

CHANNAHON PARK DISTRICT

Minutes of the November 27, 2017 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 4:35 p.m. at the Park District offices. Roll call for attendance was taken.

COMMISSIONERS PRESENT: Geldean, Clower, Caldwell, Babich at 4:40 P.M.

COMMISSIONERS ABSENT: Lehman

STAFF PRESENT: Szoke, Munkvold, Smith and Knutson

GUESTS PRESENT: Chief Petrakis and Deputy Chief Toepper
And four members of the Fire District

Everyone present at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the October 23, 2017 Regular Board Meeting were presented for approval. Motion by Commissioner Clower, second by Commissioner Geldean to approve the minutes of the October 23, 2017 Regular Board Meeting of the Channahon Park District Board of Commissioners. All Commissioners present voted aye; motion carried.

CORRESPONDENCE

A e-mail letter was received concerning Dimensions Fitness Center membership fee rates. Staff are responding.

PUBLIC COMMENT

Channahon Fire Protection District Chief Petrakis presented a commendation to the Park District team members who rendered life-saving aid to community center patron in distress on October 24th. Petrakis complimented the Park District staff training and putting it to use while demonstrating exceptional coordination.

COMMISSIONER'S REPORTS

Commissioner Caldwell received information in response into an inquiry that the proposed Arroyo Trails trail route is available on both the Park District and Foundation web pages.

Commissioner Babich complimented staff on the Monster Bash special event and noted the successful ground breaking for Arroyo Trails and exhibit posting around the community.

TREASURER'S REPORT

Staff reviewed the monthly Treasurer's Report and reviewed the outstanding bills presented for approval. Motion by Commissioner Caldwell second by Commissioner Clower to accept the

monthly report and authorize payment of outstanding bills. Upon a roll call vote, the following Commissioners voted aye: Caldwell Geldean, Clower, Babich; the following Commissioner was absent: Lehman Motion carried 4-0 with one absence.

Park Planning and Natural Resource Manager Cherbak reviewed the Central Park Project in a written report Payout request #3 for the project. Motion by Commissioner Caldwell, second by Commissioner Clower to approve payment to Frank Burla and Sons for payout #3 in the Central Park project in the amount of \$131,789.88. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Geldean, Clower, Babich; the following Commissioner was absent: Lehman. Motion carried 4-0 with one absence.

EXECUTIVE DIRECTOR'S REPORT

Motion by Commissioner Clower, second by Commissioner Geldean to schedule a special meeting for Monday, December 11th at 4:30 p.m. at the Park District office, to approve the 2017 Levy ordinance and a Tax Anticipation Warrant. The 2017 proposed levy amount will not require a Truth in Taxation hearing prior to consideration and passage. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Geldean, Clower, Babich; the following Commissioner was absent: Lehman. Motion carried 4-0 with one absence.

A series of meeting are being schedule with the planning team for the Arroyo Trails project over the next month.

Commissioners were requested to notify the Executive Director if they plan to attend the IAPD/IPRA annual conference in Chicago in January

The Board was advised that the two Heritage Bluffs Assistant Golf Grounds Operation Mangers are now serving as co-interim Golf Grounds Operations Managers to fill the vacancy resulting from a resignation.

STAFF REPORTS

Commissioner Babich complemented staff for including fitness center log-in numbers with comparative past year numbers. Superintendent of Recreation and Facilities Knutson noted that the figures did not include daily walk-in uses, which will be reported in a year end summary.

Golf Manger Smith reported on the round totals during recent mild weather. Over 150 golfers were out on November 24.

Commissioner Caldwell received information on Monarch butterfly initiatives which include cooperation with Channahon School District 17.

PEOPLE FOR CHANNAHON PARKS FOUNDATION

The November 17th Arroyo Trails ground breaking was successful despite some inclement weather. Park District Staff Members played numerous behind the scenes roles.

A giving Tuesday solicitation was distributed by e-mail.

The next Foundation Board of Trustee meeting is scheduled for January 11th, 2018.

OLD BUSINESS

Motion by Commissioner Clower, second by Commissioner Geldean to ratify the phone poll vote to authorize Aqua-Pure Enterprise Inc. to install two Neptune Benson valves in the surge tank in the amount of \$8,073.96. The valves replace original valves that had failed. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Geldean, Clower, Babich; the following Commissioner was absent: Lehman. Motion carried 4-0 with one absence.

The status of the Central Park improvements project was reviewed. Back stop fencing is the only scheduled task remaining for the contractor to complete. A substantial completion walk thru is scheduled for November 28th.

NEW BUSINESS

Motion by Clower, second by Commissioner Caldwell to place Golf Manager Brian Smith onto the People for Channahon Parks Foundation Board of Trustees to fill the vacant staff member position. All Commissioners present voted aye; motion carried.

The Board reviewed a proposed a regular Board Meeting Schedule. The Board will convene at 5:00 p.m. of the 5th Monday in January, the fourth Monday February thru November, and the third Monday in December. Motion by Commissioner Caldwell, second by Clower to approve the 2018 regular meeting schedule for the Board of Commissioners. All Commissioners present voted aye; motion carried.

Next the Board reviewed selected sections for the District Policies & Procedures Manual.

Upon review, motion by Commissioner Clower Second by Commissioner Geldean to approve changes in Board Policies and Procedures as follows:

5.7 Purchasing Policies

Add in provisions to authorize use of national cooperative purchasing programs. As long as these programs post a legal notice in Illinois to solicit bids, we can use the pricing without otherwise going through a separate bid process.

5.13 Attendance at Conventions, Conferences, and Seminars

5.14 District Training

For both these policies, add in provisions to bring approval and reimbursement policies in line with legislation passed over this year.

Upon a roll call vote, the following Commissioners voted aye: Caldwell, Geldean, Clower, Babich; the following Commissioner was absent: Lehman. Motion carried 4-0 with one absence.
Policies

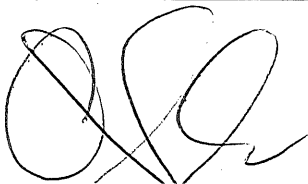
Motion by Commissioner Clower Second by Commissioner Geldean to approve below listed policies with no changes

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| 5.8 Economy of Resources | 6.1 Professional Training & Certifications |
| 5.9 Cash Handling Procedures | 6.2 Staff Members Job Descriptions |
| 5.11 Annual Appropriations- Emergency | 6.3 Personnel Policy & Procedure Manual |
| 5.12 Acceptance of Gifts, Donations & Bequests | 6.4 Safety Policy |

Upon a roll call vote, the following Commissioners voted aye: Caldwell, Geldean, Clower, Babich; the following Commissioner was absent: Lehman. Motion carried 4-0 with one absence

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Caldwell, second by Commissioner Clower to adjourn the meeting at 5:20 p.m. All ayes, motion carried.



Charles J. Szoke
Secretary