

**LITCHFIELD PARK DISTRICT**  
Meeting Minutes  
Regular Monthly Meeting on May 3, 2023

7:00 PM – REGULARLY SCHEDULED MONTHLY MEETING OF THE BOARD OF COMMISSIONERS for the Litchfield Park District, 1100 South State St. in Litchfield, IL, called to order by President Jeff Heyen.

**Roll Call:** Jeff Heyen X Renee Wynn X Shane Grammer X Brian Kulick X Sherry Bergschneider X Rusty Chambers A

- Administer Oath of Office to newly elected commissioners by Park District Secretary.

The newly elected commissioners, Christopher Bates, Katie Cross and Kaitlin Fenton were administered the oath of office by Steven Bryant, Park District Director. The new commissioners were seated and retiring officers were allowed to stay or leave.

The motion to adjourn was made by Shane and seconded by Renee.

The meeting was adjourned.

The meeting was reopened with the current and newly elected commissioners.

**Roll Call:** Jeff Heyen X Brian Kulick X Sherry Bergschneider X Kaitlin Fenton X Katie Cross X Christopher Bates X Blake Middleton A

- Elect Park Board Officers for 2023 – 2024 fiscal year.

The motion was made by Chris Bates and seconded by Sherry Bergschneider.

Jeff Heyen was nominated for President of the board and was voted in. Other officers were appointed by the president. Vice President going forward is Katie Cross, and Treasurer is Brian Kulick

- Assign Committee Chairs to Commissioners.

. Commissioner assignments are Brian Kulick – Finance, Sherry Bergschneider - Ball Parks, Christopher Bates - Pool, Katie Cross – Community Center, Kaitlin Fenton – Recreation and Reinvesting. Blake Middleton was appointed to fill the position of Robert Corrado, who recently resigned from the board. Blake was assigned to Park Maintenance.

A motion to accept the minutes from the March 1, 2023 and April 5, 2023 meeting. A motion was made to accept the minutes by Christopher Bates and seconded by Brian Kulick.

**A motion to accept all financial reports for March 1, 2023 and April 5, 2023:**

Monthly Balances  
Cash Receipts/Deposit Detail  
Cash Disbursements/Bills  
Monthly & YTD Profit & Loss  
Profit Loss Between Fiscal Years

A motion was made to accept the financial reports was made by Brian Kulick and seconded by Katie Cross.

**Committee Reports**

**Park Maintenance** by Blake Middleton

- Update of Walton Park.

The main pavilion sustained damage to the roof and men’s restroom due to the recent storm. The small maintenance shed by the stage sustained damage as well. The insurance adjuster inspected all parks. We are awaiting his report.

**Ball Parks** by Sherry Bergschneider

- Update on Echlin, Schalk maintenance issues.

Echlin and Schalk field required some maintenance. Rock was spread on the Echlin Park parking lot. Schalk Park needs repairs to the backstop on the B field. Repairs will be completed in the near future.

**Community Center** by Katie Cross

- No report.

**Recreation/Reinvesting** by Kaitlin Fenton

- Discuss upcoming Concert Series at Walton Park.

Our first concert at Walton Park will be held on June 9<sup>th</sup>. The Strugglers will perform. They are being sponsored by the 1<sup>st</sup> National Bank of Litchfield. A & G Kook'n Kitchen will be providing food.

- Report on Community Center Yoga classes.

Yoga classes are now being held on Tuesday nights and Wednesday mornings. Kara Black is the instructor and the classes are open to the public. Also planned are outside classes at Walton Park. Fee for classes is a free will donation. Park District receives \$1.00 per participant per class.

**Financial** by Brian Kulick

- Discuss and take action on Ordinance #266, Budget and Appropriation for 2023 – 2024 fiscal year.

Action was taken on Ordinance #266 Budget and Appropriation for the 23 – 24 fiscal year. Motion was made by Brian and was seconded by Kaitlin Fenton and was unanimously approved.

- Discuss upcoming annual audit.

Patton's & Associates will be conducting our audit sometime during this month.

**Pool** by

- Update on pool operations.

Lilly Braasch is the new pool manager. Interviews are being done to fill vacant positions. The pool will be filled on May 15<sup>th</sup>. Pool Start will be on May 17<sup>th</sup> or 18<sup>th</sup>. New employee orientation will be on Saturday, May 13<sup>th</sup>.

**Old Business:**

- Report on website redesign.

Website redesign is complete and almost ready to go live. We will receive training in the future.

**New Business:**

- Discuss formation of Decennial Committees on Local Government Efficiency.

The Decennial Committee on local government efficiency was discussed. The committee must be formed no later than June 10<sup>th</sup>, 2023. We have 18 months from formation of the committee to complete the report and submit it to our County Board. The committee will be formed by resolution at the June meeting.

- Discuss Commissioner participation in IAPD Boot Camp.

Commissioners were encouraged to participate in IAPD Boot Camp for newly elected officials. Training fulfills the required one-time open meetings act training for newly elected or appointed officials.

- Hand out boxed member resources.

Each current council member received a book titled The Park District Code as well as The Park District Handbook.

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A motion was made by Sherry Bergschneider and seconded by Brian to go into executive session.

**Executive Session:**

- Discuss annual employee compensation.

Commissioners exited executive session at 8:10. A motion was made by Christopher Bates and seconded by Brian Kulick to give employees raises for 2023-2024.

