

Sumner Park District: Regular Board Meeting Minutes

Month: August

Date: Tuesday August 13th, 2019

- I. **Call to Order:** 6:01 PM
 - A. Attending: Joshua Hachmeister, Emily Hachmeister, Robert Blassingham, Elizabeth Leigh Clark
- II. Appoint Commissioners for remaining board seat
 - A. Due to the resignation of Elizabeth Melancen, one board seat was open
 - B. Dennis Seaton presented a letter of intent
 - C. Leigh Motion to appoint Dennis Seaton, Rob 2nd
 1. Motion Approved, 4/0
 - D. Dennis Seaton recited and signed Oath of Office
- III. Election of Officers for FY 2019-2020
 - A. Emily motion to nominate Leigh for Vice President, Rob 2nd
 1. Motion approved 5/0
 - B. Leigh motion to nominate Josh for Secretary, Dennis 2nd
 1. Motion approved 5/0
 - C. Dennis motion to nominate Rob for Treasurer, Leigh 2nd
 1. Motion approved 4/0, Rob abstained
- IV. Sign engagement letter for Legal Counsel
 - A. Leigh motion to sign the engagement letter for Robbins Schwartz, Nicholas, Lifton and Taylor, Ltd. as legal counsel for the Sumner Park District, Josh 2nd
 1. Motion approved, 5/0
- V. Approval of Repositories for District Funds and Designation of Signatories
 - A. Leigh Motion to designate German American Bank as the repository for funds, Dennis 2nd
 1. Motion approved 5/0
 - B. Dennis Motion to put Rob on the bank account, Josh 2nd
 1. Motion approved 4/0, Rob abstained
 - C. Leigh motion to put Emily on the bank account, Rob 2nd
 1. Motion approved 4/0, Emily abstained
- VI. Approval of Minutes
 - A. Leigh motion to approve the minutes, Dennis 2nd
 1. Motion approved 5/0
- VII. Approval of Warrant
 - A. Rob motion to approve Warrant excluding the invoice from Brent's Lawn Care, Dennis 2nd
 1. List of Bills
 - a) Advanced Disposal - \$71.62
 - b) Com Ed - \$447.36, \$86.92, \$48.65
 - c) Kelly Williamson - \$85.04
 - d) Topway Foods - \$24.03
 - e) Village of Pecatonica - \$35.41, \$8.95, \$31.53, \$15.87, \$9.18
 2. Motion approved 5/5
 - B. Dennis motion to purchase checks for \$300.66, Josh 2nd

1. Motion approved 5/0
- VIII. Approval of Treasurer's Report - Pending - No Current Treasurer
- A. Account balance as of August 12th \$53,890.83
 - B. Financial records were presented including the check register, loan payment schedule, tax distribution schedule, and budget for FY 18-19
 - C. A draft budget for fy 19-20 will be presented in September
 - D. Leigh Motion to approve payroll with the condition that all future timesheets will have hours itemized by tasks, Rob 2nd
 1. Motion approved 5/1, Dennis Nay
- IX. Unfinished Business
- A. Dennis motion to approve the invoice for the new drinking fountain (\$4,418.73) and the labor quote to install from Toelke Plumbing and electric (\$900), Josh 2nd
 1. Motion approved 5/0
 - B. Josh Motion to have the existing drinking fountains fixed, Rob 2nd
 1. Motion approved 5/0
 - C. Dennis will need to complete the online OMA training. Leigh and Rob turned in certificates
 - D. Kiddie Cottage eagle project is still being approved by the Boy Scouts. The project will be presented in September after it is approved
 - E. Rob Motion to approve Josh as FOIA officer, Dennis 2nd
 1. Motion approved 5/0
 - F. Park District records still need to be inventoried, Board members will go in and work on it periodically until a plan is decided on
 - G. Financial Audit
 1. Leigh motion to approve and sign engagement letter, Josh 2nd
 - a) Motion approved
 2. Leigh motion to send information to accountant for comptroller's report, Dennis 2nd
 - a) Motion approved 5/0
 - H. Leigh motion for Rob to have one of the post office keys, Josh 2nd
 1. Motion approved 4/0, Rob abstained
 - I. Maintenance Assistant
 1. Emily motion to hire a maintenance assistant, Rob 2nd
 - a) No vote
 2. Leigh motion to table, Dennis 2nd
 - a) Motion approved 5/5
 - J. Culvert project update
 1. Rob Motion for Emily to discuss the project details, Dennis 2nd
 - a) An easement agreement between the village and the park was presented. Bids were due Tuesday the 13th and a bid will be accepted at the Village Board Meeting on Tuesday the 20th.
 - b) As of right now, the only person to communicate with the park is Nick Berry, the Public Work's Director.
 2. Leigh motion for Emily to call the engineer on the Project to get more details on the easement location and the location of the culvert, Josh 2nd
 - a) Dennis motion to waive 2nd reading, Leigh 2nd

- b) Motion approved 5/0
- K. Land Use Grant Form has been filled out and mailed
- L. Presentation of draft apology for Rogene Hamilton
 - 1. Leigh motion to discuss, Josh 2nd
 - a) No vote
 - 2. Rob motion to rescind Mark's name and replace with the case number, Dennis 2nd
 - a) Motion approved 5/0
- M. Leigh motion to reinstate the IAPD membership, Dennis 2nd
 - 1. Motion approved 5/0
 - 2. 2019 prorated dues - \$439.54, Annual \$618
- N. Leigh motion to get an outside public authority to evaluate the erosion and floodwater problems, Dennis 2nd
 - 1. Motion approved 5/0
- O. Playground grade mulch
 - 1. need to get 2 more quotes that include a weed barrier
 - 2. Leigh motion to table quote approval, Josh 2nd
 - a) Motion approved 5/0
- P. Rob motion to have Brent maintain access path to Blassingham park, Leigh 2nd
 - 1. Motion approved 5/0
- Q. Emily motion to table key quote approval until we get a complete quote from Spinello, Dennis 2nd
 - 1. Motion approved 5/0
- R. Josh motion to approve Ordinances 2.4 and 2.5 with the condition we will review and amend further at the next meeting, Emily 2nd
 - 1. Motion approved 3/2, Rob abstained, Dennis No
- S. Donation information from the Doty family to commemorate Robert Doty will be presented in the fall
- T. Winnebago County Fair begins Wednesday the 14th. Board members are encouraged to be present in the park
- U. Rob motion to fix the compressor, capacitor, and thermostat at the Pavilion, Dennis 2nd
 - 1. Motion approved 5/0
- X. New Business
 - A. A sewer drain needs to be fixed in the park. Paperwork for the project will be presented as soon as it is given to the board
 - B. Economic interest statements need to be completed and turned into the Board of Elections
 - C. Board member information needs to be shared with the Board of Elections
 - D. Emily Motion to approve a payroll policy with the addition that hours must be itemized by tasks, Dennis 2nd
 - 1. Motion approved 5/0
 - E. Rob motion to approve volunteer waiver form, Josh 2nd
 - 1. motion approved 5/0
 - F. Dennis motion for Emily to purchase and replace the soap dispensers, Leigh 2nd
 - 1. Motion approved 5/0
 - G. The maintenance of the baseball diamonds and scoreboards is being addressed

1. Emily motion for Rob to get scoreboard repair information and quote, Dennis 2nd
 - a) Motion approved 5/0
 - H. Leigh motion for Josh to contact the Lion's club to replace and take care of memorial trees, Rob 2nd
 1. Motion approved 5/0
 - I. Rob motion to reach out to the public for ideas for a fall activity. Ideas will be presented at the September board meeting. Leigh will make the announcement. Leigh 2nd
 1. Motion approved 5/0
 - J. Rob motion to table a fall cleanup day, Leigh 2nd
 1. Motion approved 5/0
 - K. Rob motion for each board member to make a priority work list based on a timeline. These lists will be presented at the September meeting to create a master list/schedule. Josh 2nd.
 1. Motion approved 5/0
- XI. Public Comment
- XII. Commissioner Comments
- A. Emily presented information from the Lion's club that benches were donated to be able to be installed at Blassingham park. Location and install method will be discussed in September.
- XIII. Adjournment
- A. Josh motion to adjourn, Leigh 2nd
 1. Motion approved 5/0
 - B. Meeting adjourned at 9:11 pm