

COLOMA TOWNSHIP PARK DISTRICT
MONTHLY BOARD MEETING MINUTES
April 14, 2015

The Regular Monthly Meeting of the Coloma Township Park District Board of Commissioners was called to order on Tuesday, April 14, 2015 at 6pm in the Park District Office located at 508 East 11th Street in Rock Falls, Illinois.

Present: Commissioners Sigel, Stindt, Bubbers, Walker, and Nehrkorn
Absent: None
Also Present: Michael P. Sterba, Director of Parks & Recreation

Commissioner Stindt motioned to approve the minutes of the Regular Monthly Board Meeting of March 10, 2015 as presented. Commissioner Walker seconded the motion, roll call vote, all ayes, motion carried.

Commissioner Bubbers motioned to approve the March bills in the following amounts:

Corporate Fund	\$	10,119.29
Liability Fund		4,734.65
Recreation Fund		14,964.61
Retirement Fund		3,076.97
Museum Fund		21,091.46
Bowman Park Development Fund		136.39
Police Fund		1,020.25
Bond Construction Fund #32		14,842.46
Total	\$	69,986.08

Commissioner Nehrkorn seconded the motion. Roll call vote, all ayes, motion carried.

Commissioner Walker motioned to approve transfer of appropriations resolutions for the General Corporate Fund number 4-14-15-A and for the Recreation Fund resolution number 4-14-15-B. The resolutions authorizes that after the first six months of any fiscal year have elapsed the Board by 2/3 vote transfer from any appropriation item its anticipated unexpended funds to any other item of appropriation therefore made. The item to which the said transfers made be increased to the extent of the amount so transferred. Commissioner Stindt seconded the motion. Roll call vote. All ayes. Motion carried.

The following is a listing of the Work Fare People from Coloma Township, Whiteside County Probation Office, Project Chance, Department of Human Services, Experience Works and Partnership for Employment that have worked for us the past month. Also included are total days worked in March and in 2015.

	Coloma TWP	Best	Probation Dept.	Whiteside County Housing	Dept. Human Services	Experience Works	Partners/ Employment
Days in March	15.5	0	14.5	1	0	0.00	0
Days in 2015	38.5	0	23.5	3	0	0.00	0

Coloma Township: Sherri McLaren, Candy Dugger, Richard Holcomb, Barb Henson, Dustin Linsley, and Richy Russell
Housing: Monique Lehman
Probation: Richard Hudgin and Shawn Bahrs

Director Michael P. Sterba presented some information from Dave Weber from Wendler Engineering of Dixon. Dave Weber is the lead engineer on the proposed walking/bike path that will be running through Seward Riverside Park. Dave was the engineer who made the presentation at the board meeting about a year ago in regards to what will need to be done about the playground that currently exists at Seward Park. The playground will need to be removed and relocated in the park under the rules of the US Department of Transportation grant. Currently under the guidelines the playground does not qualify for funding to be replaced under the grant.

Therefore, the Park District will be responsible for putting a new playground in; however, there is no timeline for that requirement. Sterba has told Dave Weber as well as the board last year that the Park District currently has no plans to remove the playground or replace it under the Park District's five year plan. We do realize that the construction of the actual walking/bike path probably won't start for a minimum of five years. There is a possibility that down the road the playground area may become an eligible expense under the grant program. A public hearing is required if there are any changes that are made to any existing facilities under the grant guidelines and thus you can see the attached public notice that will allow people to make any comments in regards to the playground's removal and replacement at a future date.

After a lengthy discussion among the Park Board members, the Board directed Mike Sterba to talk to Dave Weber about a few items in regards to the walking/bike path. The Board wanted to know some more information in regards to liability insurance, future maintenance of the path, clarification on the alignment, and garbage pickup in the future. Sterba will contact Dave Weber of Wendler Engineering and try to get some information regarding these issues.

Director Michael P. Sterba reported there was nothing new since the last Park Board Meeting in regards to the RB&W Greenspace Review Committee. However, it looks like the riverfront project is on hold right now due to the City's OSLAD Grant being frozen by the Governor. It doesn't look like any work will be done this year on the riverfront at this time.

Director Michael P. Sterba reported at the last Park Board meeting that, the Dillon Park restroom facility is almost complete. All that needs to be done is the plumber needs to run a new vent pipe through the new steel roof and to have all of his water connections and drain pipes checked once the water is turned on by the City of Rock Falls. The electricity as of right now is complete, all of the fixtures are up, the hand dryers and hot water tank, all have been tied into the electrical panel as required under the bid specifications. The painting of the stripe along the top of the concrete block wall and the sealing of the outside block by Dieterle painting still needs to be done. The contractor has been in touch with Dieterle painting and hopes to have that painting occur sometime on the building in early May, weather permitting. The facility overall looks quite attractive and we've had some positive comments about the need for the new restroom facility at Dillon Park. Also, the Park Maintenance Crew has put back all the fencing that was taken down for the construction project. The high school boys are currently playing at Dillon Park using porta potties to accommodate spectators. When the weather improves the final walk through with the engineer and the contractor will be required prior to any final acceptance of the facility on behalf of the Park Board.

Swedberg Associates Inc. of Sycamore sent their third pay request for work completed as of March 31, 2015. Their request was for \$5,701.90 which still leaves a safe balance for the Park Board to get the rest of the work done. The funds that would still be remaining would be \$9,843.90. After a short discussion among the Park Board Commissioner Bubbbers motioned to pay Swedberg and Associates their third payment on work performed at Dillon Park on the new restroom facility for a total cost of \$5,701.90. Commissioner Nehrkorn seconded the motion. Roll call vote. All ayes. Motion Carried.

The two piles of dirt that currently are sitting in the parking lot at Dillon Park will be removed in the very near future. The North pile is basically a lot of fill dirt with a little bit of concrete that will be taken out and the South pile is some decent cover dirt that we will be using as well. We plan on moving both piles down to the new Akiti property in Centennial Park to try and fill in the low areas that seem to stay wet every time it rains.

Director Michael P. Sterba reported that we have a new light fixture for the Board's review in the Park District office. Fixtures are a part of the new Centennial Lighting Project which will hopefully be complete sometime late this year. Currently, the Park District will need to purchase 48 fixtures and have the underground wiring completed by the City of Rock Falls. The light fixture will be installed on the island north of the tennis courts for all to view prior to approval by the Park Board. The fixture shown here is \$995 plus installation. Once the fixture is installed I encourage all Park Board members to view it for aesthetics as well as the quantity of light output.

Director Michael P. Sterba reported that there was nothing new since the last Park Board meeting in regards to the ADA Wheelchair Handicap Swing. Installation of the swing is scheduled for early spring as soon as the weather permits.

Director Michael P. Sterba reported that there was nothing new since the last Park Board meeting in regards to the Sam Akiti property. However, we are moving some fill dirt and some top soil from the Dillon Park parking lot to the Akiti property so we can fill in the low areas to keep them from staying wet after a rain.

Director Michael P. Sterba reported that the Park District election was held on Tuesday, April 7, 2015. Commissioner Bubbers and Stindt as well as Commissioner Nehrkorn have all been re-elected. Congratulations on a hard fought campaign.

Director Michael P. Sterba reported that there was nothing new since the last Park Board meeting on the Jerry Bellini Memorial. As you all know the new memorial bench will be installed at Wallingford Park outside the Major diamond in the very near future.

Director Michael P. Sterba reported that we are still waiting for the delivery of the new Jacob Cantlin memorial bronze plaque. The dedication ceremony for the plaque is now scheduled for Saturday, May 2nd at the Larson Shelter. Jacob Cantlin's family members will be present for the official dedication of the plaque. Please put this on your calendars for we would like to have as many Park Commissioner's present as possible at the dedication ceremony.

Director Michael P. Sterba presented copies of a check for \$5,000 from the Dillon Foundation. The check represents the 3rd payment of the \$20,000 commitment that Mr. Dillon made to replace the ball diamond lights at Dillon Park. As you can see from the letter Mr. Dillon will be sending one more \$5,000 check to complete his obligation. Mr. Dillon also stated that we could talk to him again in June to see if future considerations would be in order.

Director Michael P. Sterba reported nothing new since the last Park Board meeting in regards to the tennis court renovations.

Director Michael P. Sterba reported that Security Professionals of Illinois out of Rockford have started their park district security runs for the season. They are currently learning all of the doors and gates that need to be checked and locked as they go. We expect them to be fully accustomed to our operations within the first couple of weeks. The Little League program has begun so they have been seeing a number of youngsters out practicing with Tee Baseball and the Church Softball League coming online sometime in early May. We will be monitoring their performance on an ongoing basis.

Director Michael P. Sterba reported that we are currently in the process of replacing the carpeting and the countertop in the Park District office. As you can see the countertop has already been replaced as well as the carpeting but due to a flaw in the carpeting Carpetland USA will be replacing parts of it. They plan to replace the conference room and reception area on Wednesday, April 15th.

Director Michael P. Sterba stated that we're in the middle of planning some events for the Park District's 90th Anniversary Celebration. We expect the kick off to be the dedication of the Cantlin Memorial at the Larson Shelter in Centennial Park which will occur on Saturday, May 2nd. Also, we've been in touch with the Gazette about possibly doing some sort of a 12 page leaflet that people can pull out of the paper. The leaflet will contain several editorial articles about the Park District and the history of the District as well as some of our future plans. We plan to rally around this theme throughout the entire year creating enthusiasm and excitement for the Park District. We are open to any ideas that the Park Board members may have about how to celebrate this special occasion.

Director Michael P. Sterba reported that the United Way of Whiteside County met their goal again this year of over \$710,000. This is very important to the Park District because we receive some \$6,300 a year in funding from the United Way to help support our Summer Recreation Program.

Director Michael P. Sterba presented copies of a check for \$11,542.95 from the Illinois Department of Revenue. The check represents the Park District's Personal Property Replacement Tax for the month of March.

Director Michael P. Sterba presented the 2015 Winter/Spring Men's Basketball cost analysis for the Park Board's review.

Director Michael P. Sterba presented copies of a thank you letter from the East Coloma School Community Club thanking the Park District for our recent shelter donation.

Director Michael P. Sterba reported that IDNR made their annual spring trout drop in Centennial Park on Tuesday, March 24. The Park District allowed no fishing in the park until the official trout season opener which was on Saturday, April 4th at 5am. Again this year several hundred fishermen were present on that very first day to catch many of the 2,000 pounds of fish that were dropped in by the IDNR. This year the trout were much larger and I don't know the reason for that.

Director Michael P. Sterba presented copies of a letter from IPARKS awarding a \$500 grant to the Park District. The grant will be used to put an ADA approved soft surface under the new wheelchair swing that will be installed in Storybook Village this spring.

Director Michael P. Sterba reported that The Annual IAPD Legislative Conference will be held on Wednesday, April 29th in Springfield. Anyone interested in attending should please let Sterba know so he can make the appropriate arrangements.

Director Michael P. Sterba presented copies of the 2015 Blackhawk Waterways Visitor Guide for Northwest Illinois for the Park Board's review.

Director Michael P. Sterba presented copies of the IPARKS Update for the spring of 2015. Generally speaking the Update Newsletter features issues throughout the state that have affected Park District's in regards to liability issues and how we might reduce any exposure we have in the future.

Director Michael P. Sterba reported that IPARKS insurance recently conducted a facilities review and provided the Park District with several recommendations. The Park District will heed those recommendations and make any necessary improvements to the Park District facilities to minimize our outstanding liability.

Director Michael P. Sterba presented copies of the Park District's full time employee performance evaluations.

Director Michael P. Sterba presented the proposed 2015/2016 Employee Wage Schedule for the Park Board's Review.

COLOMA TOWNSHIP PARK DISTRICT
2015 EMPLOYEE WAGE POLICY
APPROVED APRIL 14, 2015

<u>Maintenance Department - Seasonal</u>	<u>2014 Hourly Wage</u>	<u>2015 Approved Wage</u>	<u>Projected Budget Increases</u>
Park Maintenance Man I	\$8.25/Hour	\$8.25/Hour	\$ 0.00 (2 men)
Park Maintenance Man II	\$8.60/Hour	\$8.60/Hour	\$ 0.00 (3 men)
Crew Chief(Supervisor)	\$9.10/Hour	\$9.10/Hour	\$ <u>0.00</u> (3 men)
			Sub Total \$ 0.00
<u>Recreation Department - Seasonal</u>			
Boat House Attendant	\$8.25/Hour	\$8.25/Hour	\$ 0.00 (2 men)
Program Assistant I	\$8.25/Hour	\$8.25/Hour	\$ 0.00 (9 people)
Program Assistant II	\$8.35/Hour	\$8.35/Hour	\$ 0.00 (10 people)

Program Supervisors	\$8.45/Hour	\$8.45/Hour	\$ 0.00 (31 people)
Tot Time Supervisor (Fall & Winter)	\$11.00/Hour	\$11.25/Hour	\$ 160.00 (1 women)
Tot Time Assistant (Fall & Winter)	\$8.35/Hour (Not Filled- Grandmother)	\$8.35/Hour (Not Filled – Grandmother)	\$ <u>0.00</u> (1 women)
			Sub Total . . .
		 \$ 160.00
<u>Office Workers - Full Time</u>			
Superintendent of Recreation	\$11.20/Hour (\$21,863.85)	\$11.45/Hour	\$ 500.00
Finance & Bookkeeping	\$11.75/Hour (\$22,784.72)	\$12.00/Hour	\$ 500.00
Office Assistant	\$8.35/Hour (New Hire)	\$9.00/Hour (May – August 2015)	\$ <u>500.00</u>
			Sub Total . . .
		 \$ 1,500.00
<u>Management Personnel - Full Time</u>			
Park Foreman	\$24,620.00	\$500.00 (2% Raise)	\$500.00
Superintendent of Parks	\$32,362.00	\$500.00 (1.5% Raise)	\$500.00
Director of Parks & Recreation	\$57,884.00	\$500.00 (.8% Raise)	\$500.00
Bond Construction Fund pays 100% of Mark's wages = \$32,362.00			Sub Total
Liability Insurance Fund pays 100% of Dave's wages = \$24,620.00			.. <u>\$1,500.00</u>
			Total Cost If All Raises Approved
			<u>\$3,160.00</u>

Commissioner Bubbers motioned to approve the 2015 Employee Wage Policy as presented. Commissioner Walker seconded the motion. Roll call vote. All ayes. Motion carried.

Director Michael P. Sterba presented the 2014 Tee Baseball League expenses for the Park Board's review. Tee Baseball has reimbursed the Park District \$2,857.08 for the summer of 2014.

Director Michael P. Sterba presented copies of a check for \$607.62 from the Bridge Point Education Inc. The check represents the Dawn Nardini donation from the United Way of San Diego County.

Director Michael P. Sterba reported that the Rock Falls Chamber of Commerce Summer Splash will occur on Friday, May 26th and Saturday, May 27th. The Summer Splash will be held on the same weekend as the River Chase at Seward Riverside Park.

Director Michael P. Sterba reported that the tower in Storybook Village is currently being repaired by Tom Rowzee. Tom is doing a great job in securing the tower preventing future injuries of our residents. We hope that the tower will last another 40 years for the community.

Director Michael P. Sterba presented copies of the 2014 Winter/Spring, Summer, and Fall Recreation Program Cost Analysis for the Park Board's Review.

Director Michael P. Sterba did some research on the Liberty Bell Monument and how it came to be taken care of by the Park District. Sterba contacted Delmar McNinch the former owner of the property who actually donated it to the City of Rock Falls back in 1967 for the 100th Anniversary of Rock Falls. Delmar stated that he donated it to the City with the stipulation that they would cut the grass and maintain whatever monument was put on the site. Delmar also stated the land would revert back to the current property owner if and when the monument was ever removed. He also stated that the donation of the property goes within a few feet of the building and that's why the Park District maintains it as of today. Nothing was ever done with

the property until 1976 in honor of the Bicentennial of the United States. Sterba contacted Charlie Anderson and Charlie said he had built the current monument at the Liberty Bell Park while he worked for Donnie Henderson, the contractor. Charlie said that he poured all the foundation and sidewalks and built the monument himself. He said the only thing that they did not do was put the glass in the monument, lay the brick, or the electricity to light up the bell. The bell that currently resides within the monument was donated by the Rock Falls Savings and Loan and was installed by others. Thus it looks like the Park District will at least be cutting the grass for some time to come unless the Park Board makes other arrangements with the City. Delmar did state that he had told Dan Yanes the current owner of the property about the agreement with the City before he sold the property to the Yanes'.

Director Michael P. Sterba presented his monthly Director's report to the Board.

IPRA also sent us their monthly Board Meeting Minutes for our review.

The Park District has received the weekly newsletter from the Rock Falls Chamber of Commerce for our review.

Commissioner Nehrkorn motioned to adjourn the Park Board Meeting. Commissioner Walker seconded the motion. Roll call vote, all ayes, motion carried.

Next meeting is scheduled for Tuesday, May 12, 2015 at 6:00 PM at the Park District Office located at 508 E. 11th Street Rock Falls, Illinois 61071.

Adjournment at 8:30 PM

Minutes Submitted by
Michael P. Sterba
Director of Parks & Recreation

Date _____ Donald E. Stindt, Secretary
Coloma Township Park District
Board of Commissioners