

**SUGAR GROVE PARK DISTRICT**  
**May 28, 2019**  
**7:30p.m.**  
**Repede Center**

**BOARD MEETING MINUTES**

1. The regular meeting scheduled for May 13, 2019 was not convened due to lack of quorum. The **re-scheduled meeting was called to order by President Carmody on May 28, 2019 at 7:33pm.**

Roll call was taken:

President Sean Carmody	Present
Commissioner Steven Becker	Absent
Commissioner Perry Clark	Present
Commissioner Dawn Eby	Present
Commissioner Chris Walker	Absent*
Executive Director Karen Pritchard	Present

\*arrived at 7:40pm

Staff in attendance:

Eric Smith, Marketing  
Ginny Pavesich, Recording Secretary

**2. Public and Guests**

Jesse Kinsland, Rebecca, Abigail and Jack Kinsland

**3. Consent Agenda**

- A. Commissioner Clark made a motion to approve Consent Agenda Item A. Board Meeting Minutes of April 8, 2019 and Consent Agenda Item B. April 2019 Treasurer's Report and Disbursements totaling \$71,609.02.

Commissioner Eby seconded. Roll call vote was taken:

President Carmody	Aye
Commissioner Becker	Absent
Commissioner Clark	Aye
Commissioner Eby	Aye
Commissioner Walker	Absent

Motion passed 3-0

**4. Action Items**

- A. Installation of elected commissioners – Carmody, Eby, Kinsland  
Commissioner Clark installed Commissioners Carmody, Eby, and Kinsland for their elected terms. Newly installed Commissioners signed their oath of office and returned it to the Executive Director Pritchard.

B. Election of Board Officers

Election of Board Officers was tabled and will take place at a future meeting.

C. Appointments

Commissioner Kinsland made a motion for the following staff appointments:

- a. Board Secretary – Karen Pritchard
  - b. Board Treasurer – Suzanne Serrurier
  - c. FVSRA Board – Karen Pritchard and alternate Sean Carmody
  - d. Freedom of Information Act (FOIA) Officer – Karen Pritchard
  - e. Open Meetings Act (OMA) Designee – Karen Pritchard
  - f. Safety Coordinator – Eric Smith
  - g. American Disabilities Act (ADA) Coordinator – John Clayton
- Commissioner Eby seconded and the motion passed.

D. Resolution #19-01 Declaring Surplus Property

Commissioner Eby made a motion to declare the turf gator, received in 2001, as surplus property. Commissioner Walker seconded and the motion passed.

5. **Other Business**

A. Annual commissioner anti-harassment training

Anti-harassment policy and training information was distributed to commissioners, along with a Receipt of Policy, to be signed and returned to the Executive Director.

B. OMA training for new commissioners

New commissioners are to complete the Open Meetings Act training. It is a one-time for life, on-line training to be completed within 90 days of taking office. Certificate of Completion is to be returned to the Executive Director.

C. Baseball/Softball Update

Over the last several years, the number of baseball and softball participants has dropped, some of which is attributable to an increase in travel baseball.

D. Audit Presentation – June 10

Commissioners each received the 2018 Audit prepared by Sikich. Audit presentation will take place at the June 10 meeting.

E. Summer Concert Series

Summer Concert Series dates are set. These concerts are a collaborative effort by the Park District, Sugar Grove Library, Village of Sugar Grove, Sugar Grove Township and the Chamber of Commerce. Sponsorships are sought and each entity contributes approximately \$1,500.

Two Park District staff, Executive Director Pritchard and Business Manager Suzanne Serrurier, have joined the Illinois Government Finance Officers Association. The Association offers trainings, webinars and certifications related to government finances.

The Park District staff have led programs originally scheduled to be led by Lorrie Hamblen, a part-time employee, who passed away. Staff volunteered their time, and potential earnings were donated to Lorrie's family.

F. **Survey and Focus Groups**

Eric Smith created an introduction to the on-line survey featuring Commissioner Carmody. Focus groups surveyed are the park district staff, governmental partners, the Commissioners, baseball coaches, township officials, village officials, library staff, Chamber of Commerce, members of the corn boil committee. Additional focus groups scheduled are Kaneland Travel Baseball and Kaneland United Soccer, Baseball, and Softball. Work on focus groups will continue through the summer.

G. **Park Amenity Requests**

The Executive Director shared that the Park District receives requests from residents for various park amenities. In order to be consistent and fiscally responsible, the Board will review examples of policy language regarding park amenity requests for possible adoption.

6. **Next Meeting – June 10 at 6pm**

7. **Meeting Adjournment**

Commissioner Kinsland made a motion to adjourn. Commissioner Eby seconded and the motion passed. Commissioner Carmody adjourned the meeting at 8:10pm.