Minutes

The monthly meeting of the Kewanee Park District Board of Commissioners was held at the Kewanee Park District Office Board Room, 1095 Cambridge Road Kewanee, IL 61443 Thursday November 21, 2019 at 5:30 PM.

Present: President Jim Powell, Commissioners Andrew Verstrate, Jim Heberer, Jacque Verscha, Steve Brackett. Also, present Director Brian Johnson, Secretary Christy Jackson-Ehnle, J.R. Salisbury, Dan Erickson, David Pistorious (First Midstate), Susan Devilder (Kewanee Star Courier), Jim Grier (Jager Agency/Division of Dimond Bros)

Absent: None

President Jim Powell called the meeting to order. The minutes of the September 19, 2019 meeting were reviewed and discussed. Jim Heberer motioned to accept the minutes as written. Andrew Verstraete seconded the motion. Three in Favor. Two Nays, Commissioners Jim Powell and Jim Heberer Nay. Motion Passed.

The minutes of the October 19, 2019 meeting were reviewed and discussed. Jim Heberer motioned to accept the minutes as written. Steve Brackett seconded the motion. Four in Favor. Commissioner Jim Heberer Nay. Motion Passed.

The October 2019 Financial Statements was presented. The Board Reviewed and discussed the Financial Statement. Andrew Verstraete moved to accept the October 2019 Financial Statement. Steve Brackett seconded the motion. All in Favor. Motion Passed.

The October Bills for Approval were reviewed and discussed. Andrew Verstraete moved to approve the Bills for October 2019. Jim Heberer seconded the motion. All in Favor. Motion Passed.

 David Pistorious with First Midstate who presented the Board with the Ordinance No. 345 “An Ordinance providing for the issue of General Obligation Park Bonds, Series 2019, of the District, for park purposes, to pay obligations of the District and for park purposes, to pay obligations of the District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale to the purchaser thereof.” David Pistorious informed the Board all went well with the bond, Peoples National Bank purchased the bond at the Kewanee Park District this year would be receiving $517,000.00 around December 11, 2019. Jim Heberer moved to approve and accept Ordinance 345 for General Obligation Bonds, Jacque Verscha seconded the motion. All in Favor. Motion Passed.

The Board was then presented with the proposal of Ordinance No. 346 “An Ordinance abating the tax heretofore levied for the year 2019 to pay debt on General Obligation Park Bonds (Alternate Revenue Source), Series 2012 of the District.” Andrew Verstraete moved to approve and accept Ordinance 346. Steve Brackett seconded the motion. All in Favor. First Midstate will file the appropriate paperwork with the Henry County Offices. The Board thanked Mr. Pistorious and Frist Midstate for their continued help procuring the Kewanee Park District General Obligation Bond.

President Jim Powell called the meeting to order. The minutes of the September 19, 2019 meeting were reviewed and discussed. Jim Heberer motioned to accept the minutes as written. Andrew Verstraete seconded the motion. Three in Favor. Two Nays, Commissioners Jim Powell and Jim Heberer Nay. Motion Passed.

The minutes of the October 19, 2019 meeting were reviewed and discussed. Jim Heberer motioned to accept the minutes as written. Steve Brackett seconded the motion. Four in Favor. Commissioner Jim Heberer Nay. Motion Passed.

The October 2019 Financial Statements was presented. The Board Reviewed and discussed the Financial Statement. Andrew Verstraete moved to accept the October 2019 Financial Statement. Steve Brackett seconded the motion. All in Favor. Motion Passed.

The October Bills for Approval were reviewed and discussed. Andrew Verstraete moved to approve the Bills for October 2019. Jim Heberer seconded the motion. All in Favor. Motion Passed.

**Open Business:** Jim Grier came to the meeting to discuss the annual Park District Insurance Policy renewal. He had done a comparison on the quotes from ICRMT and IPARKS and gave to Director Johnson.

Jim Grier discussed with the Board the ICRMT Policy $43,363.00 which came in even less than previously and IPARKS $25,979.80 and WC- Illinois Public Risk Fund $10,473.00 = $36,452.80. Years ago, we had IPARKS for four years. IPARKS don’t cover Cyber Liability & Sexual Abuse. Jim Grier stated, Occurrence form, ICRMT would be responsible for Tail Policy. Director Johnson said choice of the Carrier Insurance Company must be made tonight. Andrew Verstraete moved to accept the Premise and Liability/Work Comp Audit Insurance quote from ICRMT 2019-2020 policy at the cost of $43,363.00. Jim Heberer Seconded the motion. All in Favor. Motion Passed.

**Director Brian Johnson’s Report and Meeting Minutes**

**The monthly meeting of the board of commissioners will be held on Thursday November 21, 2019 at 5:30 pm. As far as I know all Commissioners will be here. David Pistorius will also be here to finalize the current General Obligation Issue.**

1. **Jim Grier** will be at the meeting but has stopped by with the new quotes and coverages. I did submit a letter a letter telling ICRMT that we are seeking competitive bids for the new premise and liability coverage. Here is what Jim told me; Even with the increase in property values ICRMT’s bid came in at $45,459.00 which is $3,000.00 lower than last year (this also includes Work Comp Audit). IPARKS came in at $25.979.80, add in an independent Work Comp Audit of $10,473.00 (IPARKS does not do Work Comp Audits) the total is $36,452.80. The difference is $9,000.00. Now I believe that both companies will have Prior Act Coverage, in other words if we get sued for something that happened before December 1, 2019 we will still be covered. If you leave IPARKS once going with them and go to another provider, you will take any on-going claims with you. I also like the help we got form ICRMT on our employee policy manual and up to date law changes.
2. **Tim Atwell Letter** – Always nice to get a letter from Tim Atwell stating how pleased KHS is with our staff and grounds. They added several items to agenda this year starting up their own girl’s golf team, hosting girl’s regionals, and having the trac 8 freshman tournament. They are looking into starting a trap shoot team next year as well. They are talking with Rod Johnson and will let us know in the future if it happens.
3. **Windmont Park Shelter House** – roof has been giving us fits. They said it would be done November 1st and it still is not done. They started to replace the back quarter of the roof when we said it was unacceptable. JR suggested they go to JMAC Metals and get the proper lengths for the whole back half of the roof. When it came in the color difference in the front of the shelter and the back of the shelter made it look horrible. After some discussion they agreed to replace the whole roof (both Sides) completely. They also hired Bobby Oldeen to come in and finish the job. Should be done by board meeting time. The electrical is done with new bigger heaters inside the shelter for comfort of the Windmont Park lighting crew who has started decorating the park.
4. **I have enclosed the schedule for 2020.** Please look it over and make any suggestions. Also, I scheduled the Christmas Party for December 7th, but I heard this may not be a good date. Let me know if we need to change the date to satisfy your schedules.

**2020 Schedules were discussed at the meeting. Steve Brackett motioned to accept the schedules as written. Andrew Verstraete seconded the motion. All in Favor motion Passed. The Christmas Party on December 7th was discussed if there were anyone that needed that date changed. Everyone agreed to the date of December 7th.**

1. **Dan** has requested your consideration on the following items, Foley Bed knife Grinder used for $4,000.00, this is used buy like the reel grinder will pay for itself in a matter of a few years and is the most important of these items. Other wish list used items are JD Utility cart $7,250.00, used Fairway mower $10,000.00, a used form deck mower $7,000.00.

**Jim Powell asked Dan Erickson when he would need the grinder. Dan said that if he got it in January, he could start using it and be ready for the season. He also said that it would save $2,000 - $3,000 from not being outsourced. Jim Heberer motioned for Dan to get the Foley Bed Knife Grinder. Jacque Verscha seconded the motion. All in Favor. Motion Passed.**

1. **JR** has requested the following items: a used sand trap rake for baseball and a utility cart that dumps. Both are $6,000.00 items. Both Dan & JR will be here to answer any questions you may have.

**JR said he uses a golf cart now to transport sand and doesn’t have a backup sand trap rake. Jim Heberer motioned to get a utility cart at $6,000.00 for JR Salisbury. Jacque Verscha seconded the motion. All in Favor. Motion Passed.**

1. **These are the newest figures** I have for the minimum wage increases over the next 6 years and how it affects the Kewanee Park District as a whole. Remember; these figures are if we keep the same amount of people working for us doing the same number of hours at their jobs. There are 2 increases in 2020 for minimum wage, which calculate to be a $20,480.97 more for labor/payroll. This is a figure we are needing to cover 2020. We will need to cover a similar figure every year through 2025, for total increases of $131,938.72 in the next 6 years with no extra revenue coming on. One mistake I made was I only figured in half the year for 2020 as there are 2 increases in that year (Boog helped me find my mistake) so we believe the total is more like $152,000.00 over the next 6 years.

 This can be accomplished in several ways…

1. **Reduce staff** – this will mean that services as we know them today will also be reduced. We are all still wanting our Golf course and parks kept in exceptional condition, but projects may take a back seat while other workers pick up the voids created by staff reduction.
2. **Reduce Programs** – We need to look at the programs that we offer especially the programs that don’t bring in enough revenue to support themselves. Do we continue to offer these programs, or do we weed some out to save expenses?

 **Increase User Fees** – I believe we all know that user fees need to go up especially after not raising fees in 10 years. I have enclosed a current rate sheet for you all to review. Please write down your suggestions.

**Steve Brackett looked up rates 2009-2018 and we are behind about 17%. Jim Heberer said we need to be competitive to get people in our parks and we get a lot of compliments on the price and course. Andrew Verstraete brought some area courses rate sheet to the meeting. The three comparisons proved that our rates are the lowest in the area and some don’t offer senior rates either. Jim Powell asked the commissioner to bring their suggested rate increase amounts to the December meeting. Andrew Verstraete suggested to increase rates accordingly and agreed with Director Johnson that the restaurant prices need increased also. Jim Heberer asked about the non-resident rates. Director Johnson suggested that we elimate non-resident rates. Andrew Verstraete motioned to rid non-resident rates. Jim Heberer seconded the motion. All in favor. Motion Passed.**

**8.)** **There have been several questions that have come in;**

a) **Jim Heberer** – What was the increase in the Full Timers Health Insurance? It rose 9% from $50.00 to $54.50. I have minutes that state the fill timers will start paying $50.00 a month for health insurance starting September of 2018 and will go up with the percentage of raise the insurance goes up on a yearly basis. In 2019 it is $54.50 a month.

**Jim Powell suggested that employees should use or lose their earned vacation in the year. Jim Heberer agreed with Jim Powell. Jim Heberer is against closing when the Kewanee School Districts are closed because of bad weather. Director Johnson asked Jim Heberer what guidelines should be used if he doesn’t want him to close when the schools are closed in bad weather? Jim Heberer suggested to take the day without pay, make up the time, or use an earned day for snow days. Jim Heberer also questioned Christmas days off, he wants to eliminate extra days off from Christmas – New Year’s Day. He suggested working holiday’s that we get off like Columbus Day and saving it for a day off during Christmas. Brian suggested July 4th also. Jim Heberer wants a dress code in the office. Jim Heberer also asked Director Johnson what are the winter hours? 9-3 Jim Heberer wants the gas log usage amounts, to see how much is used weekly, who used the gas & how many gallons used in a month. He wants mileage to be tracked to determine the mileage used. Dan Erickson said that would be tough when plowing to keep track of the mileage. JR and Dan said they also use their own equipment at their own expense for jobs in the parks.**

 **Jim Heberer motioned to add the Director’s Report to the meeting minutes. Jim Powell seconded the motion. All in Favor. Motion Passed.**

**Jim Heberer would also like a copy of the handwritten minutes that Secretary Christy Jackson- Ehnle writes at the Board Meetings in the Commissioners packets.**

b) **Jim Heberer** - List of “In Kind” season tickets do we give away? Included

c) Check with Justin Raver to see if a Commissioner is late to a meeting, can they still vote in the meeting. Justin Raver said it was permissible to come late and still vote in the meeting. You just cannot start a meeting any earlier than the scheduled time.

d) **Jim Heberer** wanted a copy of the September and October Director Report, so if anyone else needs these just let me know. Also, Jim wanted the ledger for the Bakersville event, also included.

e) **Jim Heberer** asked for a list of days off that the full-time employees have. I included the pay schedule of the full timers which also has the days off during the calendar year.

Director Brian Johnson went to The IAPD Gala Dinner in Wheeling Illinois and received a 25th Anniversary Commissioner Award for Jim Heberer and a 100th Anniversary Award for the Kewanee Park District. Jim Powell presented the awards at the board meeting. Congratulations Jim Heberer and the Kewanee Park District! Brian also received a letter of recognition for the 100th year Anniversary at the dinner.

With nothing further to discuss Jim Powell motioned to adjourn the meeting. Andrew Verstraete seconded the motion. All in favor. Motion passed.