

COLOMA TOWNSHIP PARK DISTRICT
MONTHLY BOARD MEETING MINUTES
May 14, 2019

The regular monthly board meeting was held on May 14, 2019. The regular monthly board meeting was called to order at 6pm in the Park District Office located at 508 East 11th Street in Rock Falls, Illinois.

Present: Commissioners Sigel, Bubbers, Stindt, Logan, and Shipman

Absent: None

Also Present: Michael P. Sterba, Interim Director of Parks and Recreation

Commissioner Shipman motioned to approve the minutes of the regular monthly board meeting of April 9th, 2019 and the special board meeting of April 25th 2019 as presented. Commissioner Sigel seconded the motion, roll call vote, all ayes, motion carried.

Commissioner Logan motioned to approve the April bills in the following amounts:

Corporate Fund	8,496.22
Liability Fund	41.00
Recreation Fund	16,722.21
Retirement Fund	5,666.78
Bond Construction #37 Fund	5,892.72
Museum Fund	19,054.76
Bowman Park Fund	137.79
Logan Park Fund	40.20
Tee Ball Fund	<u>5,439.57</u>
Total	61,491.25

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 the total days worked in 2019.

	Coloma TWP	Best	Probation Dept.	Whiteside County Housing	Dept. Human Services	Housing Authority	Partners/ Employment
Days in April	28	0	0	0	0	0	0
Days in 2019	56	0	0	0	0	0	0

Interim Director Michael P. Sterba reported that the new plaque for the George Logan Memorial is at the Doty Brother's facility in Sycamore and being attached to a new concrete bench. The plaque and bench will be located just west of the fire truck in Centennial Park in honor of George Logan Sr. This project is planned to be completed in the very near future.

Interim Director Michael P. Sterba reported that he has received a letter from Wendler Engineering, written by Dave Webber, the Park District Engineer. You can see that the letter outlines the expectations of the Coloma Township Park District in regard to repairing the cracks in the concrete at Sieglinger Park. It also calls for the deadlines to be met. Namely, that the proposed plans for repairs be finalized by July 31st and submitted to the Park Board for final

approval. The work is going to be completed this fall so that all parties can bring this issue to a close.

Interim Director Michael P. Sterba has been in contact with Donnie Cole of Cole's Tree's Service to get an update on the tree contract with the Park District that we entered into last fall. The last time Sterba discussed the project with Donnie Cole, he reminded me that Park District deadline was Wednesday, May 15th. Sterba started communicating with him prior to the board meeting to find out where we are with the project. So far, he has not been able to get on the turf area due to the heavy rains, but he has had time to remove the pile of logs sitting in the boat house parking lot as well as the brush in the tennis court parking lot. Sterba will keep the Park Board informed on any updates in regards to the tree contract.

Interim Director Michael P. Sterba reported that he understands that the Park Board does not choose to fill the Park Foreman Position at this time. We will monitor the progress of the Park maintenance crew to see if, and when a Park Foreman Position needs to be filled.

Interim Director Michael P. Sterba presented several quotes to purchase new paddle boats for Centennial Park. That goes for both fiber glass boats as well as aluminum boats for the Park Boards review. After a discussion among the Park Board members, Commissioner Shipman motioned to purchase 4 new paddle boats from Adventure Glass, North Webster Indiana. Sterba said that he has been in conversation with the Freeport Park District who owns several of the paddle boats and has high praise for their durability and value. Sterba also said that he will visit the Freeport Park District and physically view the paddle boats for quality and durability prior to ordering the boats. Commissioner Logan seconded the motion, roll call, vote, all ayes, motioned carried.

Interim Director Michael P. Sterba presented a flier stating that the Relay for Life Pie Auction raised \$15,143.88 for the cancer fund. As you all know, the Park District is involved in the Pie Auction which is an annual event to raise money for the cancer fund. Betty Clementz was our local contact person.

Interim Director Michael P. Sterba reported that we have had some flooding problems at Centennial Park due to the malfunction of the pump. It appears the problem has now been solved and we hope that the pump is able to pump the water down at Centennial Park to a level we feel comfortable with. The contractor who is scheduled to construct the new park shelter in Centennial Park understands what our flooding problems are, and he is being very cooperative in his start date. Sterba will keep the Park Board informed on any new developments regarding the new shelter in Centennial Park. In addition to the shelter itself, the Park Board talked about possible relocation of the shelter due to some concerns over flooding in the future. Also, according to the master plan that was developed in 1968 the shelter was located just a few feet north of what is scheduled today. One problem that was of issue was the location of the manhole for the sanitary sewer line that will service the new shelter. After a lengthy discussion about the problems that could occur, Commissioner Bubbers motioned to move the new shelter 10 feet north of its current location and to seal the manholes at both the north end of the shelter as well as the tennis court shelter manhole for the benefit of the community. Commissioner Stindt second the motion, roll call, vote, all ayes, motioned carried.

Interim Director Michael P. Sterba presented the proposed employee wage policy for 2019 for the Park Board review. After a review discussion on each and every job title in the District. Commissioner Sigel motioned to approve the 2019 employee wage policy as presented. Commissioner Shipman seconded the motion, roll call, vote, all ayes, motioned carried.

Interim Director Michael P. Sterba presented the roof installation quotes for various parks sites from A and K Home Improvements in Rock Falls IL. The quotes include both material and labor for each of the park site locations for the Park Board review. After the review of the quotes, commissioner Stindt motioned to approve the quotes as presented from A and K Home Improvements as well as the concrete slab quotes for the new memorial benches to be installed

this summer. Commissioner Logan seconded the motion, roll call, votes, all ayes, motioned carried.

Interim Director Michael P. Sterba received a thank you letter from Montmorency School PTO stating that Park District has helped them raise money for their school.

Interim Director Michael P. Sterba presented copies of the information that was sent out to all the universities in Illinois as well as the University of Wisconsin Lacrosse that offer Parks and Recreations Degrees as part of their curriculum. Also, the IPRA has been notified as well as the “Indeed” Employment Services. The Park District also advertised the Director of Parks and Recreation position on its website, Facebook page, and Constant Contact. We have already received some interested in our job announcement. Job applications are not due to till the first week of June, so any interested parties have time to apply for the job.

Interim Director Michael P Sterba presented a letter and a copy of a check for \$537.51 from Bridge Port Education Inc. of San Diego California. The context of that letter is in regards to Dawn Nardini’s United Way contribution made through Ashford University in Clinton Iowa. Sterba has contacted Dawn Nardini and thanked her for her annual contribution which funds the Park District Easter Egg Hunt that was recently held at Centennial Park.

Interim Director Michael P. Sterba presented the proposed 2019/2020 Budget and Appropriation Ordinance for the Park Board review. The Ordinance by law needs to be held over for 30 days for public inspection. The approval of the ordinance will come at the June 11th Park Board meeting at the completion of a public hearing. After a short discussion among the Park Board, Commissioner Sigel motioned to approve the proposed 2019/2020 Budget and Appropriation Ordinance and to hold it over for 30 days for public inspection. Final action will be taken at the June 11th, 2019 Park Board meeting at the conclusion of a public hearing. Final action will be taken on the ordinance at that time. Commissioner Stindt seconded the motion, roll call, vote, all ayes, motioned carried.

Interim Director Michael P. Sterba reported that he as well as JW Larson, chairman of the Rock Falls Civic Fund, recently made a presentation to the allocation board of the Whiteside United Way. The Rock Falls Civic Fund represents the Park District summer program, Rock Falls Youth Council and Rock Falls Youth Center. Funding for the Park District is approximate \$6,700 a year. The Park District also receives an addition \$1,800 from the Rock Falls Youth Council which helps partner with some of the Park District special events programs. The Rock Falls Civic Fund is a big supporter of the Park District in helping us to provide affordable recreation programs for the youth of our community.

Interim Director Michael P. Sterba started the discussion with the Board on the need for having an additional employee on the Park maintenance crew become the park district risk manager. The reason for this is that this person’s wages can be paid legally out of the liability fund. Also, this person can service as an assistant to Dave, as well as, nights and weekends being called out for a variety of reasons such as breakers being tripped, or doors unlocked. After the discussion, Commissioner Stindt motioned to give a 50 cent an hour to Jeff Kindle to have him be officially designated as the Park District Risk manager and to have him on call for nights and weekends if incase there is a problem with something. Commissioner Shipman seconded the motion, roll call, votes, all ayes, motioned carried.

Interim Director Michael P. Sterba brought to the attention of the Park Board that Dave Brenner, the Superintendent of Parks, anniversary date is June 1st 2019, and the Park District owes him currently 16 days of vacation. According to Board policy all employees must take their vacation within their anniversary year or lose it. However, Dave did not have the opportunity to go on vacation because former Director Jed Johnson wouldn’t let him because Dave was needed to oversee the Park maintenance operations. After a short discussion, Commissioner Logan motioned to pay Dave Brenner his vacation days up to June 1st, 2019. After that any unused

vacation in an employees anniversary year will be lost. Commissary Stindt seconded the motion, roll call, votes, all ayes, motioned carried.

Interim Director Michael P. Sterba also presented the Summer 2019 Recreation Program for the Park Board review.

Director Michael P. Sterba presented his monthly Director's Report to the board.

IPRA also submitted their monthly Meeting Minutes for our review.

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

Commissioner Logan motioned to adjourn the Park Board meeting.

Commissioner Shipman seconded the motion, roll call vote, all ayes, motion carried.

Next meeting is scheduled for Tuesday, June 11th, 2019 at the Park District office at 508 E. 11th Street, Rock Falls, Illinois.

Adjourned at 8:30 PM

Minutes Submitted by

Michael P. Sterba

Interim Director of Parks & Recreation

Date

Donald E. Stindt, Secretary

Coloma Township Park District

Board of Commissioners

