



## Board of Commissioners / General Session Minutes

**September 13, 2023 / 6:30 p.m.**

1. **Call meeting to order / Roll Call / Pledge of Allegiance**
  - President Carlson calls the meeting to order at 6:30p.m.
  - Roll Call: President Carlson (Present), Vice President Nichols (Present), Commissioner Baker (Absent), Commissioner S. Carlson (Present), Commissioner Papritz (Present)
  - President Carlson asked Leslie Cassidy to lead the Pledge of Allegiance.
2. **Approval to allow VP Nichols to attend meeting remotely.**
  - Commissioner S. Carlson makes a motion to allow VP Nichols to attend the meeting remotely, seconded by Commissioner Papritz. Motion carried.
3. **President's Report – Administration & Government Reporting (President Carlson)**
  - Fall Fest preparation, 7 bid packets for parking lot picked up & bid opening was done Sept. 12<sup>th</sup>, Michelle attended WSRA meeting, audit proposals received, AFR prepared, additional copier proposal received.
4. **Public Comment**
  - None
5. **Meeting Minutes (Leslie Cassidy)**
  - President Carlson calls for a motion to accept the August 9, 2023, general session minutes. So moved by Commissioner Papritz, seconded by Commissioner S. Carlson. Motion carried.
6. **State / County Officials / WSRA**
  - Commissioner Papritz makes a motion to approve Michelle Rieber as an alternate representative for WSRA, seconded by VP Nichols. Motion carried.
7. **Treasurer's Report (Michelle Rieber)**
  - Treasurer's Report presented to the Board. President Carlson calls for a motion accept the treasurer's report, pending audit, for August 2023. So moved by Commissioner S. Carlson, seconded by Commissioner Papritz. Motion carried.
  - President Carlson calls for a motion to engage Lauterbach & Amen, LLP as our auditor for Grandwood Park Park District for 2023. So moved by VP Nichols, seconded by Commissioner Papritz. Motion carried.
  - President Carlson calls for a motion to approve the 2023 Annual Financial Report for GPPD. So moved by VP Nichols, seconded by Commissioner Papritz. Motion carried.

- 8. Parks & Grounds (Vice President Nichols)**
  - Lock on flagpole needs repair, power washing of sports courts complete, however, an area needs to be redone.
  - Discussion of duckweed treatments deferred - will be discussed at FY2025 budget meeting.
- 9. Building & Maintenance (Vice President Nichols)**
  - Backflow devices inspected, awning cleaning completed, air conditioning for office/conference room repaired.
  - Floor scrubber needs to be replaced. VP Nichols makes a motion to purchase a new floor scrubber at a cost not to exceed \$2,200, seconded by Commissioner S. Carlson. Motion carried.
- 10. Community Engagement, Special Events, & GPCA (Commissioner S. Carlson)**
  - Recap of Fall Rugby Fest discussed. Commissioner S. Carlson makes a motion to approve event expenses of \$3,300, seconded by Commissioner Papritz. Motion carried.
- 11. Rentals, Programs, & Marketing (Commissioner Baker)**
  - Rugby Fall season contract - discussion deferred until October meeting.
- 12. Grandwood Park Website / Newsletter (Leslie Cassidy)**
  - Website Status Report – August 2023
- 13. Land Improvements - 36622 N. Hutchins Rd. Property (President Carlson)**
  - Bid tabulation reviewed. Commissioner S. Carlson makes a motion to award contract to Pavement Solutions as the lowest responsible bidder, at a cost of \$237,505, seconded by Commissioner Papritz. Roll call: Motion carried. President Carlson (Aye), Vice President Nichols (Aye), Commissioner Baker (Absent), Commissioner S. Carlson (Aye), Commissioner Papritz (Aye). Motion carried.
  - Commissioner S. Carlson makes a motion to approve applying for financing from Gurnee Community Bank in the amount of \$150,000, seconded by VP Nichols. Roll call: Motion carried. President Carlson (Aye), Vice President Nichols (Aye), Commissioner Baker (Absent), Commissioner S. Carlson (Aye), Commissioner Papritz (Aye). Motion carried.
- 14. Facilities Expansion Planning Committee (President Carlson)**
  - No discussion
- 15. Old Business**
  - Discussion regarding the award of contract to Toshiba for new copier and maintenance plan. VP Nichols rescinds his original motion to award the contract to Toshiba, seconded by Commissioner S. Carlson. Motion carried. Commissioner S. Carlson makes a motion to award the contract for a new copier and maintenance plan to Hansen Associates, seconded by Commissioner Papritz. Motion carried.
  - Discussion of Master Plan deferred to the October meeting.
- 16. New Business**
  - None

**17. Executive Session**

- Not needed

**18. Adjournment**

- President Carlson calls for a motion to adjourn the meeting. So moved by Commissioner S. Carlson at 7:26p.m., seconded by Commissioner Papritz. Motion carried.

Respectfully submitted,

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Leslie Cassidy  
Secretary

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Nancy Carlson  
President, Board of Commissioners