



Board of Commissioners / General Session Minutes

September 14, 2022 / 6:30 p.m.

1. **Call meeting to order / Roll Call / Pledge of Allegiance**
 - President Carlson calls the meeting to order at 6:32 p.m.
 - Roll Call: President Carlson (Present), Vice President Castro (Present), Commissioner Nichols (Absent), Commissioner Baker (Arrived at 6:35 PM), Commissioner Steve Carlson (Present).
 - President Carlson asked Kathy Atkins to lead the Pledge of Allegiance.
2. **President's Report – Administration & Government Reporting (President Carlson)**

Monthly Report Read – Leslie Cassidy remains out on medical leave, but has been updating social media, newsletter, as well as keeping up with emails and texts. Kathy Atkins has been coming into the office as much as her schedule allows to meet w/renters and take care of district business as well as Fall Fest.
3. **Public Comment - none**
4. **Meeting Minutes (Leslie Cassidy)**

Steve Carlson makes a motion to accept the August 10, 2022, general session minutes, seconded by Angel Castro. Motion carried.
5. **State / County Officials / WSRA**

Nancy Carlson informed the board that WSRA will hold a Trunk or Treat Event on October 23 from 1-3:30 at Warren Township Center. Anyone interested in participating should let her know as well as ideas on a theme. There's an event in early December and more information will be forthcoming. Lindenhurst Park District will be joining WSRA in January.
6. **Treasurer's Report (Kathy Atkins)**

Treasurer's Report: Kathy presents a brief recap of the financial reports. Jerry Baker makes a motion to accept the treasurer's report, pending audit, for August 2022, seconded by Angel Castro. Motion carried.
7. **Parks & Grounds (Vice President Castro)**

Monthly report is read. Graffiti discovered on 8/7/22 was reported to the Lake County Sheriff and has been removed as best as possible. 100 yards of certified

mulch was installed at Adam's Park on August 18th. The electric box at Lake Park is still unlocked. Kathy Atkins will investigate getting it secure. Removal of weeds in the rip rap at Lake Park needs to be a priority. Perhaps burning them will be a better way to keep them at bay. Battery in John Deere tractor was replaced. Hutchins Field parking lot was last regraded in April 2018 by Peterson Excavating. Kathy will contact them to find out if it's best to do so in the fall or spring as well as check with Amy Sarver of Warren Township Highway Department if they can do this for us. The low area just into the field from the opening in the fence at Hutchins Field needs to be backfilled. Kathy will get pricing on topsoil. Weeds in the rip rap at Lake Park need to be removed. Various means to remove them were discussed. Fire seems the least impactful to the environment vs chemical weed killer. Annual Dam inspection is already arranged with Dave Kraft from Hey Engineering.

Resident complaint regarding a fence/gate located on park district property was addressed. The residents will remove the fence/gate and will mark off their property boundary. Concerns were raised by them that there was so much erosion that not much park district property remains, what is left has numerous muskrat holes and exposed roots, and people will walk into their yard. Once the park district has a visual of the accessibility to this area, a decision will be made if it should be closed off to the public for safety concerns.

8. Building & Maintenance (Commissioner Nichols)

Monthly report was read. A new vacuum cleaner was purchased. Backflow testing was performed on 8/24/22 and all systems passed. With no building maintenance staff person, we have been utilizing Devon from Carolyn's Cleaning for general building cleaning and scrapbook crop setup/take down.

9. Community Engagement, Special Events, & GPCA (Commissioner Steve Carlson)

Monthly report was read. Music by the Lake events are completed. We will reach out to the community to find a volunteer to take charge of the Canopy Counts program if we pursue district participation. Fall Fest was held on September 10. Pricing for reusable meeting signs will be presented at the next board meeting for a sign for each entrance.

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

Monthly report was read. Rental bookings have increased. The 30% discount in August helped, but just over half of the rentals booked in August knew in advance about the discount.

Drawstring backpacks, mini bubbles and glow sticks were purchased as giveaways. Excess not given out at Fall Fest will be distributed at future events.

Staffing – discussion on staffing the district for maintenance of both the grounds and building was discussed. How we can hire someone and offer them enough hours to make it worth their while to commit to the park district. Project lists specifying ongoing and one-time tasks will be reviewed to determine the staffing needs and if this position will be for one person or split like it has been between two. Estimated time to complete tasks should be included. Leslie will work on this before posting a job and soliciting candidates. In the interim make a list of projects that need to be done by priority and see what can be hired out if we do not have the resources on staff.

11. Grandwood Park Website / Newsletter (Leslie Cassidy)

Website Status Report – for July and August 2022

Nancy will provide Leslie with clip art for WSRA activities so that she may share them on our social media. A special newsletter will be distributed to share this information. Email photos taken at Fall Fest to Leslie. Wetransfer is a viable option to share a great deal of information.

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

Monthly report was given – while our engineer shared the engineering estimate, obligations with office management and Fall Fest did not allow for time to complete the bid document with this information. Still waiting for a reply from Chris Morehead, the property owner to the south. His reply is always that he needs to talk with his attorney. Angel Castro will talk with him directly and Kathy will follow up with a letter. If we do not get a transition yard agreement signed, we will be forced to file for a variance.

13. Facilities Expansion Planning Committee (President Carlson)

14. Old Business – Board Policy Manual Review #4

Section 1.09 Board Meetings was reviewed. Much of this policy is governed by law and the sections open for change were discussed.

Section C: Regular Meetings will remain the same.

Section I: Remote Attendance at Meetings – Change “The member must notify the recording secretary at least 48 hours (about 2 days) prior to the meeting unless advance notice is impractical. A quorum of the Board must be physically present.”

Steve Carlson will review outside of the meeting and come back with additional suggestions for Section K – Citizen Participation.

Survey Results – Kathy will forward the information presented in August to the board members for them to review and consider how to address the residents. Address each bullet point and cover it in the newsletter.

Fall Fest recap will be discussed next month. Blood Drive on October 26th. Steve will take a flyer to the high school.

15. **New Business** - none

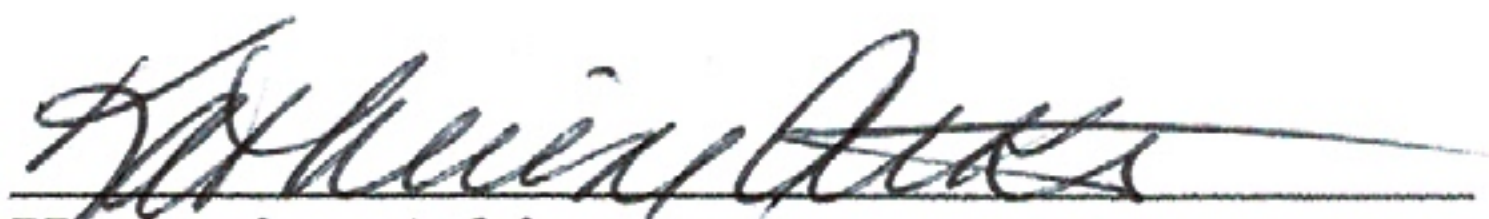
16. **Executive Session** – not held

17. **Items from Executive Session to be voted on**

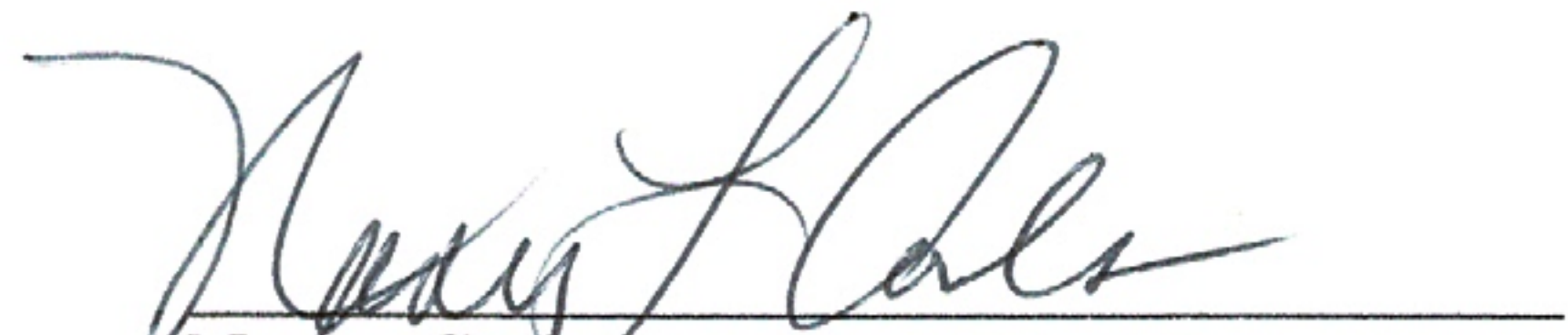
18. **Adjournment**

Steve Carlson makes a motion at 8:05 pm to adjourn the meeting, seconded by Angel Castro. Motion carried.

Respectfully submitted,



Katherine Atkins
Secretary pro tem



Nancy Carlson
President, Board of Commissioners