

**MARENGO PARK DISTRICT  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
May 18, 2017**

**Call To Order:**

Terri Paulauski called the meeting to order at 7:00pm.

**Pledge of Allegiance:**

**Roll Call:**

Present at the meeting are Steve Piorkowski, Allisen Mueller, Terri Paulauski. Absent are Jeff Lindstrom and Barb Weidner. Also in attendance is park director, Joe Vallez.

**Corrections/Additions/Approval of Agenda:**

Terri Paulauski made a motion, Allisen Mueller seconded, to move item 10.a to 2.b. The agenda is approved with the change noted.

**Approval of Minutes:**

Terri Paulauski made a motion, Steve Piorkowski seconded, to approve the regular meeting minutes from April 20, 2017.

The motion passed.

**Resolution:** J. Vallez Contractual Compliance

Terri Paulauski made a motion, Allisen Mueller seconded, to approve the Resolution No. 17-\_\_A resolution finding that Joseph Vallez is an employee of the Marengo Park District who works in excess of 1,000 hours per year.

Ayes: Terri Paulauski, Allisen Mueller

Nays: 0

Abstain: Steve Piorkowski

The motion is passed.

**New Commissioners:** Oath of office executed for Ryan Mueller and Steve Piorkowski.

**Correspondence:** Playground pictures from the Marengo chamber of commerce

**Public Comment:** Residents include: Mike Miller, Ellie Miller, Nicole Weskerna, Nicole Hamilton, and Allisen Mueller. Thanks from Terri Paulauski for the playground build. No other comments.

**Financial Report:**

- a. Cash Disbursements/Warrant Listing: Terri Paulauski made a motion, Steve Piorkowski seconded, to approve the cash disbursements in the amount of \$33,243.72 for the time period of April 4<sup>th</sup>, 2017- May 5<sup>th</sup>, 2017.

Ayes: Steve Piorkowski, Ryan Mueller, and Terri Paulauski

Nays: 0

Abstain: 0

The motion passed.

- b. Financial Report: Payroll- After discussion, the number on the agenda for payroll approval was incorrect due to pending changes to the reporting time period to be changed for the next fiscal year beginning 5-1-17. The correct amount was determined to be \$15,367.44. - Terri Paulauski made a motion, Steve Piorkowski seconded, to approve the payroll for the amount of \$15,367.44 for the time period of April 4, 2017 through May 5, 2017.

Ayes: Steve Piorkowski, Ryan Mueller, Terri Paulauski

Nays: 0

Abstain: 0

The motion passed.

- c. Finance Reporting:

Commissioner Piorkowski gave recommendations on the 5 financial reports and their formatting that should be reviewed by the board every month. He also asked for the support of the board to start the process of implementation of these changes. The board is in agreement with the plan.

- d. Initiating a financial policy.

### **Staff Reports:**

#### Manager Report:

1. Art Classes: Being well received. May add additional classes.
2. SWATA: Waiting to hear back and will keep the board updated.
3. Summer Camp: Should start around 3<sup>rd</sup> week of June.
4. Summer Movie Series: Exploring sponsorship from local business. Post going up for more permanent outdoor viewing screen.
5. Summer Concert: Discussion about adding concert series and finding sponsorship.
6. Playground Cost:
  - a. Equipment: Around 38000
  - b. Mulch: Around 2500
  - c. Grass Rolls: Around 500
  - d. Concrete: Around 100
  - e. Signage: new signs for park are coming.
  - f. Other. A list of donations for the playground such as Pea gravel and sand are being gathered.
    - a. Fundraiser: Disc Golf Outing for fundraising discussed.
    - b. Foundation Board: Discussed the need to establish foundation.
7. Playground Ribbon Cutting Ceremony: Scheduled for June 3, at noon.
  - a. Invite List: Personal Invites by Board
  - b. Ribbon Cutters: Discussion on who would cut the ribbon
  - c. Speakers: Discussion on who would speak.
  - d. Other: Any other things needed for ribbon cutting ceremony.

8. Brookside Meadows Meeting: Waiting on Linda from Brookside to set up meeting
9. Meeting: United at Peace meeting with representatives from the city regarding the old McGill building. United at Peace seeking financial support.
10. Media Contractual Hire: Nicole Weskerna Hired on a contractual basis for media management.
  - a. Website:
  - b. Emails Transition:
  - c. Articles:
  - d. Flyers:
  - e. Posters
  - f. Social Media: Spokesperson
  - g. Signage:
  - h. Brochure:
11. Recreation Coordinator: Joe is going to make a Hire for a part time coordinator.
12. Fitness Coordinator: Matt to be moved to focus on fitness coordinator.
13. PDO Agreement: finalizing agreement with Jennifer from PDO
14. Women's Softball Fundraiser: August 5th
15. Budget: Preliminary budget to be presented by the end of June to be passed no later than the end of July.
16. Auditor Meeting: To be done in conjunction with audit itself

**NISRA:**

Final Payment: 15000 paid to NISRA for a final payment. Sunday craft show with NISRA at Woodstock square.

**Unfinished Business:**

- Playground Grand Opening Event: June 3, 12:00
- Master Plan: The park will need a master plan in order to secure certain grants. Commissioner Ryan Mueller to work on outline for Master plan.
- Park Improvements: Signage

**New Business:**

- Marketing: social media, website, newspaper ads, flyers.
- Recreation Supervisor Position/Fitness Manager:
- Budget/Levy:

**Executive Session:** Personnel, Real Estate, Legal  
No executive session called.

**Adjournment:**

Terri Pauluski made a motion, Ryan Mueller seconded, to adjourn the meeting at 8:34pm.

Respectfully Submitted by Ryan Mueller