

**CHANNAHON PARK DISTRICT**  
**Minutes of the September 24, 2018 Regular Meeting of the Board of Commissioners**

CALL TO ORDER

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

COMMISSIONERS PRESENT:        Geldean, Caldwell, Clower, Babich

COMMISSIONERS ABSENT:        Lehman

STAFF PRESENT:                 Knutson, Munkvold, Fox

GUESTS PRESENT:                Cheryl Crisman

Everyone present at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the August 27, 2018 Regular Board Meeting were presented for approval. Motion by Commissioner Geldean, second by Commissioner Clower to approve the minutes of the Regular Board Meeting for August 27, 2018. All Commissioners present voted aye; motion carried.

CORRESPONDENCE

Two pieces of correspondence was discussed with the Board, regarding the After the Bell program and the Arroyo Trails project.

PUBLIC COMMENT

Cheryl Crisman was present with her interest in the Executive Director position.

COMMISSIONER'S REPORTS

Commissioner Caldwell relayed a patron's unhappiness with the Grille room changes implemented in April.

TREASURER'S REPORT

Staff reviewed the monthly Treasurer's Report and reviewed the outstanding bills presented for approval. Motion by Commissioner Geldean 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: Geldean, Caldwell, Clower and Babich. Commissioner not present to vote: Lehman. Motion carried 4-0 with one absence.

#### EXECUTIVE DIRECTOR'S REPORT

Superintendent of Recreation & Facilities Knutson reviewed Executive Directors report which responded to a question asked by Commissioner Geldean from the August meeting concerning deferred projects from the 2018 Capital project and payments to the asphalt projects that were approved at the August Board meeting.

Superintendent of Finance & Human Resource Munkvold reviewed with the Board the packet of Job Descriptions that were for their review and would be presented at the October Board meeting for their approval

#### STAFF REPORTS

Knutson reviewed with the Board the results of the Tomahawk Aquatic Center season. Attendance numbers showed an increase from 2017, and a positive year-end balance is projected.

Knutson next reviewed the community center atrium project for the Board and the next phase of the project, as well as the schedule of restriping of the south gym and track floors at the field house.

#### PEOPLE FOR CHANNAHON PARKS FOUNDATION

The 2<sup>nd</sup> Annual Celebrity Golf Outing is scheduled for Friday September 28<sup>th</sup>.

#### OLD BUSINESS

None at this time.

#### NEW BUSINESS

Park Grounds and Facility Maintenance Manger Fox reviewed with the Board a proposal to replace two heat exchangers in the HVAC system at Heritage Crossing Field House. Motion by Commissioner Clower second by Commissioner Caldwell to approve the lowest quote from First Point Mechanical for \$21,900 to replace two heat exchangers for the HVAC system. Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower and Babich. Commissioner not present to vote: Lehman. Motion carried 4-0 with one absence. The project received three quotes and will share the cost equally with School District 17.

Knutson then reviewed with the Board bids to replace pavilion roofs at three locations. The District only received one bid, from Burla Construction in the amount of \$76,020, which exceeded the project budget of \$25,200. Staff recommended rejecting the bid to explore other

options. Motion by Commissioner Geldean second by Commissioner Caldwell to reject the bid received from Burla Construction. Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower and Babich. Commissioner not present to vote: Lehman. Motion carried 4-0 with one absence

Munkvold reviewed with the Board the paperwork and approval process needed to file an Open Space Land Acquisition and Development grant for FY2019. The project submitted will be for components of the Arroyo Trails trail head improvements. Motion by Commissioner Caldwell second by Commissioner Geldean to approve the resolution 2018-01, to authorize a submittal for the FY2019 OSLAD grant program. Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower and Babich. Commissioner not present to vote Lehman. Motion carried 4-0 with one absence

The Board then reviewed a Change Order #3 for the Arroyo Trails project Phase I. The change order proposed was for \$7,733 for additional dead or declining tree removal in the trail corridor. Commissioner Caldwell inquired to the effect on the project budget, which was not available at the meeting in the absence of Executive Director Szoke and Park Planning and Natural Resources Manager Cherbak. The Commissioners asked to table the discussion.

#### ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Clower, second by Commissioner Caldwell to adjourn the meeting at 5:36 p.m. All ayes, motion carried.



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Charles J. Szoke  
Secretary