

## Board Meeting Minutes May 26, 2015



No previous minutes from Apr. 21<sup>st</sup>. Meeting

### Welcome New Commissioners

#### Elected New Officers

President: Mark

Vice President: Rich S.

Treasurer: Pam

Secretary: Josh

Park Commissioner: Scot

### Review of Treasurers Report

### Approval of Previous Minutes

NA

### Communications and Correspondence

#### Park and Rec. Program

- on schedule
- registration for programs going well

#### Action Plan/ Site Maintenance for 2015

- Replacing slide located on 1<sup>st</sup> St.
  - discussed contacting local scrapper to have the remaining pieces removed.
- Lights to be replaced in basketball court
- Repairs to long storage building at the park on 7<sup>th</sup> St.
- Lights in boys bathroom at Sumner park
  - motion sensor may be faulty
  - discussed modifying the sensors to switches instead
- Pipe for cold water may be broken in boys bathroom at Sumner park
- Fence shared by Sumner Park and Winnebago Fair Board will be updated to allow vehicles to use the road adjacent to the river at all times
  - Sumner Park will contribute \$1,500.00 and Winnebago Fair Board will match

## Board Meeting Agenda Minutes for June 16, 2015



Call to Order: 6:00 PM

Special Guests: NA

Additions to the Agenda:

### 1. Review of Treasurer's Report from May - June, 2015:

- Treasurer's Reviewed and Approved

### 2. Approval of Previous Minutes: May 26<sup>th</sup> minute reviewed and approved

### 3. Communications and Correspondence:

- **Adopted Fiscal Update for Appropriations**

- \$24,000.00 allotted in corp. & \$23,000.00 allotted for rec.
- Resolution for \$47,00.00 approved to new bathroom construction to meet IDOT regulations.

- **Scott Nevenhoven resignation as of 6/7/2015 via email**

- **Park Maintenance Position**

- 3 times per week, 2-3 hours per day, 25 weeks per season
- Approx: 225 hours @ \$15 per hour. Approx Total: 3,375.00
- Josh to create job posting in Gazette
  - Have applicants call for interview

- **Grant Funds**

- Requested more fund but were denied
- Going forward with bid process for eventual Fall 2015 groundbreaking

- **Equipment Notes**

- Trash can quotes : 8 lids for approx \$1000.00
  - Motioned approved for purchase of trash can lids
- Belt and Child Swing quotes:
  - 2 belt seats, 4 traditional swing seats, 2 baby seats
  - Motioned approved for purchase of swings
- Tetherball and other play sets
  - Waiting for future projects
- Toilet paper & soap dispensers
  - Motion approved to upgrade 2 bathrooms
    - 4 soap dispensers
- Sumner Park Rec Programs
  - Going as scheduled, good attendance
    - 3 currently registered for Burpee Museum Field Trip
- Action Plan for Park Equipment
  - Replace and remove slide in S. Park in Sumner Park on 1<sup>st</sup> St.
    - Dan Osborne to be contacted for removal
- Drinking Fountains
  - Need to be turned on
  - Valves need work: Calling Melancen Plumbing project
- Trash Pickup for Dumpsters
  - Pickup paid 6 months ahead.

## Board meeting Minutes July 21, 2015

Call to Order 6 PM

Special Guests: Emily Hachmaster.



- Update on Park Rec. Program

Additions to the agenda? Trash Cans, Community Garden, Swing Sets

### 1. Review of Treasurer's Report from June - July 2015 -- Accepted

- Adopt Resolution / Appropriations for \$61,053.00 for Fed. Part BLR 5310
  - 12 equal payments to be made
  - Allocate \$25,000 from County to separate account
- Charged at Pec Hardware and Topway Foods bathroom supply's. –
  - Mark motion. Pam second Vote approved 4/4

### 2. Approval of previous minutes – April 21, & June 16, board meetings.

- Meeting Minutes For 4/21/15 approved
  - Mark motions, Pam seconds, approved 4/4
- Need approval for 6/16/15 meeting minutes

### 3. Communications and correspondence:

- Maintenance Man – Matt has been working out well;
  1. Spray weeds around play set areas, around maintenance building,
  2. Organize garage, clean up around building,
  3. Truck load of mulch for play set areas
    - Motion Approved for 20 Yards of Mulch for play sets and other areas
      - Pam motion, Mark second, approved 4/4
- Swing Equip. Delivered 7/20/15
  1. Painting of swing sets—getting quotes
- Final revisions for 7<sup>th</sup> ST. Park 7/20/15, with hopes for 9/17/15 letting date. -- IP
- Pam – Quote on replacement roof for South shelter? -- IP
- Rick – Men's Pavilion bathroom lights and replacement switches?
  1. 8 switches in building
- Mark – Loescher Quote to fix heating units. \$1,940.00
- Mark - Loescher Quote to Clean & check both furnaces includes new filters, \$160.00
  1. Motion approved for the updating and renovation of heating units.
- Pam – Fallen Tree on Prairie Path Fence and cost with WCFA?
  1. IP – contacting Fair Board for assistance
- Installing the tennis court nets?
  1. Will put of nets after courts sprayed for weeds
- Mark – Quote on new bathroom supplies
  1. Rick calling Penwell for supplies information

### 4. New business:

*minute*

## Board meeting ~~Agenda~~ August 11, 2015



Call to Order 6:11 PM

Special Guests: NA

Additions to the agenda? Park Beautification Day, Ash Trees

1. Review of Treasurer's Report from July-August: Treasurers Report Approved: Mark motion, Pam second, approved 4/4

- Received 1<sup>st</sup> installment @ \$50,000
  - Motion to allocate \$25,000 in expense acct.
    - Pam motion, Mark second, approved 4/4
- Review Appropriations Ordinance for 2015-2016
  - Currently filed w/ Winnebago Co. & copy mailed to the State of Illinois
- Charged \$34.70 at Topway Foods for donuts for AnPec Ind.
- Charged \$15.00+ at Pec Hardware for batteries, 3M Velcro, keys, & Lysol spray.
- Emily – Reviewed Expenses for Summer Rec. Programs
- Review County Limit Rate Calculation for upcoming year
  - Motion to propose county levee to increase 2% over 2014
    - Pam motion, Mark second, approved 4/4

2. Approval of previous minutes – June 16, & July 21, board meetings.

- June 16 minutes approved: Mark motion, Pam second, approved 4/4
- July 21 minutes approved: Mark motion, Emily second, approved 4/4

3. Communications and correspondence:

- Matt has been working out well;
  - 3-Truck load of mulch ordered 7/30/15: *The invoice for the mulch is paid \$1474.00*
  - Ordered Weed Wacker – Lincoln Rental
  - Trash Lids Delivered and installed by Matt
- Painting of swing sets – meeting painter for quote Saturday at 7:30AM: IP
- Pam – Quote on replacement roof for South shelter?
  - Still evaluating quotes. Contacting Remmers for more information.
- Rick – Men's Pavilion bathroom lights and replacement of switches?
  - Still in process of getting completed
- Loescher
  - Motion to have Loescher do all necessary improvements to the air conditioner in Pavilion. (new condenser, capacitor, motor).
    - Mark motion, Pam second, approve 4/4
- Pam – Fallen Tree on Prairie Path Fence, charges to repair fence?
  - No charges as of yet. Will contact Fair Grounds Committee
- Pam - Fencing on entrance to prairie path by river, charges to repair fence?
  - No charges as of yet
- Rick - Installing tennis court nets, too long, - 38'-10"?"
  - Nets too long. Ordering correct size and returning nets.

4. New business:

- Vandalism at the parks - portal potties in the 7<sup>th</sup> street park, Pavilion Bathrooms.
  - The porto potties have been corrected and cleaned.
- Proposal for Changing of key code number for Pavilion?

# Board meeting Agenda Minutes September 15, 2015

Call to Order 6:00 PM

Special Guests: NA

Additions to the agenda? Van by River Camping, Mowing Peninsula, Diamond Complaints



## 1. Treasurer's Report

- Review of Treasurer's Report from August thru September
- PIA Membership Fee - \$10.00 or \$50.00- Pam reviewing cost
- Prairie Path Fence: charges for repair – IP Pam
- Pec Hardware charges, Invoice 8/31/15 @ \$59.20
- Painting Swing Sets \$400.00 – Drozd Painting
- Received notice of invoice for #386.10 for school bus transportation / pec rec program
- Cost for 10 yards of mulch – Mark

## 2. Approval of previous minutes – August 11<sup>th</sup> meeting—

- Rick Scibona Motion to Approve
- Emily Hachmeister 2<sup>nd</sup> Motion
- 4/4 Approval of meeting minutes

## 3. Communications and correspondence:

- Sept. 17 bid date for Creekside park. Notification coming in a few days.
- Pam – Quote on replacement of South shelter? IP Still getting quotes
- Rick – Men's pavilion bathroom light – switch not working – Rick to get someone to fix
- Rick – Tennis court nets—Need to get correct singles nets. Taking photos to determine
- Economic Development Committee – Needs summer park pictures. New pictures of playground equipment -- Mark
- Sports Association & Concessions – Need to unplug freezer when in use. Need to discuss with association an agreement on the space and energy they use. Consider a building and kitchen for Sports Association to have for their own singular use.
- Nick pulled out posts and we are looking for a place to discard too. Discussion with village and fair about what needs to be done

## 4. New Business

- Request for concrete 1.5 yards for boat ramps – township to do the work.
  - i. Commissioners agree for the purchase of concrete to occur
- Request from Legion to rebuild horse shoe pit – work to be done Sunday
- Oct. reduced price for paly sets – for spot in S. Park @ Sumner
- Scouts cleaned 7<sup>th</sup> St. building 8/29
- Bathroom vandalism for 2016: switches and dispensers
- SPD Festival of Light tree lighting ceremony
- Paint Quotes for Pavilion and Bathrooms
  - i. Drozd
    1. 2 bathroom walls and ceilings 2 coats @ \$200.00
    2. Pavilion walls interior 2 coats @ \$550.00
  - ii. Derek Howarth
    1. Pavilion walls and 2 bathrooms ceilings and walls @ 1,050.00

## 5. Closing Meeting

- 6:48PM
- Mark motion to close, Emily 2<sup>nd</sup> Motion approved 4/4

## Board meeting Agenda Minutes October 6, 2015

Call to Order 6:02 PM

Special Guests: NA

Additions to the agenda? Creekside Park Project



### 1. Discussion of Scenarios for Restroom/ Shelter Project

- a. Option 1: Full Project
  - i. Award bid to O'Brien for \$336,868.00 and Award Construction Engineering to Chastain for \$39,817.34. Total = \$376,685.34
  - ii. This would get total path and shelter/restroom facility completed by 2016.
- b. Option 2: Path Only from Grant Funds
  - i. Path estimate = \$149,586.40
  - ii. Sumner Park would pay \$34,845.28
  - iii. Grant would pay \$139,381.12
- c. Option 3: Forfeit Grant Money and Construct Facility with Park Funds
  - i. Building Estimate: \$115,862.50
  - ii. Path Estimate: \$149,586.40
  - iii. Engineering: 39,817.34
  - iv. Sumner Park Total Cost: \$ 305,266.24
- d. Option 4: Forfeit Grant and Plan to Build the Building in Spring 2016

The board reviewed the options and discussed how to proceed.

Pam Hutting proposed Motion to do Option 2

Rick Scibona Seconded the Motion to approve Option 2.

Motion Passed. Sumner Park will follow Option 2 and will proceed to have the path made with the grant funds.

Meeting Concluded: 7:06 PM

# Board meeting Agenda Minutes October 27, 2015

Call to Order 6:02 PM

Special Guests: NA

Additions to the agenda? NA



## 1. Treasurer's Report

- Review of Treasurer's October Report
- Approval for cookies, hot chocolate and coffee for Dec 4<sup>th</sup> tree lighting ceremony. Sullivans
  - i. Pam motion to approve, Emily 2<sup>nd</sup> to approve, approved 5/5
- Invoice for stump removal
- Receipt of invoices for pec hardware and pec rec program as discussed and denoted in Sept. 15 meeting

## 2. Approval of previous minutes – September 15<sup>th</sup> board meeting

- On hold. Minutes to be presented on Nov. 17 meeting

## 3. Communications and correspondence:

- Painting swing sets Drozd \$400.00
- South Shelter roof replacement to be done by Top Notch Roofing - \$11,843.33 for metal roofing
- 42' Tennis nets to be returned. 32' nets have yet to be ordered
- No further info on request to rebid to IDOT for Creekside Park project
- Continue to speak with Sports Association about future kitchen uses and electrical costs
  - i. Rick going to speak with Drew Fitzanko Pres. Of Sports Assoc.
- Dan Bucks called to request name change on Creekside Park
  - i. Will look at sign and determine how to diminish confusion. New sign possible
- Ceiling light in men's bathroom – John Bolen replaced ballast – invoice on the way
- Rick- Installation of the ice rink: Location? Rick contacting help to set up.

## 4. New Business

- i. Decision to go with Drozd for paint work. Color of Paint: Light Brown
- ii. Drozd

1. 2 bathroom walls and ceilings 2 coats @ \$200.00
2. Pavilion walls interior 2 coats @ \$550.00

- iii. Pam Hutting motion to approve, Emily Hachmeister 2<sup>nd</sup>, Motion Approved 5/5

## 5. Closing Meeting

- 7:07 PM
- Rick motion to close, Pam 2<sup>nd</sup> Motion approved 5/5

## Board Meeting Agenda Minutes: November 17, 2015

Call to Order 6:01 PM

Special Guests: Dan Bucks (Did Not Show)

Additions to the agenda? NA



### 1. Treasurer's Report

- Review of Treasurer's Report from Oct. 27 – Nov. 17, 2015
- Received Invoice for \$750.00 for painting pavilion building
  - i. Treasurers Report Approved Mark Herbig Motion to Approve, Emily Hachmeister 2<sup>nd</sup> Motion. Motion Approved 5/5

### 2. Approval of previous minutes – September 15<sup>th</sup> & October 17<sup>th</sup> board meetings.

- Rick Scibona Motion to Approve, Emily Hachmeister 2<sup>nd</sup> Motion. Motion Approved 5/5

### 3. Communications and correspondence:

- Mark Herbig has yet to receive correspondence on the request to re-bid to the IDOT State Officials regarding the Creekside Park Project
- Roof for South shelter looks great
- Tennis Court nets to be returned and refunded for \$188.00
  - i. Mark is determining refund and exchange amount.
- Loescher to be replacing heaters in men's bathrooms this week
- Matt and Nick working between Holidays to clean out upstairs of Sumner Park Building.
  - i. Available between Christmas and New Years
- Rick- Installation of Ice Rink.
  - i. Reviewing location where we can put up rink
- Water Shut Off to Maintenance Building
  - i. Pam Hutting contacting Dale Melancen to turn off water system.
- Snowplowing for Winter
  - i. Pam contacting Plow Company
- Christmas functions in Building
  - i. Dec. 20<sup>th</sup> Jacobs Party
  - ii. Determine times for Snow mobile group

### 4. New Business

- Art in the Park – March & April of 2016: 30 people @ \$30.00 each = \$900.00 plus money for water, snacks, tape and disposable table clothes. BYO pop, cocktails, etc
  - i. Need dates: Softball Scheduled
- Schedule for 2016 games and tournaments from sports association
- Schedule for 2016 events from WCFA
- Improve calendar reservations
  - i. Emily Hachmeister to review

**5. Next meeting will be Tuesday March 15, 2016.** If anyone needs something before that time please text Mark at 815-238-1040

### 6. Closing Meeting

- 6:57 PM
- Rick motion to close, Pam 2<sup>nd</sup> Motion approved 5/5





**Tax Levy Agenda Minutes: December 8<sup>th</sup>, 2015**

Call to Order: 6:00 PM

Additions to Agenda: NA

Motion to Approve 2016 Tax Levy at *Same rate as prior year*

Mark Herbig Motion to Approve, Rick Scibona 2<sup>nd</sup> Motion, Motion Approved 5/5

Call to Close Meeting: 6:20 PM

Rick Motion to Close, Pan 2<sup>nd</sup> Motion, Motion Approved 5/5

**Next Regular Meeting Will be March 15<sup>th</sup>, 2016**