



## **Board of Commissioners / General Session Minutes**

**February 9, 2022 / 6:30 p.m.**

**1. Call meeting to order / Roll Call / Pledge of Allegiance**

- President Carlson calls the meeting to order at 6:37p.m.
- Roll Call: President Carlson (Present), Vice President Castro (Absent), Commissioner Nichols (Present), Commissioner Baker (Present)
- President Carlson asked Leslie Cassidy to lead the Pledge of Allegiance.

**2. President's Report – Administration & Government Reporting (President Carlson)**

- President Carlson reported that the Status of Exempt Property report was filed with the Lake County Assessor's office, and list of filers for the Statement of Economic Interests was filed with the Lake County Clerk's office. The new laptop ordered for the treasurer has been received and set up by Version2.

**3. Public Comment**

- None

**4. Meeting Minutes (Leslie Cassidy)**

- Commissioner Nichols makes a motion to accept the January 12, 2022 general session minutes, seconded by Commissioner Baker. Motion carried.

**5. State / County Officials / WSRA**

- Nothing to report

**6. Treasurer's Report (Kathy Atkins)**

- Treasurer's Report: Kathy presents a brief recap of the financial reports
- Kathy passed out the Budget information she prepared for the Budget meeting on Feb 16<sup>th</sup>, and the report columns were explained.

President Carlson calls for a motion to accept the treasurer's report, pending audit, for January 2022. Motioned by Commissioner Nichols, seconded by Commissioner Baker. Motion carried.

- General Liability Insurance Renewal: Renewal cost and whether or not to add additional liability to the policy was discussed. Board decided to stay with liability limits currently in the policy.

**7. Parks & Grounds (Vice President Castro)**

- Proposal from Alan Horticulture to either try to save a young spruce tree in the Shires that began leaning after a storm (would require yearly maintenance and monitoring), or to

take it down. Discussion. Board opted to leave the tree as is (with rope pulling it back up and staked in ground) to see if it survives.

**8. Building & Maintenance (Commissioner Nichols)**

- Proposal for maintenance of (2) tankless water heaters at a cost of \$525 each discussed. Commissioner Baker makes a motion to approve payment to flush and clean two tankless water heaters, seconded by Commissioner Nichols. Motion carried.

**9. Community Engagement, Special Events, & GPCA (Commissioner Nichols)**

- Brief updates on 2022 event planning. Mad Bomber has supplied a quote of \$4800 for fireworks for fall fest, Kathy is going to work on contacting food trucks for various events through the year, and Commissioner Baker has 1 band scheduled for Music by the Lake.

**10. Rentals, Programs, & Marketing (Commissioner Baker)**

- Update on taekwondo classes cancelled for February as instructor needs time to recover from Covid, Daddy Daughter Dance and rentals updates.

**11. Grandwood Park Website / Newsletter (Leslie Cassidy)**

- Website Status Reports (Monthly Stats, Users Flow, Session Durations) – January 2022
- Newsletter content and deadline for March/April

**12. Land Improvements – 36622 N. Hutchins Rd. Property (Kathy Atkins)**

- Discussion regarding correspondence with neighbor about the Transition Yard Agreement. Commissioner Nichols makes a motion to approve going forward with development of a bid package for the parking lot, seconded by Commissioner Baker. Motion carried.

**13. Facilities Expansion Planning Committee (President Carlson)**

- Walking path signs have been received. Next step is to gather pricing on frames, installation, etc. so they can be installed in spring.

**14. Old Business**

- Updates to Commissioners areas of responsibility on the Organizational Chart, On-Going Operations, and Strategic Operations charts.
- Board Policy Manual – review of sections 1.01 through 1.03. One change suggested to 1.02 Purpose that states the manual will be "periodically" reviewed. Board agreed to change it to be reviewed every 4 years at a minimum.
- The 2013 Community Survey was reviewed and updated to send out in 2022. Questionnaire will be retyped and distributed to Board for final approval.

**15. New Business**

- Park District Manager recommendations regarding status of past executive session minutes. Minutes that we found to no longer require confidential treatment were sent to the Board for review before the meeting. Board agreed with the findings of the Manager. President Carlson calls for a motion to support the recommendation of the Manager regarding the status of past executive session minutes. Motioned by Commissioner Nichols, seconded by Commissioner Baker. Motion carried.

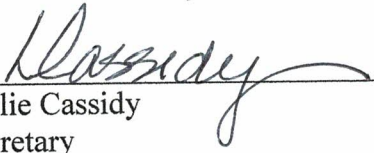
**16. Executive Session**

- Not required

**17. Adjournment**

Commissioner Baker makes a motion at 7:50pm to adjourn the meeting, seconded by Commissioner Nichols. Motion carried.

Respectfully submitted,

  
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Leslie Cassidy  
Secretary

  
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Nancy Carlson  
President, Board of Commissioners