

## Minutes

The monthly meeting of the Kewanee Park District Board of Commissioners was held at the Kewanee Park District 19<sup>th</sup> Hole Restaurant, 1095 Cambridge Road Kewanee, IL 61443 Thursday December 17, 2020 at 5:30 PM.

Present: President Andrew Verstraete, Commissioners Jim Powell, Jim Heberer, Jacque Verscha, JR Salisbury, Dan Erickson, Chris Roginski (Valley Construction), Stephanie Johnson, Paula Kapacinskaskas, also present Director Brian Johnson, and Secretary Christy Jackson-Ehnle

Absent: Steve Brackett

President Andrew Verstraete called the meeting to order. The minutes of the November 19, 2020 meeting were reviewed and discussed. Jim Heberer motioned to accept the minutes as written. Andrew Verstraete seconded the motion. All in Favor. Motion Passed.

The November 2020 Financial Statements was presented. The Board Reviewed and discussed the Financial Statement. Jim Powell motioned to accept the November 2020 Financial Statement. Jim Heberer seconded the motion. All in Favor. Motion Passed.

The November Bills for Approval were reviewed and discussed. Jim Powell motioned to approve the Bills for November 2020. Jacque Verscha seconded the motion. All in Favor. Motion Passed.

**Tax Levy Ordinance No 352:** Jim Heberer called to motion the Annual Tax Levy Ordinance #352 as written for 2020 payable in 2021. Jim Powell seconded the motion All in Favor. Motion Passed.

**Open Business:** With no open business to discuss, President Verstraete turned the meeting over to Director Johnson for his report.

### Director's Report and Meeting Minutes

The monthly meeting of the Board of Commissioners will be held on Thursday December 17, 2020 at 5:30pm. We will need to pass the Annual Tax Levy Ordinance and file it with the County Clerk's Office by the end of December. As far as I know everyone will be here.

Director Johnson announced that Jim Heberer got commissioner of the year out of 326 parks through the State of Illinois. This is a virtual award this year and Director Johnson said that he is someone who radiated the spirit of parks and recreation. It is a great honor to see him recognized as IAPD's Commissioner of the Year! Congratulations!!

- 1.) **Handicap Doors at The 19<sup>th</sup> Hole** — After reading the three bids on the handicap doors and seeing one is very short in description and the other two have other options, I have decided to invite the three bidders to the meeting to discuss their differences so you can make an informed decision.  
**Jim Heberer motioned to have Valley Construction install the handicap door at the 19<sup>th</sup> hole restaurant for \$13,225.00 and having them to check into getting a door for the other entrance at the 19<sup>th</sup> Hole Restaurant. Jim Powell seconded the motion. All in Favor. Motioned Passed.**
- 2.) **2020 User Fees** — Yearly in December we discuss the user fees for the upcoming year. Enclosed is a copy of last year's fee structure.  
**Jim Powell motioned to keep the same activities rates and shelter rates for the 2021 year as 2020. Jim Heberer seconded the motion. All in Favor. Motion Passed.**
- 3.) **Beige Golf Carts** — I have the serial numbers off the Beige Golf Carts and have sent them to Russ at M&M to get exact values if we trade some in on new ones.
- 4.) **Park District Gift** — I asked you all for suggestions for me to go back to CSB on their offer to possibly donate \$5,000.00 to the Kewanee Park District. Jim Heberer said he liked the Generational Swings where the parent and the child face each other. Andy said we may need to replace the handicap fishing pier. Now that some time has gone by, does anyone else have any other suggestions/
- 5.) **2021 Board Meeting Schedule** — Every December we need to pass a Board Meeting Schedule for the upcoming year. Please look this over and let me know if it looks OK or if it needs to be adjusted.  
**Jim Heberer motioned to accept the 2021 Board Meeting Schedule as written. Jim Powell seconded the motion. All in Favor. Motion Passed.**
- 6.) **EE Baker Trust Values** — Updated are the EE Baker Trust Values. The value as of Tuesday is \$1,160, 852.23.
- 7.) **Interstate Fence** — The bid from Interstate Fence for the south end of Windmont Park was tabled at the last meeting. The bid is enclosed, do you want to act on it now or let it lay for a while?



**Jim Heberer motioned to have Interstate Fence install the fence at the south end of the Windmont park for \$14,790.00. Jim Powell seconded the motion. All in Favor. Motion Passed.**

- 8.) **New Maintenance Building** — We passed the bid from Blunier Buildings (\$69,775.00), doors from Sullivan Door company (\$14,540.00), and accepted the addendum from Blunier Buildings for interior steel finish walls for the chemical room (\$28,530.00) for a total of \$112,845.00. Dan presented me with a bid from Just Core Concrete (a company that Blunier Buildings uses) to do footings & foundation - \$21,700.00. This would bring the total of the building to \$134,545.00. I believe Dan will explain what else is needed (electrical, heat, etc.).

- 9.) **Job Descriptions** — Andy brought in some job descriptions for the Director, Parks Superintendent, Golf Course Superintendent, and the Assistant Golf Course Superintendent. He asked me to retype them and find a job description for the Secretary position, which I did. All have been typed up and are ready for discussion.

**Jim Powell motioned to accept the job descriptions and change the Parks Superintendant position payroll cap to \$60,000 from \$55,000. Jim Heberer seconded the motion. All in Favor. Motion Passed.**

**Jim Heberer motioned to remove chemical application from the job description of the park districts employee duties and have this job hired out. Jim Powell seconded the motion. All in Favor. Motion Passed.**

- 10.) **Review of Pay for Employees** — I have included the pay for full timers since 2016 through 2020. I was told to put a review of employees pay on the agenda as we do every year.

**Jim Heberer motioned to give Director Johnson, Dan Erickson & JR Salisbury Christmas Eve & New Year's Eve off with pay because they are on call to plow if it snows during their vacation. Jim Powell seconded the motion. All in Favor Motion Passed.**

With nothing further to discuss, President Verstraete made a motion to adjourn the meeting. Jim Heberer seconded the motion. All in Favor. Meeting adjourned.