

## **Sumner Park District: Special Board Meeting Minutes**

**Month:** January  
**Date:** 1/25/2017

**Attendees:** Mark H, Pam H., Rick S., Josh H, Emily H

**Special Guest:** NA

**Hand-outs:** Mark handed out the Special Board Meeting Agenda and Breakdown for Projects

1. Discuss Election Positions.
  - a. Mark talked about the certification of the ballot
  - b. Mark found out after discussions with Margie Mullins it is the Secretary's responsible for filing paperwork and filing regarding elections.
  - c. Josh stated this had not been disclosed at an earlier time would do elections paperwork once received from the mail.
  - d. Mark noted that everyone must file economic interest statements online every year
  - e. Pam noted that Emily as Park Board Commissioner may be in conflict of interest for doing Park Recreation Program. Mark mention that Emily may need to step down for working for J&J's.
2. Construction Engineering Costs for Projects
  - a. Mark said we need to make two checks out for the 2 projects.
  - b. Mark found out that the Board had to pay the State the entire amount for the projects before getting grant funds back.
  - c. Mark proposed to borrow \$115,000 for a 2 year term. This covers the \$59,353.87 for the checks and the estimated \$54,000.00 payment that will be provide to that State for our 20% of the building materials which equals \$113,353.87
  - d. We are paying \$29,545.77 for the Path and \$29,808.80 for the Bathroom.
  - e. Mark noted there will be more construction costs before project is done. Rick asked Mark how much the State still requires. Mark noted that we do not know the exact number at this time.
  - f. Rick motioned to approve \$115,000.00 loan from German American State Bank Emily 2<sup>nd</sup> Motion approved 5/5
3. **Meeting Adjourned 6:55 PM**
  - a. Rick motion to adjourn meeting Emily 2<sup>nd</sup> Motion Approved 5/5

# Sumner Park District: Special Board Meeting Minutes

**Month: March**

**Date: 3/14/17**

**Call to Order: 6:01 PM**

**Attendees:** Mark H, Pam H, Josh H, Emily H.

**Absent:** Rick S.

**Public Comment:** Scott Brockway, Greg Hachmeister

**Hand-outs:** SPD Rental Fee Schedule, Property Rules and Reservations, Play Group Equipment, Community Garden Plans and Policies, Sumner Park District Budget and Programming Proposal

## Approval of Previous Board Minutes:

- November minutes tabled until time sheets from employees of prior year reviewed
  - Motion to table November minutes until 2016 time sheets are reviewed
    - Josh H. Motion, Emily H. 2<sup>nd</sup>, Motion approved 4/4
- January minutes tabled until review of prior treasurer's report approval
  - Motion to table January minutes until prior November treasurer report review.
    - Josh Motion, Pam H . 2<sup>nd</sup>, Motion approved 4/4

## Treasurer's Report:

- Treasurer's report tabled until employee time sheets are reviewed.
  - Motion to table January to March 2017 Treasurer's Report until review of 2016 time sheets reviewed.
    - Emily Motion, Pam 2<sup>nd</sup>, 4/4 motion approved
- LOC Payment with German American State Bank
  - \$115,000.00 in June for Bathroom. \$2000-3000 in engineering costs still coming in.
  - \$60,000 from the LOC has been spent so far.
  - Interest rate between 3-4%

## Unfinished Business:

- Pam: New website development
  - Pam to contact Melanie Kerr to discuss website development
- Horse Shoe Pit construction update: Mark to continue discussions with Derek H.
- Mark: Nick to install Tennis nets, winches and brackets before May

## New Business:

- Mark: Raise for Matt and Nick
  - Motion to table discussion of raise for park employees
    - Josh motion, Emily 2<sup>nd</sup>, 4/4 motion approved
- Mark: Donation to Women's Club for 2017 Easter Egg Hunt
  - Motion to donate \$150 to Women's Club for Easter Egg Hunt
    - Josh motion, Emily 2<sup>nd</sup>, 4/4 motion approved.
- Emily: Summer Rec Organizing
  - Remaining Balance from 2016 program budget: \$947.67

## Sumner Park District: Regular Board Meeting Agenda Minutes

**Month:** March

**Date:** Tuesday March 21<sup>st</sup>, 2017

**Call to Order:** 6:01 PM

Attending: Josh H., Emily H., Pam H.

Absent Mark H., Rick S.

### **Approval of previous Board Meeting Minutes:**

- Josh- November 2016 Minutes Approved
  - Emily Motion to approve November 2016 minutes
    - Pam 2<sup>nd</sup>
    - Motion Approved 3/3
- Josh- January 21, 2017: Special Meeting Minutes
  - Pam Motion to approve January 21 special meeting minutes
    - Emily 2<sup>nd</sup>
    - Motion Approved 3/3
- Josh- March 14, 2017: Special Meeting Minutes
  - Emily Motion to approve March 14 special meeting minutes
    - Pam 2<sup>nd</sup>
    - Motion Approved 3/3

**Public Comment:** Scott Brockway: Scott is concerned about the dumping that has taken place on the shore and took note of the maple tree that is falling along the river bank behind the grand stands. The platform on the river along the prairie path by the mill also needs repair. Pieces of the underside seem to be rotting.

The board will discuss these issues at upcoming meetings.

### **Agenda Items**

#### **Treasurer's Report:**

- Review Treasurers Report for January to March 2017 Approved
  - Emily Motion, Josh 2<sup>nd</sup>
  - Treasurers Report for January to March 20017 Approved
- Discuss Budget
  - To discuss further at next meeting.

#### **Unfinished Business**

- Pam- Sumner Park Website Progress Update
  - Still in process of getting in contact with Seward Park District
- Mark- Tennis Court Net Installation: In Progress
- Emily- Display Board Update
  - Emily is reviewing board and will provide suggestions at future meeting

## Sumner Park District: Regular Board Meeting Agenda Minutes

**Month:** April

**Date:** Tuesday April 18<sup>th</sup>, 2017

**Call to Order:** 6:00 PM

Attending Appointed Board Members: Josh H., Emily H., Mark H, Rick S

Attending Non Appointed Board Members: Kathy Doty

Absent: Pam H.

Special Guests: Mike Doty

### **Approval of previous Board Meeting Minutes:**

- April 2017 Minutes Approved
  - Mark Motion, Emily 2<sup>nd</sup> to approve April 2017 minutes
    - Motion Approved 4/4

**Public Comment:** Kim and Shannon Shrader: Kim's daughter Shannon is building a little free library for a girl scout project and will be putting it in an approved location (possibly open area between baseball fields and next to path) once it is finished late May.

### **Agenda Items**

#### **Treasurer's Report:**

- Review Treasurers Report for March 15<sup>th</sup> – April 17<sup>th</sup> 2017
  - Mark Motion, Rick 2<sup>nd</sup>, Approved 4/4
  - Treasurers Report only approved due to needing to pay the IRS
  - Treasurer was not present to answer questions and add detail

#### **Unfinished Business**

- Legion Fields – we will pay Bailey \$25/game for the High School. Sports Assoc. paid this cost for 2016, and they are looking for SPD to cover this time for 2017 games?
- CoEd Softball – new fee for this summer, a \$300 fee was presented, we will vote at a future meeting. Due to only six teams this year and the fact they will be doing all the work to the ball diamond before the games, they said they could pay the \$300 fee.
- We will need to have a new contact person for the PSA
- Designs for new equipment at Creekside were approved, purchasing will be postponed. Equipment from 9<sup>th</sup> st will be moved over in the meantime.
- Designs for new message boards were discussed
- Park Program registration is now live
- Pay raise for Matt and Nick – Rick motion to table, Emily 2<sup>nd</sup>, passed 4/4
  - Current rate is \$14/hour
- Rental fee schedule and property rules approved in March – Josh motioned, passed 3/3
- Legion put up a new flag, we owe them \$50
- Discussed donation to help with the costs for the Memorial Day Parade, we will assist as necessary

#### **New Business:**

- Discussed hiring a maintenance person for bathroom duties as well as other maintenance projects.
  - Job description will be presented at the May meeting.
- Tires were placed by the maintenance building, will be removed
- CPSI (Certified Park Safety Inspector) certifications were discussed, weigh the costs between obtaining the certification ourselves or hiring an inspector.
- Parts were purchased for Creekside Park bathrooms, maintenance in progress. Bathrooms are closed until fixed.
- Dirt piles by the gazebo were leveled and re-seeded – no more dumping at this location
- Village is selling Christmas lights for \$1, we will look into buying what is good.

#### **Announcements:**

- Pop machine by the basketball court was damaged, Rick will follow up

**Adjourn:** Rick motion to close meeting, Emily 2<sup>nd</sup>, meeting adjourned 7:57 PM

## Sumner Park District: Regular Board Meeting Agenda Minutes

**Month:** May

**Date:** Tuesday May 16<sup>th</sup>, 2017

**Call to Order:** 6:01 PM

Attending: Josh H., Emily H., Mark H, Kathy D, Pam H  
Special Guests: Nick

### **Approval of previous Board Meeting Minutes:**

- April 2017 Minutes Approved
  - Mark Motion, Emily 2<sup>nd</sup> to approve April 2017 minutes
    - Motion Approved 4/5, Pam Absatined

### **Public Comment:**

#### **Agenda Items**

### **Treasurer's Report:**

- Review Treasurers Report for April 17<sup>th</sup> 2017 – May 15<sup>th</sup> 2017
  - Mark Motion, Emily 2<sup>nd</sup>
    - Motion Approved 5/5

**Welcome New Commissioners:** Pam, Emily, & Kathy Doty

### **Electing New Officers:**

|                        |       |
|------------------------|-------|
| <b>President:</b>      | Mark  |
| <b>Vice President:</b> | Kathy |
| <b>Treasurer:</b>      | Pam   |
| <b>Secretary:</b>      | Josh  |
| <b>Commissioner:</b>   | Emily |

- Emily will work under Pam as an apprentice Treasurer for future planning

### **Unfinished Business**

- Legion Fields – we will pay Bailey \$25/game for the High School
  - Emily Motion, Pam 2<sup>nd</sup>
    - Motion Approved 5/5
- Doughenbaugh Field; CoEd Softball – \$300 fee for this summer
  - Pam Motion, Emily 2<sup>nd</sup>
    - Motion Approved 5/5
- Mark will be the liaison to the PSA
- Postpone purchasing 2 new picnic Tables, 2 trash cans with lids and bike rack with concrete pad
  - Emily Motion, Mark 2<sup>nd</sup>
    - Motion Approved 5/5

## Sumner Park District: Regular Board Meeting Agenda Minutes

**Month:** June

**Date:** Tuesday June 20<sup>th</sup>, 2017

**Call to Order:** 5:58 PM

Attending: Josh H., Emily H., Mark H, Kathy D, Pam H

Special Guests: Chris Johnson

### **Approval of previous Board Meeting Minutes:**

- May 2017 Minutes Approved
  - Pam Motion, Emily 2<sup>nd</sup> to approve May 2017 minutes
  - Motion Approved 5/5

### **Public Comment:**

#### **Agenda Items**

### **Treasurer's Report:**

- Review Treasurers Report for May 15<sup>th</sup> 2017 – June 20<sup>th</sup>, 2017
  - Emily Motion, Kathy 2<sup>nd</sup>
  - Motion Approved 5/5

### **Unfinished Business**

- Keys for Padlocks and storage doors – Mark will make a list of people who have keys and contact Spinello to make a new master set.
- Midwest Mechanical Proposal
  - Pam Motion to accept bid of \$500/year plus an additional one time \$750 to put in a heater. Passes 5/5
- Updated on Sumner Park Programs
- Updated on Community Garden
- Mark is looking into the water pressure issue at 7<sup>th</sup> st park
- Bathroom supplies were purchased and new wall dispensers will need to be purchased to reduce chance of theft
- Ag Lime/Gravel was spread at 7<sup>th</sup> st park driveway
- Water fountain will be chosen and purchased for the tennis courts

### **New Business:**

- Shelter reservation rules are emailed to each group after each booking
- Kathy will call Dale to fix shelter water fountain
- Kathy will look into a rock painting event and scarecrow event for the Fall
- Kathy will look into details for a winter light parade
- Pam will look into a new spot for the Ice Rink
- Pam went over Matt's worklist
  - Pop Machine is broken

## Sumner Park District: Regular Board Meeting Agenda Minutes

**Month:** July

**Date:** Tuesday July 18<sup>th</sup> , 2017

**Call to Order:** 6:00 PM

Attending: Josh H., Mark H, Pam H

Special Guests: Chris Johnson, Angie Waldron, Anita Ronder, Riley McManus

*It was stated by Joshua Hachmeister at the beginning of the meeting that the July Agenda was not posted publicly and meeting was in violation of the Open Meetings Act.*

### **Approval of previous Board Meeting Minutes:**

- June Minutes Approved. Pam Motion, Mark 2<sup>nd</sup>
- Motion Passes 3/3

### **Public Comment:**

- Skateboard Park was presented for the old basketball court
  - Provided a design for the proposed park
  - Cost unknown
  - Multiple parties offering to make donations
- Anita Ronder wanted to donate a swingset

### **Agenda Items**

#### **Treasurer's Report:**

- Review Treasurers Report for June 1<sup>st</sup> 2017 – July 18<sup>th</sup>, 2017
  - \$30,000 paid to German American State Bank
  - Josh Requests financial reports for the Park's outstanding loans and LOC.
  - Mark Motion to approve Treasurer's report, No 2<sup>nd</sup>
    - Motion fell
  - Josh Motion to table treasurer's report until Matt's hours and all of our accounts are presented at the August Meeting and only to pay critical expenses (utilities, etc) so basic functions can continue. Pam 2<sup>nd</sup>
    - Motion Passes 3/3

#### **Unfinished Business**

- Josh will contact the Schraeder's about library location
- Message centers are being shipped
- Summer programs have one week left. Good Attendance and are exceeding projected attendance.
- Community garden still going well. All 9 Plots are in use.
- 7<sup>th</sup> st park bathroom toilets are still not flushing well. The psi is 22-25 and it needs to be 80-88. Fix the line to the building or put in a pressure tank.
- Calendar Reservations tabled

## Sumner Park District: Regular Board Meeting Agenda Minutes

**Month:** August

**Date:** Tuesday August 15<sup>th</sup>, 2017

**Call to Order:** 6:00 PM

Attending: Josh H., Mark H, Pam H, Kathy D, Emily H

Special Guests: Greg Hachmeister

### **Approval of previous Board Meeting Minutes:**

- June Minutes Approved. Pam Motion, Josh 2<sup>nd</sup> *Pam*
  - Motion Passes 5/5
- July Minutes Approved. Pam Motion, Kathy 2<sup>nd</sup>
  - Motion Passes 5/5

### **Public Comment:**

- Greg Hachmeister will provide a written offer to purchase the mower

### **Approval of Agenda:**

- Added to the agenda
  - Lights and Daughenbaugh
  - Maintenance update
  - Facility Rentals
- Agenda Approved with additions. Pam Motion, Emily 2<sup>nd</sup>
  - Motion Passes 5/5

### **Agenda Items**

#### **Treasurer's Report:**

- Review Treasurers Report for July 18<sup>th</sup> to August 15<sup>th</sup>
  - Budget not yet sent to Tamara A. Hillis
  - Pam presented Matt's hours and tasks
  - Emily presented actual spending reports from 15-16 and 16-17
  - Pam and Emily will work together to make a budget for 17-18
- Mark Motion to approve treasurer's report, Kathy 2<sup>nd</sup>
  - Motion passes 4/5, Pam abstained

#### **Unfinished Business**

- Little Free Library tabled until it is finished
- Tipton took away the wood from the oak tree
- Pam will get a bid for the fence behind fairgrounds
- Message centers are in, Emily will contact Nick for installation
- Sumner Park Programs are done, Emily gave summary report
- Community garden is going well
- Emily will update the policies and procedures for reservations, email Village Clerk to update reservation contact information on Village Website



## Sumner Park District: Regular Board Meeting Agenda Minutes

**Month:** September

**Date:** Tuesday September 19th, 2017

**Call to Order:** 6:00 PM

Attending: Mark H, Pam H, Kathy D, Emily H

Special Guests: Jennifer Mohaupt

### **Approval of previous Board Meeting Minutes:**

- August Minutes Approved. Pam Motion, Kathy 2<sup>nd</sup>
  - Motion Passes 4/4

### **Public Comment:**

- Jennifer is here on behalf of J&J's in order to stay informed and involved

### **Approval of Agenda:**

- Agenda Approved. Mark Motion, Pam 2<sup>nd</sup>
  - Motion Passes 4/4

## **Agenda Items**

### **Treasurer's Report:**

- Review Treasurers Report for August 15<sup>th</sup> to September 19<sup>th</sup>
  - Budget not yet sent to Tamara A. Hillis
  - Pam presented a Budget for fiscal year July 1<sup>st</sup> 2017 to July 1<sup>st</sup> 2018
  - Emily motioned to review to proposed budget for approval at the October meeting.
    - Pam 2<sup>nd</sup>, motion passes 4/4
- Mark Motion to approve treasurer's report, Kathy 2<sup>nd</sup>
  - Motion passes 4/4

### **Unfinished Business**

- Kathy spoke with Mike to clean the bathrooms and maintain equipment over the winter until May. Josh will be emailed Renee's contract so that it can be updated for Mike starting today until Memorial Day and bring it to the October meeting.
- Little Free Library tabled until it is finished
- Fencing repairs along the Prairie Path tabled until the Spring
- Josh emailed an update on the community garden. Participants will be emailed a clean-up day to remove plants and garden items.
- Kathy gave an update on the Scarecrow event, 15-20 participants so far.
- Kathy contacted the leader of the boy scouts to have them make bat houses over the winter. Locations will be close to the river at Sumner and a few at Blessingham
- Josh emailed designs for martin houses
- Oak tree at Sumner still needs a clean cut at broken branch. Chain saw needs to be fixed in order to do it.
- Mark gave an update on the Bathrooms at Blessingham park.
  - There is still a restriction in the water line. Mark will get quotes to fix it.
  - We were reimbursed \$17859 from Chastain for overpayment

## Sumner Park District: Regular Board Meeting Agenda Minutes

**Month:** October

**Date:** Tuesday October 17th, 2017

**Call to Order:** 6:04 PM

Attending: Mark H, Pam H, Kathy D, Emily H  
Special Guests: Mike D, Kim and Shannon Shraeder

*ofy*

### **Approval of previous Board Meeting Minutes:**

- September Minutes Approved. Pam Motion, Kathy 2<sup>nd</sup>
  - Motion Passes 4/4

### **Public Comment:**

- Update on the Little Free Library by Kim and Shannon

### **Approval of Agenda:**

- Agenda Approved. Emily Motion, Pam 2<sup>nd</sup>
  - Motion Passes 4/4

## **Agenda Items**

### **Treasurer's Report:**

- Review Treasurer's Report for September 19<sup>th</sup> to October 17th
  - Reviewed and amended new budget for fiscal year July 1st 2017 to July 1st 2018
    - Emily Motioned to approve budget with amendments, Pam 2<sup>nd</sup>.
      - Motion passes 4/4
    - Pam motioned to pay the rest of the line of credit: \$32,983.38
      - Mark 2<sup>nd</sup>, motion passes 4/4
  - Mark Motion to approve treasurer's report, Emily 2<sup>nd</sup>
    - Motion passes 4/4

### **Unfinished Business**

- Pam will email the contract for Mike to Josh so that he can update it.
- Pam motion to approve the pressure tank for 7th st Bathrooms for \$1,446.42
  - Kathy 2<sup>nd</sup>, Motion Passes 4/4
- Kathy gave a review of the scarecrow contest.
  - 22 scarecrows, J&J's did snacks, Kathy will send the final budget
- Emily will bring over the message centers to Kathy and Mike to install
- Community garden should be cleared out by the end of the week.
- Santa's workshop is completed and in storage, we will collect lights, clips, and other decorations
- Discussed and amended the updated Reservation Policies and Guidelines
  - Emily motioned to approve with amendments, Kathy 2<sup>nd</sup>
    - motion passes 4/4

## Sumner Park District: Regular Board Meeting Agenda Minutes

**Month:** November

**Date:** Tuesday November 21, 2017

**Call to Order:** 6:04 PM

Attending: Josh H., Mark H, Pam H, Kathy D, Emily H

Special Guests: NA

### **Approval of previous Board Meeting Minutes:**

- October Minutes Approved. Pam Motion, Emily 2<sup>nd</sup>
  - Motion Passes 5/5

### **Approval of Agenda:**

- Added to the agenda
  - Website update
  - Skate Ramps from Rockford Park District
  - Lions Club Reservation
  - Chainsaw quote for Lincoln Rental
- Agenda Approved with additions. Pam Motion, Emily 2<sup>nd</sup>
  - Motion Passes 5/5

### **Agenda Items**

#### **Treasurer's Report:**

- Review Treasurers Report for October 17<sup>th</sup> to November 21<sup>st</sup>
  - Current Balance as of Nov 21 \$15,356.05
    - \$32,000 paid to German American for LOC –LOC finished
    - \$1,321.00 paid to IRS
    - \$171.00 paid to Dept of Rev.
- Mark Motion to approve treasurer's report, Kathy 2<sup>nd</sup>
  - Motion passes 5/5
- Finalize budget & Tax Levy for fiscal year July 1, 2017 thru July 1, 2018
  - IP

#### **Unfinished Business**

- Pam- contract for bathroom cleaning approval
  - Board decided to have Mike a paid employee paid \$15 an hour rather than contract
  - Pam providing paperwork to Mike to fill out
- Midwest Mechanical Installed Pressure Tank and winterized 7<sup>th</sup> St. Bathroom
  - Mark provided bids totaling \$2926.00 for winterization and RPZ valve
- Kathy met with Bethany insurance
  - Premium for 2018 is \$7,312.00
  - Added insurance for Blassingham Park
- Mulching by Hurley's
  - Cost for mulch and installation \$2106.00
  - Pam Motion to approve, Kathy 2<sup>nd</sup>
  - Motion Passes 5/5

#### **New Business:**

- Website Progress Update
  - Website development IP

## Sumner Park District: Regular Board Meeting Agenda Minutes

**Month:** January

**Date:** Tuesday December 19th, 2017

**Call to Order:** 6:13 PM

Attending: Pam H, Kathy D, Emily H

Special Guests: Mike Doty

### **Approval of previous Board Meeting Minutes:**

- November Minutes Approved. Pam Motion, Emily 2<sup>nd</sup>
  - o Motion Passes 3/3

### **Public Comment:**

- None

### **Approval of Agenda:**

- Agenda Approved. Emily Motion, Pam 2<sup>nd</sup>
  - o Motion Passes 3/3

## **Agenda Items**

### **Treasurer's Report:**

- Review Treasurer's Report for November through December 19th
  - o Tabled until January Meeting
- Board members signed Truth in Taxation Certificate of Compliance to file with the Winnebago County Clerk's office.

### **Unfinished Business**

- Mike gave an update on the Fire Extinguishers in the Pavilion and Maintenance Buildings. I needs to be replaced and one needs to be inspected. It will cost \$70 to replace a fire extinguisher.
- Remaining Agenda Items Tabled for January meeting
  - o IDOT - letters final reimbursements
  - o Priority worklist for 2018
  - o Santa's workshop takedown
  - o reimbursement of engineering expenses
  - o Emily Motion to table, Pam 2<sup>nd</sup>
    - Motion passes 3/3

### **New Business:**

- Mike gave a quote for a new chainsaw. Will cost \$422.96.
  - o Pam motion to purchase, Emily 2<sup>nd</sup>
    - motion passes 3/3
- Remaining Items Tabled until January Meeting
  - o List of Memorial Trees
  - o Approval for purchase of christmas lights for next year's santa's workshop
  - o Emily Motion, Pam 2<sup>nd</sup>
    - Motion passes 3/3

### **Announcements:**

- None

**Adjourn:** Pam motion to close meeting, Emily 2<sup>nd</sup>, meeting adjourned 6:22 PM