

## **Minutes**

The monthly meeting of the Kewanee Park District Board of Commissioners was held at the Baker Park Office, 1095 Cambridge Road Kewanee IL 61443 Thursday May 20, 2021 at 5:30 PM.

**Present:** President Andrew Verstraete, Commissioners Paula Kapacinskas, Jim Heberer, Jacque Verscha, Steve Brackett, Superintendent of Parks and Facilities Dan Erickson, Susan DeVilder (Star Courier) Director Andrew Dwyer, and Secretary Christy Jackson-Ehnle

**Absent:** None

President Andrew Verstraete called the meeting to order.

The minutes of the April 15, 2021 meeting was reviewed and discussed. Jim Heberer motioned to accept the April 2021 minutes as written. Jacqua Verscha seconded the motion. All in Favor. Motion Passed.

The minutes of April 22, 2021 Special Meeting was reviewed and discussed. Paula Kapacinskas motioned to accept the minutes as written. Jim Heberer seconded the motion. All in Favor. Motion Passed.

The minutes of the Election of Officers May 6, 2021 meeting was reviewed and discussed. Jim Heberer motioned to accept the May 2021 minutes as written. Steve Bracket seconded the motion. All in Favor. Motion Passed.

The April 2021 Financial Statements was presented. The Board reviewed and discussed the Financial Statements. Steve Bracket motioned to accept the April 2021 Financial Statements. Paula Kapacinskas Verscha seconded the motion. All in Favor. Motion Passed.

The May 2021 Bills for Approval were reviewed and discussed. Jim Heberer motioned to approve the bills for May 2021. Steve Brackett seconded the motion. All in Favor. Motion Passed.

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

## **Directors Report and Meeting Minutes**

Director Dwyer asked the board for nominations for "A Child's Best Friend Award". The board discussed the choices. Jim Heberer motioned to give the award to the Northeast and Windmont lighting crews for their years of dedication decorating the parks nice for everyone to enjoy the holiday season. Jacque Verscha seconded the motion. All in Favor. Motion Passed.

1.) Follow-up from last board meeting:

- a. Garden Club Tree: Has been planted in location approved. Awaiting detail on signage and then will brick, mulch, and place plate.
- b. Tee marker signs: Approved, yardages updated, and proof has been sent. Updates will be returned and production will begin soon
- c. ADA fishing dock: Placed on hold due to time of year and staffing replacement. Recommendations have been made in the form of installing pilings with floatable rings to allow dock to float, concrete at the entrance to the dock on the shore side, or possibly a permanent type of structure. Park staff continue to investigate and will report back as information is available.
- d. Conversion of white stake to red: Just a few places left. Staffing the main issue and should be done soon.
- e. Walking Path: 2 quotes received for sealing of the walking path at Northeast. Once time comes available, we will be asking a partner in community about ROI on this and extension of life of the path if done vs not.
- f. I have secured Wal-Mart as a sponsor and their team is excited to help I) out and donate for the event. They will be donating 2 bicycles and then also putting up a canopy and giving out refreshments the day of as well as having staff on site for community support. Joe DeSmit has secured various other donations and all things are pointing to a great event.
- g. Family Tee markers: One marker on each hole at approved yardages. 2<sup>nd</sup> marker will be going out in near future to provide a complete set of blocks for individuals who utilize them.
- h. Will not be moving forward with intern, young man took opportunity with Iowa Cubs
- i. Divot Fill bottles and mounts — Came in at approximately \$1600 which is \$900 less than requested at last meeting. Obtained 1 for each cart and then 8 backups.
- j. Reports and other issues are being remedied with the POS system at the 19<sup>th</sup> hole.
- k. Vehicle for 19<sup>th</sup> Hole deliveries. \$1800 for a 2004 Ford Taurus.  
Thank-you to Crowe Auto.
- l. Windmont Concession
  - i. Temp patched and Oldeen roofing will be repairing soon. 100% replacement cost covered.
- m. Cerno's Bar and Grill

**Cerno's would like to rent the HS soccer field for an upcoming event and would put tables up and offer Pony rides for the event. The board discussed and agreed that Cerno's could rent the HS soccer field for \$250 and are entirely responsible for the**



**event. Jim Heberer motioned to let Cerno's rent the soccer field for \$250. Jacque Verscha seconded the motion. All in Favor. Motion Passed.**

i. Simulator for lifetime passes for Brian and John — Recommendation is to not pursue.

ii. Northeast rental for employee appreciation - \$250 for day. iii.

June 27

iv. Bring in big tent

2.) Communications:

3.) Job descriptions and restructuring.

a. Superintendent of Parks and Facilities

i. Salary recommendation.

**Director Dwyer asked to board to raise Dan Erickson's salary to \$53,000 annually for his 15 years of service and being the Superintendent of Parks and Facilities. Jim Heberer complemented Dan and motioned to raise Dan's salary to \$53,000. Jacque Verscha Seconded the motion. All in Favor. Motion Passed.**

b. Deputy Superintendent of Parks and Facilities

4.) Hiring for Deputy Superintendent of Parks and Facilities

a. Josh Roeder has accepted the open position and will be starting on June 2.

5.) Rebuild Illinois 2

a. Obtaining quotes to make projects shovel ready

i. Playground equipment

ii. 19<sup>th</sup> hole, banquet space, new dedicated starter pro-shop (3 phased)

iii. Trucks

iv. Turf Equipment — Seeder, green roller, large roller, utility mower replacements, among others

v. Shelter House upgrades

vi. Storage facility(s)

vii. Splash pad

viii. Oasis upgrades

ix. Soccer field irrigation

x. Windmont tennis court — multi use surface

6.) Cal Peart Memorial Tree — Will be placed at Northeast Park, Southwest of the shelter house. Will be placed within next month according to family.

7.) Memorial Tree for Sherry German at Chautauqua Park

a. Working through some financial aspects and trying to get best memorial tree for their budget.

8.) Jim Findley Memorial

a. Looking at industrial style hitting nets to be "posted" with cabling that can be put up and taken down yearly. Still investigating viability and cost.

- 9.) Day Camp — Current IPDH guidelines are 15 per day camp. Will adhere to guidelines and adjust numbers if need be.
- 10.) Summer help: We are having an exceedingly hard time acquiring staff for positions at all locations. I propose we discuss incentivizing staff for use of facilities etc. with a minimum number of hours worked per week.
- 11.) Update on new maintenance building.
- 12.) Oasis Aquatic Center update.
- 13.) Lighting Programs at all parks
  - a. Bid from Westefer Electric for 19<sup>th</sup> hole lot
  - b. Other quotes coming
  - c. Investigating the Ameren \$11 per month pole program
- 14.) Sick time request for FT hourly staff  
**Director Dwyer asked the board if the assistant of parks & greens employees Shane Lafollette and Bill Ince could get 5 days, 40 hours of sick pay each year a piece. Jim heberer motioned to five them the 5 sick days yearly. Steve Brackett seconded the motion. All in Favor. Motion Passed.**
- 15.) Sought out quotes for cleaning at Administrative office
  - a. Our current cleaner expressed and interest in ceasing her duties. Quotes were sought. Carley's Custom cleaning took over in interim and she then declined to continue due to work/life balance. Melissa Maxon who performs custodial work at Dist 229 and does City of Kewanee will be our new cleaner effective May 17.
- 16.) Hiring Ann Hamilton and Gina Peterson to manager Oasis this year
  - a. Both are welcome additions to the team.
  - b. Lifeguard hiring has begun
  - c. Lifeguard Certifications hosted by Red cross at YMCA next week
- 17.) Request to consider reimbursement to Lifeguard certification upon completion of full season of service at pool in good standing.  
**Director Dwyer ask the board if he could offer an incentive to Pool Employees that had to pay \$159 for their lifeguard certification by offering them a reimbursement for that fee if they completed the season in good standing. Jim Heberer motioned to reimburse employees that were in good standing for their certification fee. Paula Kapacinskas seconded the motion. All in Favor. Motion Passed.**
- 18.) Request to host 3 on 3 basketball tournament at Northeast Park.
- 19.) Friday night couples league discussion
  - a. Rates

- b. Secretary
- 20.) Golf cart update
  - a. Agreement was for 70k with trade at 19 carts for 20k on trade. Math was off and payment was calculated at roughly 50.K. We will be trading in two less carts and the new payment amount will be roughly 47k. Savings of roughly 3k plus savings in retained carts.
- 21.) Discussion: Trail fee for non golfers on carts.
- 22.) Received another personal property replacement tax check in the amount of \$20,070.71 .
- 23.) Proposed TIF district expansion
- 24.) Revisitation of gas cards vs fueling on site.  
**Director Dwyer asked the board if the employees with a visa card to be used for gasoline purchases only if they can discontinue using the card. Fueling on site is cost savings and to be used with limits and justification. Jim Heberer motioned to remove the visa cards and start fueling on site. Paula Kapacinskas seconded the motion. All in Favor. Motion Passed.**
  - a. Tax
  - b. Oversight
  - c. Limits
  - d. Justification
- 25.) Wildflower pollinator kits from Girl scouts
  - a. Will invite a troop or two out to plant around new tee markers once they are in.
- 26.) Walmart Kewanee: Wildflower/perennial flower bed at entrance of Northeast at base of sign.
- 27.) Waive pavilion fee for churches for use one time per year?
- 28.) 2 person lease vs private cart discussion
- 29.) Recommendation: Advertising proposal from Regional Media. .
- 30.) Recommendation: Rapid Hawk Delivery requested for signage at parks .
- 31.) Other activities
  - a. Introductory conversation with Compton Accounting team
  - b. Phone call with former Pool manager to gain understanding and requirements of the position



- c. Met with Getz fire.
- d. Met with Peter from Innovative cash register regarding some issues with POS system.
- e. Met with Kinsella Septic about a pumping program for our facilities.
- f. Hosted a birthday lunch for Christy Jackson-Ehnle at the maintenance shop where she arrived in style via Kubota.
- g. Met with Pete Young from ACCO multiple times regarding pool, chemicals, testing, maintaining and many other facets regarding pool operation.

With nothing further to discuss Paula Kapacinskas motioned to adjourn the meeting. Jim Heberer seconded the motion. All in favor. Motion Passed.