

CHANNAHON PARK DISTRICT
Minutes of the October 24, 2016 Regular Meeting of the Board of Commissioners

CALL TO ORDER

The meeting was called to order by the Vice President in the absence of the President at 5:00 p.m. at the Park District offices. Roll call for attendance was taken.

COMMISSIONERS PRESENT: Caldwell, Babich, Lesniak

COMMISSIONERS ABSENT: Clower, Lehman

STAFF PRESENT: Szoke, Knutson, Cole, Smith

GUESTS PRESENT: None

Everyone present at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the September 26, 2016 Board Meeting presented for approval. Motion by Commissioner Lesniak, second by Commissioner Caldwell to approve the minutes of the September 26, 2016 Regular Meeting of the Channahon Park District Board of Commissioners. All Commissioners present voted aye; motion carried.

TREASURER'S REPORT

Staff reviewed the monthly Treasurer's Report and reviewed the outstanding bills presented for approval. Motion by Commissioner Lesniak second by Commissioner Caldwell to accept the monthly report and authorize payment of outstanding bills. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Lesniak and Babich. Commissioners Clower and Lehman were not present to vote. Motion carried 3-0 with two absences.

CORRESPONDENCE

None at this time.

PUBLIC COMMENT

None at this time.

COMMISSIONER'S REPORTS

None at this time.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Szoke advised the Board a staff level meeting has been scheduled with the Village of Channahon regarding Arroyo Trails zoning and permitting issues for the trail development portion of the project.

A tentative schedule for the Central Park OSLAD grant development program was reviewed with the Board. The schedule will be revised so that construction activities do not interfere with scheduled park programming activities.

STAFF REPORTS

Superintendent of Recreation and Facilities Knutson reviewed consideration in development for Dimension Fitness Center equipment.

Golf Course Manager Smith reviewed golf play and special events at the course.

PEOPLE FOR CHANNAHON PARKS FOUNDATION

Tim Rissman was elected to the Foundation Board of trustees. Grainger Corporation has approved a \$10,000 capital campaign contribution.

As the Arroyo Trails projects moves forward, the Park District will begin holding professional services, construction contracts and issuing checks for payments.

OLD BUSINESS

None at this time.

NEW BUSINESS

The Board reviewed Ordinance #345 providing for the issue of approximately \$82,060 Taxable General Obligation Limited Tax Parks Bonds, Series 2016A, and approximately \$715,075 General Obligation Limited Tax Park Bonds, Series 2016B, for the payment or refunding of outstanding obligations of the District, for the levy of a direct annual tax to pay the principal and

interest on said bonds and authorizing the sale of said bonds to the purchaser thereof. The financing provides the Alternate Revenue source for the series 2011A Bond issue. Motion by Commissioner Lesniak second by Commissioner Caldwell to approve ordinance #345 as submitted. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Lesniak and Babich. Commissioners Clower and Lehman were not present to vote. Motion carried 3-0 with two absences.

Superintendent of Park Planning Cole reviewed the Fall 2016 contract fertilizer application for approximately 63 acres of park lands. The Fall 2016 application will include a pre-emergent herbicide. Three firms submitted quotations of the work. Motion by Commissioner Lesniak second by Commissioner Caldwell to approve the low quote of Arthur Clessen in the amount of \$4,406.75 Upon a roll call vote, the following Commissioners voted aye: Caldwell, Lesniak and Babich. Commissioners Clower and Lehman were not present to vote. Motion carried 3-0 with two absences.

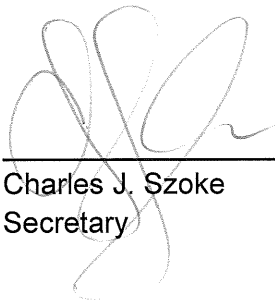
The Board reviewed quotations received for the series 2017 printing of the District's Program and service guide. Three quotations were received as in 2016, two additions of the Guide will be printed. Motion by Commissioner Caldwell second by Commissioner Lesniak to approve the low quote of \$7,058 from Action Printing. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Lesniak and Babich. Commissioners Clower and Lehman were not present to vote. Motion carried 3-0 with two absences.

The Board next reviewed changes to Job Descriptions for 14 positions within the Park District. The revisions include specific physical and environmental requirements directly related to these positions. The revisions help better define the job requirements, assist in the hiring and evaluations process, and provide a clearer picture of position requirements and expectations. Motion by Commissioner Lesniak second by Commissioner Caldwell to approve the changes to Job Descriptions as recommended by Staff. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Lesniak and Babich. Commissioners Clower and Lehman were not present to vote. Motion carried 3-0 with two absences.

Knutson recommended to the Board a new District Policy concerning Ergonomics. The goal is to tailor workplace conditions and job demands for our staff members, providing a safer and healthier working environment. Motion by Commissioner Caldwell second by Commissioner Lesniak to approve the Ergonomics Policy as recommended by Staff. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Lesniak and Babich. Commissioners Clower and Lehman were not present to vote. Motion carried 3-0 with two absences.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Lesniak, second by Commissioner Caldwell at 5:50 p.m. All ayes, motion carried.



Charles J. Szoke
Secretary