



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

**October 12, 2022 / 6:30 p.m.**

- 1. Call meeting to order / Roll Call / Pledge of Allegiance**
  - President Carlson calls the meeting to order at 6:33 p.m.
  - Roll Call: President Carlson (Present), Vice President Castro (Present), Commissioner Nichols (Present), Commissioner Baker (Present), Commissioner Carlson (Absent)
  - President Carlson asked Leslie Cassidy to lead the Pledge of Allegiance.
- 2. President's Report – Administration & Government Reporting (President Carlson)**
  - No report this month
- 3. Public Comment**
  - None
- 4. Meeting Minutes (Leslie Cassidy)**
  - President Carlson calls for a motion to accept the September 14, 2022 general session minutes. "So moved" by Commissioner Nichols, seconded by Commissioner Baker. Motion carried.
- 5. State / County Officials / WSRA**
  - No report this month
- 6. Treasurer's Report (Kathy Atkins)**
  - Treasurer's Report: Kathy presents a brief recap of the financial reports. Commissioner Nichols makes a motion to accept the treasurer's report, pending audit, for October 2022, seconded by Commissioner Baker. Motion carried.
  - The tentative tax levy was presented to the Board. Discussion. President Carlson calls for a motion to approve the tentative levy as presented. "So moved" by Commissioner Nichols, seconded by Vice President Castro. Roll call: President Carlson – aye, Vice President Castro – aye, Commissioner Nichols – aye, Commissioner Baker – aye. Motion carried.
- 7. Parks & Grounds (Vice President Castro)**
  - Monthly report given: additional trash receptacle needed in Tower Park, cement pads are suggested for under trash receptacles that are in the grass, report that fence at Hutchins Athletic Field was hit and an end post broken, and Alan Horticulture will be asked to spray the weeds in the rocks at the dam.

Discussion followed on trash receptacle, and it's need. President Carlson calls for a motion to approve the cost of the trash receptacle and shipping at a cost not to exceed \$686.87. "So moved" by Commissioner Nichols, seconded by Commissioner Baker. Motion carried.

Discussion on cement pads for under trash receptacles. It was pointed out that they must be installed properly so they do not sink as well.

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

- Monthly report given: batteries changed in a sink in men's room, fire extinguisher inspection will be performed in October, maintenance on roof top furnaces will be scheduled before winter, and A/C units in spring, the awnings on the community center will be washed to see if they are damaged and in need of replacement, and Dave, Leslie & Kathy are working on a list of maintenance items needed in/around community center.

Brief discussion on a few items needed for the community center, such as painting, replacing, or restoring tile floors, moving the office to the front of the building.

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

- No report – Commissioner Carlson not in attendance

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

- No report this month

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

- Website Status Report – September 2022 presented to the Board
- Newsletter content discussed. Deadline for November/December 2022 articles is October 25<sup>th</sup>

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

- Still waiting to hear from the neighbor's attorney regarding the Transition Yard Agreement

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

- Commissioner Nichols went over the supplies needed for the walking path signs. President Carlson calls for a motion to approve a cost not to exceed \$500 for the purchase of supplies to build the frames for the signs. "So moved" by Commissioner Baker, seconded by Commissioner Nichols. Motion carried.

**14. Old Business**

- Security cameras – lights at dam: Leslie reported that the cameras have been renamed in the viewing app and camera on dam has been zoomed in more for a better view. It was discussed that without lighting on the dam, you cannot see anything except shadows at the dam at night. Discussion. Leslie was asked to get information/pricing to see what would be needed to light up the dam.



- 2022 Events: Fall Fest recap discussed. Expenses for approval were presented. Commissioner Nichols makes a motion to approve the cost of \$1,650 for the band, seconded by President Carlson. Motion carried. Commissioner Nichols makes a motion to approve the cost of \$365.24 for the cinch backpacks, seconded by Vice President Castro. Motion carried.
- Blood Drive reminder – Oct. 26<sup>th</sup> from 3-7pm
- Adopt-a-Highway: date for fall clean-up and who is going to chair event needs to be chosen. Discussion. Vice President Castro and Commissioner Nichols will head up the event, and it will be held on October 29<sup>th</sup> beginning at 10am.
- Cookies and Milk with Santa reminder – Friday, December 9 from 5:30-7:30pm
- Changes to Board Policy Manual: changes made to Manual presented to the Board for approval. Discussion. Two changes were requested. Questions raised regarding the future of the Civic Association as they are listed in the Manual. Leslie was requested to invite the current officers to the November Board meeting for a discussion regarding their plans. President Carlson calls for a motion to approve the changes to the Board Policy Manual as changed. “So moved” by Commissioner Nichols, seconded by Vice President Castro. Motion carried.
- Board Policy Manual Review: Sections 1.10, 2.06, 2.07, 2.08, and 2.09 discussed – no changes recommended.
- Update on fence/gate possibly on park district property: found that it was on park district property and has been removed.
- Meeting signs for Board meetings: proposal presented to the Board for the purchase of signs to announce Board meetings throughout the community. Discussion. President Carlson calls for a motion to approve the cost not to exceed \$300 to purchase 7 signs. “So moved” by Commissioner Nichols, seconded by Vice President Castro. Motion carried.
- Staffing for Grounds and Building maintenance: job descriptions and check lists given to Board. Discussion on amount of time required for tasks. Second grounds position will become a seasonal job – will begin recruiting late winter/early spring. Building maintenance and clean-up after rentals will become one job. Discussion of possible staffing needs for the office. Leslie was asked to contact Gurnee Park District for information on how to recruit interns.

## **15. New Business**

- New laptop for Park District Manager: proposal presented to the Board. Discussion. President Carlson calls for a motion to approve a cost not to exceed \$1,500 for the cost of a new laptop and set-up of same by Version2. “So moved” by Commissioner Baker, seconded by Vice President Castro. Motion carried.
- IAPD/ILparks Legal Symposium: Park District Manager asked for permission to attend the November 3<sup>rd</sup> Legal Symposium virtually at a cost of \$215. Discussion. President Carlson calls for a motion to approve the \$215 cost of the Symposium. “So moved” by Commissioner Nichols, seconded by Commissioner Baker. Motion carried.
- Dates for 2023 Events: a list of proposed events/dates presented to the Board. Discussion. Events will be added to the website and in the newsletters.

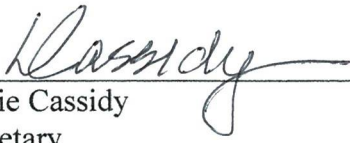
## **16. Executive Session**

- Not needed

**17. Adjournment**

- President Carlson calls for a motion to adjourn. "So moved" by Commissioner Baker makes a motion at 8:42pm 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