turned off at 9:00 pm.

**9. ADJOURNMENT** – Motion to adjourn by Shaun Ziems, seconded by Lindsey Schwiesow. Roll call: Shaun Ziems yes, Lindsey Schwiesow yes, Wade Callahan yes, Barbara Sim yes, Jacki Van Overmeiren yes. Meeting adjourned at 10:04 pm.

Respectfully submitted,

Barbara Sim, Board Secretary