

MINUTES OF PEOTONE PARK DISTRICT REGULAR BOARD MEETING MARCH 2, 2021

1. ROLL CALL

Park District meeting called to order at 7:04 pm. Due to Covid19 restrictions, meeting also held virtually on Zoom. Present Wade Callahan, Jacklyn Van Overmeiren and Barbara Sim in person. Present via Zoom Lindsey Schwiesow. Absent Shaun Ziems. Also present in person Kim Stroud, Park Manager and Jeff Eschbach, Park Maintenance. Public present in person Adam Pence and Marc Turngren, Peotone Courts League. Present via Zoom Kevin Price, Sr. Rec Softball and Will Glass, First Midstate, Inc.

2. APPROVAL OR CORRECTIONS TO MINUTES OF FEBRUARY 2, 2021 REGULAR MEETING

Motion to approve minutes from February 2, 2021 Park District Board Meeting by Jackie Van Overmeiren, seconded by Lindsey Schwiesow. Roll call: Jackie Van Overmeiren yes, Lindsey Schwiesow yes, Wade Callahan yes, Barbara Sim yes. Motion passed 4/0.

3. PUBLIC COMMENTS AND/OR QUESTIONS

Adam Pence and Marc Turngren are planning on having **team regular basketball play** on Park courts. As this is not a Park program, they understand that the courts will not be reserved for them and the public is allowed use if they are there. No advertising or administrative help from the Park or employees. Discussion on problems from last year regarding noise from PA system – they will not use this year. Also, problem with altercations will be monitored, if need be by police department.

Kevin Price presented to Board proposal for Sr. Recreation Softball program. 22-24 people age 50 and over. East field by West St. 12-inch softball, no umpires. Board proceeded under 7A below.

4. ACCOUNTS PAYABLE AND PAYROLL

Additional funds needed to be transferred to cover upcoming payments. Transfer \$10,000.00 to corporate account to be added to payables. Updated accounts payable to be provided by Kim. Motion to approve accounts payable and payroll as presented, with addition of transfer by Barbara Sim, seconded by Jackie Van Overmeiren. Roll call: Barbara Sim yes, Jackie Van Overmeiren yes, Wade Callahan yes, Lindsey Schwiesow. Motion passed 4/0

5. REPORTS:

A. FINANCIAL REPORT – see attached reports- QuickBooks and bank statements.

B. COMPLIANCE/LEGAL REPORT–Wade is working on completing letter for partial refunds of Impact Fees, due to over-payments received.

C. MAINTENANCE REPORT –see attached report. Start to look for part-time seasonal help. Jeff was given footing specifications for LED sign on West St.

D. REC CARE – None at this.

E. MANAGERS REPORT – See attached report. Resolution with company that we ordered trash can and lids, they are going to pick up all trash cans that we have and replace with trash cans and fitting lids. Kim has met with Fire Department to determine how many people will be allowed in our building for programs.

Kim would like restrooms in building open to the public. Discussion on pros and cons. No decision at this time.

6. OLD BUSINESS

A. NEW PROGRAMS –Jeff proposed a Disc Golf Tournament summer 2021. Will be addressed at future meeting.

B. CAPITAL IMPROVEMENTS – None at this time.

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

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

7. NEW BUSINESS

A. APPROVE SENIOR SOFTBALL PROGRAM Motion to approve Senior Recreation Softball as presented **but** at cost of \$40 per person and charge Out of District fee as per current Park policy of \$25 per person annual or \$50 per family, by Wade Callahan, no second. Motion failed.

Motion to approve Senior Recreation Softball as presented at cost of \$20 per person for summer (14 days) or \$5 per day and charge Out of District fee as per current Park policy of \$25 per person annual or \$50 per family by Lindsey Schwiesow, seconded by Jackie Van Overmeiren. Roll call: Lindsey Schwiesow yes, Jackie Van Overmeiren yes, Wade Callahan no, Barbara Sim no. Motion failed 2/2.

Board would like additional information to determine acceptable fee structure with comparable programs and would like to re-address at next board meeting with full board on 3/30/21.

B. EXPLORE BOND REFINANCE Will Glass went through options of refinancing our 2 current bonds to save Park and tax payers money. The current bond interest rates will increase in 2022, so payments of bonds will increase as well. If bonds are refinanced, the new bonds would be paid in full by 2028 & 2029. Current bonds are to be paid by 2030, shorter term as well. Fees will be rolled into refinance, approx. \$30,000. Net savings to the tax-payers are expected to be about \$80,000 over the term. Tax rates would be increasing in 2022 to make current bond payments. New terms would be fixed rate, no pre-payment penalty (either on current or new). Will send the Hire Agreement to the Park for Board review. Bonds would be refinanced in September, 2021 and rate to be locked at that time. One bond is “callable” now, with the second in December, 2021. Cannot refinance until 90 prior to that call. No referendum is needed to refinance. Roll call vote needed to approve refinance will be done in August 2021 meeting.

C. AUTHORIZE PURCHASE OF ZOOM PLATFORM No action taken.

D. APPROVE COLORING CONTEST Motion to approve Easter Coloring Contest as presented by Jackie Van Overmeiren, seconded by Barbara Sim. Roll call: Jackie Van Overmeiren yes, Barbara Sim yes, Wade Callahan yes, Lindsey Schwiesow yes. Motion passed 4/0.

E. DEEM PERSONAL PROPERTY NO LONGER NECESSARY, USEFUL TO, OR FOR THE BEST INTERESTS OF THE PARK DISTRICT Motion to approve gym mats no longer necessary, useful to or

for the best interest of the Park District by Barbara Sim, seconded by Jackie Van Overmeiren. Roll call: Barbara Sim yes, Jackie Van Overmeiren yes, Wade Callahan yes, Lindsey Schwiesow yes. Motion passed 4/0.

F. ADOPT/AMEND PARK MISSION STATEMENT Tabled – Barb will check to see if one already exists. Will have information for next meeting.

G. AUTHORIZE CHANGE IN PORTABLE TOILET VENDOR Fails for lack of motion.

H. IMPLEMENT SEXUAL HARASSMENT PREVENTION TRAINING Motion to approve Implementation of Sexual Harassment Prevention Training by all employees by Barbara Sim, seconded by Jackie Van Overmeiren. Roll call: Barbara Sim yes, Jackie Van Overmeiren yes, Wade Callahan yes, Lindsey Schwiesow yes. Motion passed 4/0. State of Illinois Department of Human Rights has a PowerPoint training. Employees will be given information to take the course, print the certification of completion and certificate will be retained in employment file. Employees are required to complete annually. Any new employee (full, part-time or seasonal) will be required to complete as well.

I. AMEND EMPLOYEE HANDBOOK/PERSONNEL POLICY Motion to amend Employee Handbook/Personnel Policy for Personal Time Off to be taken in ½ or full day increments, so it aligns with vacation time policy, by Jackie Van Overmeiren, seconded by Lindsey Schwiesow. Roll call: Jackie Van Overmeiren yes, Lindsey Schwiesow yes, Wade Callahan yes, Barbara Sim yes. Motion passed 4/0.

J. HIRE PART-TIME, SEASONAL EMPLOYEES - tabled

K. IMPLEMENT EMPLOYEE TIME CLOCK/PUNCH CARD SYSTEM Motion to approve purchase of time clock/punch card system with cost up to \$200 by Barbara Sim, seconded by Jackie Van Overmeiren. Roll call: Barbara Sim yes, Jackie Van Overmeiren yes, Wade Callahan yes, Lindsey Schwiesow yes. Motion passed 4/0.

L. THIRD PARTY BANNER AND SIGN ADVERTISING AT PARK Kim was asked to check with PBSA about the sponsorship details. In the past, the Park has had a sign program and we would possibly start that again.

M. ESTABLISH COMMITTEE TO EXPLORE VIABILITY OF SLED HILL Discussion on finding members of the community with experience to plan & develop Sled Hill plans. Lindsey will have Kim post on Facebook for needed volunteers, such as engineers, excavator etc.

N. RESUME REGULAR IN PERSON MEETING ATTENDANCE – Consensus to remain as we are currently doing – in person and Zoom, until Covid 19 requirements are lifted and all members must be in person.

8. CORRESPONDENCE/COMMUNICATION/PETITIONS – Lincolnway Special Rec executive director Keith Wallace will continue his position.

9. ADJOURNMENT – Motion to adjourn by Jackie Van Overmeiren, seconded by Lindsey Schwiesow. Roll call: Jackie Van Overmeiren yes, Lindsey Schwiesow yes, Wade Callahan yes, Barbara Sim yes. Motion passed 4/0.

Meeting adjourned at 10:25 pm.

Respectfully submitted,

Barbara Sim, Board Secretary

*highlighted denotes change to minutes