

Metamora Park Board
P.O. Box 633
Minutes of September 2, 2015 Regular Meeting
Of the Board of Commissioners

Call to Order – In the Village Hall: 102 N. Davenport, Metamora IL at 7:00 pm.

Pledge of Allegiance – Performed.

Roll Call - Commissioners present were, Kerry Brock, Mike Staub and, Michelle Spielman. Director Dawn Deeb and Treasurer, Betty Lang were present.

Minutes – Minutes were approved by Ms. Brock and seconded by Mr. Staub. Motion passed.

Public Input – Gerda Wirt reported that she was lost on trail 7 and asked about better signage. Suggestions were putting ‘you are here’ on the maps and asking the wood shop class to make sign posts.

Treasurer Report – Ms Lang reviewed the major expenses. Ms Brock motioned to approve the Treasurer Report and it was seconded by Mr. Staub. Motion passed.

Director of Parks and Recreation-

1. Conducted Silver Hikes at BPP on Mon. Aug. 3, 10, 17, and 24. Have had two new hikers due to display at Snyder Village.
2. Passholder Appreciation Night on Mon. Aug. 3. Only approximately 25 people in attendance. Recommend to discontinue this night for next year. Have different themes for Family Fun Nights for next year (Disney, Hawaiian, Back-to-School, Movie), and passholders get in free for these events.
3. Met with MAST leadership and two area pool managers to review our facility, operations, etc. at the Metamora Pool.
4. Conducted homeschool programs on Aug. 7 and 27.
5. Managed the concession stand on Sat. Aug. 8.
6. Handled payroll for Metamora Pool staff for the month of July and August.
7. Worked the week of Aug. 10 to close the pool and concession. Fox Pools also completed their part in closing the pool for the season.
8. Conducted Nature Play to full registration of 16 children on Fri. Aug. 14 at BPP.
9. Completed the Fall/Winter 2015 program guide. Took to printer and picked up at P&P Press. Started distributing throughout the community: schools, library, post office, and businesses. Ms. Deeb will have to continue distribution this week.
10. New guide is now on our website and have made some announcements on Facebook.
11. Completed a list of my Director duties that was sent to Ms. Spielman and Ms. Buss. Have discussed these duties with Ms. Deeb. Have met with Ms. Deeb a couple of times over the past two weeks to explain my duties, drive the parks, explain the pool, etc.

12. Completed a list of pool maintenance and management recommendations for next year that I have shared with all Commissioners, Ms. Deeb, Ms. Lang, and the Save the Pool Committee. I would like to add two more items to the maintenance list: fix the cracked piece of flexible steel for the kiddy gate (Paul's Welding said he can fix it) and check the integrity of the lifeguard platforms (noticed some cracking when I put away the lifeguard chairs this week).
13. Have returned unopened concession product to Pepsi and Gold Medal. Will have a credit for both accounts starting for next year. I have given a JFL concession contact to Ms. Deeb to try and sell the rest of the concession products. Ms. Deeb is going to contact Commissioners about leftover concession product as well and if they would like to purchase anything.
14. I have contacted all vendors, agreements, presenters, etc. about my resignation and Ms. Deeb as interim director.
15. Completed pumping down the pools for the season on Sat. Aug. 29 and pulled sump pump from the pool for storage. Had the soda machine at Pool shelter emptied/turned off for the year and dumpster removed at Pool.
16. Have already been accepting registration for some fall/winter programs: Jr. Lego, Little Lego, Creative Movement, Book Cooks, Thanksgiving Floral, Winter Break Camp, and Minecraft.
17. Completed an inspection with IDPH Tim Davis at the Pool on Aug. 20. Pool passed inspection, except in order for the slide to open for next year, all of the cracks must be fixed, the steps must be sandblasted and painted, and the entrapment issue with the water circulation pipe for the slide must be resolved. The VGB covers must be replaced for both the slide pool and the kiddy pool. The bottom of the diving board must be examined before next year to see if it needs re-surfaced. If there is any peeling, cracking etc., he won't let us use the diving board next year. I have asked Roger to wrap the diving board in visqueen and duct tape for the winter to protect the surface.
18. Met with the Save the Pool Committee on Aug. 24. Ms. Brock will share information during the meeting on Wed.
19. Reserved inflatable with Space Walk for the Meet Your Heroes event on Sat. Sept. 12 from 12 – 3 p.m. Ms. Deeb may need assistance with the inflatable.
20. Started property loss form for IParks for power surge at Pool that affected pool heater and cash register. Will assist Ms. Deeb if she needs more information to complete this form.
21. I have contacted Wayne Mechanical four times in the past three weeks to look at the waterline in the Pool bathhouse. As of Fri., he has still not looked at the waterline. Roger Seckler cannot complete winterizing the Pool bathrooms until Dale completes his work.
22. Roger and I worked with Hofstatters to deliver and spread 3 tandem loads of white C6 rock to the new parking area at BPP. We are in need of 4 more loads (approximately \$800) to cover the entire area. The area has been utilized during two weekends of big CC meets. Area will be needed this fall for more CC and JFL events, and this winter when we close the gate. People can park there instead of blocking the gate.
23. Worked with Ms. Heck to complete last Regular, Special, and Executive meeting minutes before her resignation at the end of this month.

24. We have purchased and posted 6 “Dogs Must be on a Leash” metal signs around BPP. We are in need of 6 more signs: one for each of the playground areas for our other area parks, one additional sign for BPP, and one extra sign if others are damaged, stolen, etc. Will be discussed under New Business.
25. My last Silver Hike will be Mon. Aug. 31.
26. Unless I have a full-time job by Tues. Sept. 15, I will fulfill my obligation (as a recreation presenter) for a Snyder Village fall walk/lunch at BPP on that date.
27. I will be in the Office with Ms. Deeb on Mon. Aug. 31 until noon. Then, I will complete my duties as Director. I wish you all the best!
28. There are leftovers from pool concessions. Suggestion was made to contact JFL.
29. Roger took care of ground hornets at Black Partridge Park and the Pool.
30. Trash was left over from an event. Ms Deeb will look into littering ordinance.
31. Roger fixed fence and flag pole by the cabin and the park district was not reimbursed for Roger’s mileage and time. The board advised Ms Deeb to send a letter to the Historical Society.
32. Dan Scheirer would like to renew the farm lease. He is happy with the current arrangement. The board agreed to renew next year’s lease.
33. There is a very large hole in the lane to the back gate at BPP. Mr. Scheirer said it is approx. 20 feet across and was a nasty muddy mess all spring. Chuck Paul has offered to pay for half of the gravel if the park district would pay for the other half. Dan offered to haul the gravel and spread it so the park district. Dan would do that for free. Dan figures a load of gravel would be about \$300. Mrs Deeb will check into getting millings from the Village. If millings are not available, the board approved \$150 for rock.

Trails –Mr Staub reported that PAMBA fixed a plank on a bridge and removed deadfall from the trails. The IDNR plans to plant trees this fall in the 10 acre reserve section that is being reforested in BPP. The board’s understanding is that the IDNR plans to put a fence around each new tree to prevent damage from deer.

Strategy/Budget – A budget meeting is needed this month. MAST families will be required to buy a family pass at a 20% discount. There are approximately 67 MAST families (in and out) of district. The estimate income will be added to the budget.

Marketing – Ms. Brock suggested a “Happy Fall Y’all” community event with hay rides. The event will need hay racks, straw and pumpkins. Left over concessions could possibly be used.

Pool/Futures – Ms. Brock reported that the Ms. Ganson reviewed the pool maintenance recommendations in a meeting with MAST. There was agreement at the MAST meeting that the pool needs to be phased out in 3 years. This would be enough time to develop an alternate plan. Closing the pool now would be detrimental to the park district expansion effort. Eric Stone will speak to the Village Board before the January meeting about helping with the pool in the short term.

Old Business

Employee Recognition – The board presented an employee recognition gift to Ms. Lang for her extra efforts with pool budget.

First Midstate Bond – The park district can bond up to \$170,000. A \$100,000 bond @ 4% would increase tax rates by approximately \$12/year. The board must come up with a plan for how to spend the bond money before taking out the bond. Bond can be used for park district expansion.

Pool Waterline Bathhouse – Ms Spielman will contact Wayne Mechanical about repairs.

Ancel and Glink district expansion – Motion was made to by Ms. Brock to pay the \$2000 retainer to Ancel and Glink and seconded by Mr. Staub. Motion passed. Ms. Lang will add \$3000 to the expansion budget to bring the expansion budget to \$8000.

Rock for BPP parking lot – The board previously approved \$500 to spread rock. An additional 4 loads is needed. Ms. Brock made a motion buy up to \$800 in rock for the parking lot, Mr. Staub seconded, and the motion passed.

New Business

Executive Meeting Minutes – The board agreed that there was no reason to make the minutes of old executive meetings public. Mr. Staub made a motion to destroy them, Ms. Buss seconded, and the motion passed.

Secretary Plan – The board agreed that the secretary would be responsible for meeting minutes, shelter reservations, and being the FOIA officer. The secretary would not do office work. The position needs to be advertised in the paper.

Hiring of director/coordinator - Board agreed that the executive director needs to be hired first.

Executive Session- None

Public Input - None

Adjournment– Motion to adjourn meeting at 9:05 p.m was by Mr. Staub and seconded by Ms. Brock.