

MINUTES OF PEOTONE PARK DISTRICT REGULAR BOARD MEETING JANUARY 5, 2021

**1. ROLL CALL**

Park District meeting called to order at 7:07 pm. Due to Covid19 restrictions, meeting also held virtually on Zoom. Present were Shaun Ziems, Wade Callahan and Jacklyn Van Overmeiren in person. Present via Zoom Lindsey Schwiesow, Barbara Sim. Also present via Zoom Kim Stroud, Park Manager.

**2. APPROVAL OR CORRECTIONS TO MINUTES OF DECEMBER 8, 2020 REGULAR MEETING**

Motion to approve minutes from December 8, 2020 Park District Board Meeting by Shaun Ziems, seconded by Jackie Van Overmeiren. Roll call: Shaun Ziems yes, Jackie Van Overmeiren yes, Wade Callahan present, Lindsey Schwiesow yes, Barbara Sim yes. Motion passed 4/0/1.

**3. APPROVAL OR CORRECTIONS TO MINUTES OF DECEMBER 23, 2020 SPECIAL MEETING**

Motion to approve minutes from December 23, 2020 Park District Board Special Meeting by Shaun Ziems, seconded by Jackie Van Overmeiren. Roll call: Shaun Ziems yes, Jackie Van Overmeiren yes, Wade Callahan yes, Lindsey Schwiesow yes, Barbara Sim yes. Motion passed 5/0.

**4. PUBLIC COMMENTS AND/OR QUESTIONS** None.

**5. ACCOUNTS PAYABLE AND PAYROLL** Kim will bring debit account balance to \$500. QuickBooks charged sales tax, as Park is tax exempt. Kim will request refund. Motion to approve accounts payable and payroll as presented by Barbara Sim, seconded by Shaun Ziems. Roll call: Barbara Sim yes, Shaun Ziems yes, Wade Callahan yes, Lindsey Schwiesow yes, Jackie Van Overmeiren yes. Motion passed 5/0

**6. REPORTS:**

**A. FINANCIAL REPORT** – see attached reports- QuickBooks and bank statements. No transfer of funds at this time.

**B. COMPLIANCE/LEGAL REPORT**–Levy and Financial reports have been published. State Financial Report must be certified 3/5 vote approval. Must be approved by State of IL Comptroller. 12/28/20 approval, we may incur late fees of \$5 per day. Annual Financial Statements to be published in The Vedette. Kim will forward information to newspaper.

**C. MAINTENANCE REPORT** –Kim asked about plowing and salting of Blue Devil Dr. At this time, the Jr. High school is not in person, so no bus traffic. Funds are not in budget to plow on Park behalf. Typically, the school plows the Drive. Shaun will make sure Jeff knows about salting the sidewalks in front of Park building. Also, follow up with Jeff about mice in concession area.

**D. REC CARE** – None at this time due to COVID 19 restrictions.

**E. MANAGERS REPORT** – See attached report.

Discussion held on whether to open Park building up for rentals and events up to 10-12 participants. Informal Board decision made to allow opening building for purpose of Park programs only, subject to COVID 19 guidelines. Shaun Ziems yes, Wade Callahan yes, Jackie Van Overmeiren yes, Lindsey Schwiesow no, Barbara Sim no. 3/2.

Programs to be managed and supervised by Park instructors and participants must be in compliance with COVID 19 protocol. Any instructor or employee that is not comfortable with this decision is not obligated to participate in the program.

Discussion on Valentine-To-Go, Barb suggested the previous conversation of signs “You’ve been kissed” as an option. Kim will gather costs and further information.

PBSA has claimed equipment that was left in back storage areas.

Garbage can lids should be received soon and old ones are ready to be picked up.

## **7. OLD BUSINESS**

A. NEW PROGRAMS – None at this time.

B. CAPITAL IMPROVEMENTS – None at this time.

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

D. AUTHORIZE REPAIRS/UPGRADES TO PARK EQUIPMENT – Authorize purchase of new microwave for concession area up to cost of \$100 by Shaun Ziems, seconded by Jackie Van Overmeiren. Roll call: Shaun Ziems yes, Jackie Van Overmeiren yes, Wade Callahan yes, Lindsey Schwiesow yes, Barbara Sim yes. Motion passed 5/0.

E. ADOPT EMPLOYEE HANDBOOK/PERSONNEL POLICY – **moved to below**

F. AUTHORIZE RECURRING PUBLICATION WITH VEDETTE -Tabled.

Kim Stroud left meeting 8:22 pm.

Motion to go into Executive Session by Shaun Ziems, seconded by Jackie Van Overmeiren. 8:22 pm. Roll call: Shaun Ziems yes, Jackie Van Overmeiren yes, Wade Callahan yes, Lindsey Schwiesow yes, Barbara Sim yes. Motion passed 5/0.

Motion to reconvene regular Board Meeting by Shaun Ziems, seconded by Jackie Van Overmeiren. 8:55 pm. Roll call: Shaun Ziems yes, Jackie Van Overmeiren yes, Wade Callahan yes, Lindsey Schwiesow yes, Barbara Sim yes. Motion passed 5/0.

## **7. OLD BUSINESS**

E. ADOPT EMPLOYEE HANDBOOK/PERSONNEL POLICY- Motion to adopt handbook as revised 1/5/21 with employees to receive copy and provide written confirmation by Jackie Van Overmeiren, seconded by Shaun Ziems. Roll call: Jackie Van Overmeiren yes, Shaun Ziems yes, Wade Callahan yes, Lindsey Schwiesow yes, Barbara Sim yes. Motion passed 5/0.

## **8. NEW BUSINESS**

A. AUTHORIZE RELEASE OF EXECUTIVE SESSION MINUTES- Motion to authorize release of Executive Session minutes from 8/18/20 by Shaun Ziems, seconded by Jackie Van Overmeiren.

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

**9. CORRESPONDENCE/COMMUNICATION/PETITIONS** – None.

**10. ADJOURNMENT** – Motion to adjourn by Shaun Ziems, seconded by Jackie Van Overmeiren. Roll call: Shaun Ziems yes, Jackie Van Overmeiren yes, Wade Callahan yes, Lindsey Schwiesow yes, Barbara Sim yes. Motion passed 5/0. Meeting adjourned at 8:57 pm.

Respectfully submitted,

Barbara Sim, Board Secretary