



Board of Commissioners / General Session Minutes

January 12, 2022 / 6:30 p.m.

1. **Call meeting to order / Roll Call / Pledge of Allegiance**
 - President Carlson calls the meeting to order at 6:33p.m.
 - Roll Call: President Carlson (Present), Vice President Castro (Present), Commissioner Nichols (Present), Commissioner Baker (Present)
 - President Carlson asked Commissioner Baker to lead the Pledge of Allegiance.
2. **President's Report – Administration & Government Reporting (President Carlson)**

Topics of President's report included: GPCA officially on hiatus, events GPPD wants to sponsor in 2022 needs to be determined, maintaining a well-run organization, Commissioner's areas of responsibilities, GPPD Manager's job description.
3. **Public Comment**

None
4. **Meeting Minutes (Leslie Cassidy)**

President Carlson calls for a motion to accept the December 8, 2022 general session and December 8, 2022 executive session. Moved by Commissioner Baker, seconded by Commissioner Nichols. Motion carried.
5. **State / County Officials / WSRA**

Discussion regarding holding political forums. Steve Carlson wants to organize one and asked for the use of the building, which was approved.
6. **Treasurer's Report (Kathy Atkins)**
 - Treasurer's Report: Kathy presents a brief recap of the financial reports. President Carlson calls for a motion to accept the December 2021 treasurer's report, pending audit. Motioned by Commissioner Nichols, seconded by Commissioner Baker. Motion carried.
 - Kathy Atkins explains the need for a laptop to replace her current one. Discussion. President Carlson called for a motion to approve the purchase of a new HP laptop, to be shipped to Kathy Atkins' home so someone would be able to sign for it, not to exceed \$1,200. Moved by Commissioner Nichols, seconded by Commissioner Baker. Motion carried. President Carlson asked for a motion to approve a \$300 set up fee for the new laptop. Moved by Commissioner Nichols, seconded by Commissioner Baker. Motion carried.
 - Kathy explained what a Fund Policy is, and the need for one, to the board. Discussion. President Carlson calls for a motion to accept the Fund Balance Policy. Moved by Commissioner Baker, seconded by Commissioner Nichols. Motion carried.

7. **Parks & Grounds (Vice President Castro)**
Nothing new to report. President Carlson mentions we have an opening for a Grounds employee. Discussion.
8. **Building & Maintenance (Commissioner Nichols)**
Electrician's bill for \$975 to repair lights under awning at rear office door presented for approval. Vice President Castro makes a motion to approve the bill for \$975 from Winston Electric, seconded by Commissioner Baker. Motion carried.
9. **Community Engagement, Special Events, & GPCA (Commissioner Nichols)**
Suggested events/event dates presented to the board. Discussion of each item to determine whether or not board wants to hold, select dates, and determine who would begin gathering info/quotes.
10. **Community Involvement and Special Events**
Will be removed from the agenda in the future
11. **Rentals, Programs, & Marketing (Commissioner Baker)**
 - Monthly report topics: updates on yoga, taekwondo, rentals, and Daddy Daughter Dance.
 - Rental price increases discussed. It was decided to leave security deposits the same, and double all hourly rates. For special public interest-type events, board will have a separate application for a consideration on rates. Commissioner Baker makes a motion to change the rental rates for resident/non-resident as follows; Friday 100/200, Saturday 100/200, and Sunday 80/160 per hour, seconded by Vice President Castro. Motion carried. Minimum rental hours and available building hours will remain the same. Daily rate will increase to \$1,100 / \$2,200.
12. **Grandwood Park Website / Newsletter (Leslie Cassidy)**
Website Status Report – December 2021
13. **Land Improvements - 36622 N. Hutchins Rd. Property (Kathy Atkins)**
Kathy sent another email to neighbor regarding the Transition Yard Agreement, and has asked him to respond by the end of the month.
14. **Facilities Expansion Planning Committee (President Carlson)**
President Carlson reported that the paint on the sidewalks is holding up very well. More path designations need to be painted on the sidewalks in spring. Quotes for signs along the walking path discussed. President Carlson calls for a motion to have four signs made for the walking path, not to exceed \$400. Moved by Commissioner Baker, seconded by Commissioner Nichols. Motion carried.
15. **Old Business**
Determine salary ranges for Grounds Maintenance and Building Custodian/Maintenance. Discussion. Board agreed at a range of \$14-\$18 for both positions.
16. **New Business**
President Carlson advised that employee performance reviews need to be done. Budget planning meeting will be February 16th. The Board Policy Manual needs to be reviewed, one section at a time each month, and will be added to the agenda. Master Plan needs to

be done – discussion. Leslie will email old questionnaire to board members to review. Commissioner Baker will draft some new questions for board consideration. Updated job description for Park District Manager was supplied to board members.

17. Executive Session

None

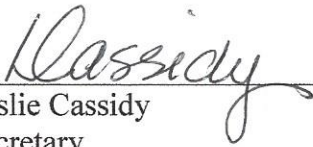
18. Items from Executive Session to be voted on

None

19. Adjournment

Commissioner Nichols makes a motion at 8:54pm to adjourn the meeting, seconded by Commissioner Baker. Motion carried.

Respectfully submitted,



Leslie Cassidy
Secretary



Nancy Carlson
President, Board of Commissioners