



## Board of Commissioners / General Session Minutes

**April 13, 2022 / 6:30 p.m.**

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

- President Carlson calls the meeting to order at 6:35 p.m.
- Roll Call: President Carlson (Present), Vice President Castro (Not Present), Commissioner Nichols (Present), Commissioner Baker (Present)
- Pledge of Allegiance waived.
- President Carlson calls for a motion to allow Vice President Castro to attend the meeting remotely. Moved by Commissioner Nichols, seconded by Commissioner Baker. Motion carried.

Vice President Castro joined the meeting remotely at 6:37 p.m.

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

Topics discussed: Statement of Economic Interests due, posting of public hearing.

**3. Public Comment**

None

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

- President Carlson calls for a motion to accept the March 9, 2022, general session minutes. Moved by Commissioner Nichols, seconded by Commissioner Baker. Motion carried.
- President Carlson calls for a motion to accept the March 9, 2022, executive session minutes. Moved by Commissioner Nichols, seconded by Commissioner Baker. Motion carried.

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

Steve Carlson advised the Board that 2•1•1 United Way of Lake County has been approved for statewide funding. Brief discussion regarding the WTHS referendum.

**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 approve the treasurer's report, pending audit, for March 2022. Moved by Commissioner Nichols, seconded by Commissioner Baker.
- Approval of FY23 Budget & Appropriations Ordinance #22-0413001: President Carlson calls for a motion to approve the Budget & Appropriations Ordinance #22-0413001. Moved by Commissioner Baker, seconded by Commissioner Castro. Roll call: President Carlson (Aye), Vice President Castro (Aye), Commissioner Nichols (Aye), Commissioner Baker (Aye). Motion carried.

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

- Topics included in report: proposals received for new lights at Hutchins Athletic Field thru a ComEd incentive program, 3 benches need to be placed in the parks, beaver damage, potential flooding may be caused by downed trees in the creek, need to schedule another Adopt-a-Highway clean-up.
- Benches: 2 will be placed in Lake Park, one will be placed behind community center  
Beaver damage: will engage help of rugby team to wrap more trees
- Vice President Carlson makes a motion to award the project to LEDCO at a cost of \$391, seconded by Commissioner Baker. Motion carried.

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

- Topics in report: proposal from Winston electric to replace light fixtures under canopies at community center, proposal from Duane Blanton Plumbing to repair issues of no hot water and faulty vacuum breacher, need for trash can outside the back door of community center. Discussion on wall behind slop sink and difficulty draining the floor scrubber.
- Commissioner Nichols makes a motion to accept the proposal from Winston Electric to replace the light fixtures under the canopies at a cost not to exceed \$950, seconded by Commissioner Baker. Motion carried.
- Commissioner Nichols makes a motion to approve the proposal from Duane Blanton to repair the the faucet in maintenance closet and replace the vacuum breaker at a cost of \$673.71, seconded by Commissioner Baker. Motion carried.
- Commissioner Nichols makes a motion to approve the proposal from Duane Blanton to install an acid neutralizer/ph booster at a cost of \$548.56 for tankless water heaters, seconded by Commissioner Baker. Motion carried.
- Commissioner Nichols makes a motion to approve purchase of trash can for outside community center at a cost of \$455.94 from Global Industrial, seconded by Vice President Castro.

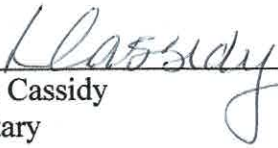
**9. Community Engagement, Special Events, & GPCA (Commissioner Nichols)**

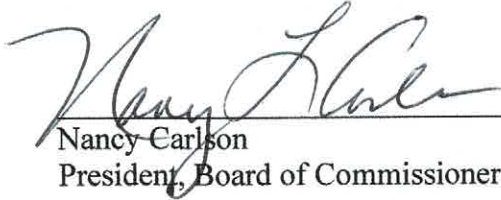
- Topics in report: Board Game Night recap, blood drive report, Easter Bunny Parade plans, Music by the Lake update and plans, and Fall Fest planning, food trucks for events.
- Leslie and Kathy will work on food trucks needed for different events.
- All Oktoberfest signs will need to be changed to Fall Fest – Commissioner Nichols will look at them to see what needs to be done.  
Need to find sponsors. Commissioners were urged to talk to people they know and business, Leslie will send out letters, and will create a list of places around us.  
Steve Carlson will handle asking politicians if they would like a spot in a tent - \$200 each.
- Should have a table at events looking for volunteers – supply examples of what we are looking for.
- Commissioner Nichols makes a motion to accept the Mad Bomber proposal for the fireworks at a cost of \$4,800, seconded by Commissioner Baker. Motion carried.

10. **Rentals, Programs, & Marketing (Commissioner Baker)**
  - Topics in the report: revised policy for Fee discount/waiver for rentals discussed. Commissioner Baker makes a motion to pass the newly proposed Rental Policy for Discounted or Waived Rental Fees as proposed, seconded by Commissioner Nichols. Motion carried.
11. **Grandwood Park Website / Newsletter (Leslie Cassidy)**
  - Website Status Report – April 2022 presented
  - Newsletter content and deadline discussed. June 4<sup>th</sup> will be the Adopt-a-Highway clean up.
12. **Land Improvements - 36622 N. Hutchins Rd. Property (Kathy Atkins)**
  - Kathy will reach out to neighbor regarding transition yard agreement and to engineer regarding final plans.
13. **Facilities Expansion Planning Committee (President Carlson)**
  - Walking path – the sidewalks need more symbols painted on them, and we need to get signs up. Commissioner Nichols volunteered to work on the signs.
14. **Old Business**
  - Topics discussed: security camera update, community survey, Board Policy Manual review of sections 1.05-1.07
  - Revised community survey – decided to mail, including postage paid self-addressed envelopes. President Carlson calls for a motion to approve printing, distribution and postage of the community survey, not to exceed \$2,000. Moved by Commissioner Nichols, seconded by Commissioner Baker.
15. **New Business**
  - Leslie advised she has 2 interviews set up for the Grounds position. One individual asked if he could apply for both jobs, to get enough hours to make it worthwhile. Is the Board amenable to one person handling both jobs - Board approved.
16. **Executive Session**

None
17. **Adjournment**
  - Commissioner Nichols makes a motion at 8:22 pm to adjourn the meeting, seconded by Commissioner Baker. Motion carried.

Respectfully submitted,

  
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Leslie Cassidy  
Secretary

  
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Nancy Carlson  
President, Board of Commissioners