

## MINUTES OF PEOTONE PARK DISTRICT REGULAR MEETING NOVEMBER 12, 2019

1. **ROLL CALL:** Meeting called to order at 7:02pm by Wade Callahan. Present were Shaun Ziems, Wade Callahan, Barbara Sim and Lindsey Schwiesow. Also present Jennifer Swanson, Kimberly Stroud, Jeff Eschbach/Park Maintenance, Jason Spang, Peotone High School.

2. **APPROVAL OR CORRECTIONS TO THE MINUTES OF THE OCTOBER 15, 2019 PEOTONE PARK DISTRICT BOARD MEETING:** tabled.

3. **APPROVAL OR CORRECTIONS TO THE MINUTES OF THE OCTOBER 21, 2019 PEOTONE PARK DISTRICT BOARD MEETING:** Tabled.

4. **APPROVAL OR CORRECTIONS TO THE MINUTES OF THE OCTOBER 23, 2019 PEOTONE PARK DISTRICT BOARD MEETING:** Tabled.

5. **APPROVAL OR CORRECTIONS TO THE MINUTES OF THE NOVEMBER 6, 2019 PEOTONE PARK DISTRICT BOARD MEETING:** Tabled.

6. **PUBLIC COMMENTS/QUESTIONS:** none

7. **ACCOUNTS PAYABLE AND PAYROLL:** Motion to approve accounts payable and payroll by Lindsey Schwiesow. Second Shaun Ziems. Roll Call: Lindsey Schwiesow yes, Shaun Ziems yes, Barbara Sim yes, Wade Callahan yes. Motion passed.

### 8. **REPORTS:**

A. **FINANCIAL REPORT:** See enclosed reports. Barb to check with First Midwest Bank about the reversal of checking printing fee.

B. **COMPLIANCE/LEGAL REPORT:** Wade has requested an extension for the Annual Financial Reports to be done by 12/26/19. Wade has also sent an objection letter to Will County regarding the evaluation of the properties of First Midwest Bank and Teal Dr.

C. **MAINTENANCE REPORT:** Jeff reporting: Park is winterized. Electric has been installed in the new garage, along with exterior outlets. Currently winterizing equipment. Water shut-off is done. Disc Golf update. Jeff is making a computer checklist for maintenance items. Currently using his personal computer.

D. **REC CARE REPORT:** see enclosed reports. Barb and Tracy have talked about combining the Rec Care to one school next year, if the registration remains low. That way costs will go down. Kim will be introduced to Mr. Stein regarding registrations and Park related items.

E. **MANAGER'S REPORT:** Rentals are still going on in the building - team meals for high school teams. Update has been done to QuickBooks. Asked Jennifer to introduce Kim to Keith from LWSRA. Board discussed whether the fax machine is still needed. Most felt it is not used. Jennifer to make sure Kim has all passwords and back-up is provided. Info is currently being used on LastPass.

## 9. OLD BUSINESS

- A. NEW PROGRAMS: Shaun and Wade would like to see the building being used for Board Game Groups. Will try to find out who would use.
- B. CAPITOL IMPROVEMENTS: Discussion on adding a TV to the interior of the building. Will be used as a computer screen for advertising. Black Friday sales will be coming up.
- C. HIRE PARK MANAGER: Kim Stroud to start 11/19/19. Initially part-time through 2019- 20-25 hours per week. Full time to begin 2020 \$14.00 per hour. Health benefits to include HMO premium paid by Park. Additional insurance would be available with additional cost over HMO premium to be paid by employee. Subject to background check. Motion to approve new hire Kim Stroud under these terms by Lindsey Schwiesow. Second by Barbara Sim. Roll call: Lindsey Schwiesow yes, Barbara Sim yes, Wade Callahan yes, Shaun Ziems yes. Motion passed.
- D. ORDINANCE CONCERNING PARK DISTRICT IMPACT FEES: Tabled. Information found regarding previous Board minutes from 4/15/2014, where the Park Director suggested increasing the fees for additional revenue. As no vote was taken or ordinance was made, this board will address at next meeting.

## 10. NEW BUSINESS

- A. AUTHORIZE REPAIRS/UPGRADES TO PARK FACILITIES: Jason Spang, PHS principal spoke about adding a camera in the baseball press box. Currently, the athletic boosters would like to purchase 2 units. One will be used in the HS gym, the second on the outdoor fields, including the football field. Boosters would like to use the press box. Discussion regarding the heating/cooling issues. Cameras are to be used equally between boys and girls athletics. Boosters may present later, Park Board in agreement to further meetings to discuss details.
- B. AUTHORIZE PARTICIPATION IN VILLAGE LIGHTED PARADE Park building will be open on December 14, 2019 during the parade line-up as a warming center for parade participants. Serve hot chocolate and cookies. Motion to approve participation in the Lighted parade with a budget of \$50 for both the parade and warming center by Shaun Ziems. Second by Lindsey Schwiesow. Roll call: Shaun Ziems yes, Lindsey Schwiesow yes, Barbara Sim yes, Wade Callahan yes. Motion passed.
- C. APPROVE NEW YEAR'S DAY EVENT: New Year's Day event consists of 1 mile walk around the Park with a bonfire with hot chocolate and s'mores following on New Year's Day morning. No fee for participants. Suggestion made to give first to show up a coffee mug. Motion to approve a New Year's Day event with a budget of \$200 by Lindsey Schwiesow. Second by Shaun Ziems. Roll call: Lindsey Schwiesow yes, Shaun Ziems yes, Wade Callahan yes, Barbara Sim yes. Motion passed.
- D. DISCUSS CPR/FIRST AID PROGRAM: Information on Park employees and board members being CPR and or First Aid certified. Discussion on having coaches in programs being certified as well. Barb found an outside source that teaches for \$60 per participant with a 2 year certification. Will check into class by Peotone Fire Department.
- E. DISCUSS PLASTIC RECYCLING PROGRAM: Discussion about a plastic bag recycling program that gives the collector a TREX bench is the goal is met. At this time, Peotone Jr. High participates, so Park will not interfere with their collection.

**11. CORRESPONDENCE COMMUNICATIONS/PETITIONS:** Electric bill seems to be double it's normal amount. Will watch for next bill and try to match the meters to see where the higher electric usage is coming from. It may be from the adult field, as Blue Demons used the lights for late night practices.

**12. ADJOURNMENT:** Motion to adjourn by Lindsey Schwiesow. Second by Shaun Ziems. Roll call: Lindsey Schwiesow yes, Shaun Ziems yes, Wade Callahan yes, Barbara Sim yes. Motion passed. 8:58 pm.

Respectfully submitted,

Barbara Sim, Park Board Secretary