

Sumner Park District: Special Board Meeting Minutes

Month: August

Date: Friday August 2nd, 2019

- I. **Call to Order:** 6:00 PM, Presiding officer: Joshua Hachmeister
 - A. Attending: Joshua Hachmeister, Emily Hachmeister, Robert Blassingham
- II. Acknowledgement of Appointment of New Commissioner
 - A. Robert Blassingham recited and signed Oath of Office
- III. Appoint Commissioners for remaining board seats
 - A. Emily Motion to appoint Elizabeth Leigh Clark, Rob 2nd
 1. Motion Approved, 3/0
 - B. Rob motion to appoint Lisa Leahr, Emily 2nd
 1. Rob withdrew motion for submission
 - C. Emily motion to appoint Elizabeth Melancen, Josh 2nd
 1. Motion approved 3/0
 - D. Elizabeth Leigh Clark recited and signed Oath of Office
- IV. Election of Officers for FY 2019-2020
 - A. Leigh Motion to nominate Emily Hachmeister for the position of President, Josh 2nd
 1. Motion approved 4/0
 - B. Leigh motion to table nomination for Vice President, Rob 2nd
 1. Motion approved 4/0
 - C. Rob motion to table nomination for Secretary, Leigh 2nd
 1. Motion approved 4/0
 - D. Rob motion to table nomination for Treasurer, Emily 2nd
 1. Motion approved 4/0
- V. Appointment of Legal Counsel
 - A. Emily Motion to appoint Robbins Schwartz, Nicholas, Lifton and Taylor, Ltd. as legal counsel for the Sumner Park District, Leigh 2nd
 1. Motion approved, 4/0
- VI. Approval of Repositories for District Funds and Designation of Signatories
 - A. Leigh Motion to table, Rob 2nd
 1. Motion approved 4/0
- VII. Approval of Minutes
 - A. Josh motion to approve the minutes, Emily 2nd
 1. Motion approved 3, 1 abstention
- VIII. Approval of Warrant
 - A. Rob motion to approve Warrant, Leigh 2nd
 1. List of Bills
 - a) ComEd - 310.15
 - b) Kelley Williamson Co - 40.91
 - c) Nicor Gas - 36.40
 - d) Peabody's North - 30.73
 - e) Rock Valley Publishing - 406.25
 - f) TruGreen Commercial - 705
 - g) Us Cellular - 85.50

- 2. Motion approved 4/0
 - B. Josh motion to purchase soap and toilet paper, Emily 2nd
 - 1. Motion approved 4/0
- IX. Approval of Treasurer's Report - Pending - No Current Treasurer
 - A. Account balance as of July 23rd \$56,867.73
 - B. 2019-2020 Budget due date is 60 days from the end of FY 18-19. Budget due September 30th.
 - C. Leigh Motion to approve July payroll and for Josh to cut the check, Rob 2nd
 - 1. Motion approved 4/0
- X. Unfinished Business
 - A. Summer Program Update
 - 1. Emily presented finalized budget, registration numbers, and program summary
 - 2. Rob motion to close J&J's account at US Bank and move remaining funds (\$1,196.87) to Sumner Park general fund, Leigh 2nd
 - a) Motion approved 4/0
 - B. Community Garden update
 - C. Drinking fountains
 - 1. Rob motion to table purchase of new fountain, Leigh 2nd
 - a) Motion approved 4/0
 - 2. Rob motion to table existing fountain maintenance, Leigh 2nd
 - a) Motion approved 4/0
 - D. OMA Training
 - 1. Newly appointed board members must complete online OMA training, turn in certificates upon completion
 - E. Donation from Doty family
 - 1. Donation to commemorate Sumner Park Board founding member "Bino" Doty. No recent communication.
 - F. Village Community Picnic
 - 1. Community picnic was cancelled. No specific details were provided as to why it was being cancelled even though the park communicated that we were willing and able to host.
 - G. Kiddie Cottage Construction, Eagle project
 - 1. Zach Lender approached the park with a proposal to construct the Kiddie Cottage playground equipment. Kiddie Cottage has already been purchased and is currently in storage. More information will be presented at future meetings
- XI. New Business
 - A. Adopt Robert's Rules of Order
 - 1. Josh motion to adopt, Leigh 2nd
 - a) Motion approved 4/0
 - B. Designate FOIA Officer
 - 1. Josh motion to table, Rob 2nd
 - a) Motion approved 4/0
 - C. Designate lead Maintenance Communication
 - 1. Josh motion to appoint Emily as maintenance communication lead, Rob 2nd
 - a) Motion approved 4/0

- D. Inventory and Security of records
 - 1. Sumner Park records need to be organized in order to take inventory.
Security will be addressed in discussion on replacing the locks
- E. Financial Audit and Comptroller report required information
 - 1. Leigh motion to approve proposal from WIPFLI LLP to prepare the 2018-2019 audit, Rob 2nd
 - a) Motion approved 4/0
- F. Post office keys
 - 1. There are 2 post office keys. Emily has one.
 - 2. Rob motion to table decision to give the key to another board member, Leigh 2nd
 - a) Motion approved 4/0
- G. Hire maintenance assistant Zach Lender
 - 1. Leigh motion to table, Rob 2nd
 - a) Motion approved 4/0
- H. Facility Reservation Procedure
 - 1. Emily presented instructions to access the park's Onedrive account which includes the calendar, email, and document storage. Instructions to complete a facility reservation were presented along with the rules and guidelines for reservations.
- I. Culvert Project Update
 - 1. A map was presented for an upcoming sewer drain project being completed partly in the park
 - 2. Josh Motion for Emily to call the Village for more information, Rob 2nd
 - a) Motion approved 4/0
- J. Land Use Grant Form
 - 1. Leigh motion to have Josh fill it out and turn it in, Rob 2nd
 - a) Motion approved 4/0
- K. Winnebago County Fair
 - 1. Maintenance and parking issues were addressed as we approach the incoming traffic for the fair. We will continue this discussion at the next meeting
- L. Apology for Rogene Hamilton
 - 1. Josh motion to present a draft apology for Rogene Hamilton at the next meeting, Leigh 2nd
 - a) Motion approved 4/0
- M. Join IAPD
 - 1. Leigh Motion to table, Rob 2nd
 - a) Motion approved 4/0
- N. Floodplain Restoration
 - 1. A congressional report for floodplain management was presented to begin a discussion on how to manage the park's floodplain
 - 2. Rob motion to table, Leigh 2nd
 - a) Motion approved 4/0
- O. Switch Com Ed to Wind Power
 - 1. Josh motion for Emily to get more information to present at the next meeting, Rob 2nd
 - a) Motion approved 4/0

- P. Present quote for Playground grade mulch
 - 1. Leigh motion for Josh to get a 2nd quote, Rob 2nd
 - a) Motion approved 4/0
- Q. Loescher quote to fix AC in pavilion
 - 1. Rob motion to approve quote, Leigh 2nd
 - a) Motion approved 4/0
- R. Repair access fence on Jackson St
 - 1. Josh motion to table, Leigh 2nd
 - a) Motion approved 4/0
- S. Keys and Locks
 - 1. Due to the lack of key inventory in the past, it has become necessary to replace the locks to secure the records and add security to the buildings
 - 2. Leigh motion to get 2 quotes in order to change the locks, Rob 2nd
 - a) Motion approved 4/0
- T. Creation of Code of Conduct
 - 1. The Sumner Park District needs to approve a set of ordinances for the park. The park code and the code of ordinances for the Rockford Park District will be shared with board members to begin the process.
- XII. Public Comment
- XIII. Commissioner Comments
 - A. Emily - PSA has moved the football equipment to the school so we have more available storage in the maintenance building
 - B. Emily - Fishing tournament to take place on Saturday Aug. 3rd
- XIV. Adjournment
 - A. Leigh motion to adjourn, Rob 2nd
 - 1. Motion approved 4/0
 - B. Meeting adjourned at 8:54