

CHANNAHON PARK DISTRICT

Minutes of the August 24, 2020 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, Clower, Lehman, Babich, Caldwell

COMMISSIONERS ABSENT: None

STAFF PRESENT: Leonard, Munkvold, Knutson, Mensik, Fox,

GUESTS PRESENT: Anthony Miceli, Speer Financial

Everyone present at the meeting recited the Pledge of Allegiance

APPROVAL OF MINUTES

The minutes of the July 27, 2020, Regular Board Meeting were presented for approval. Motion by Commissioner Babich second by Commissioner Clower to approve the minutes of the Regular Board Meeting for July 27, 2020. All Commissioners present voted aye; motion carried.

The minutes of the August 17, 2020, Special Meeting – Committee of the Whole were presented for approval. Motion by Commissioner Lehman second by Commissioner Clower to approve the minutes of the Special Meeting – Committee of the Whole August 17, 2020. All Commissioners present voted aye; motion carried

CORRESPONDENCE

None at this time.

PUBLIC COMMENT

None at this time.

COMMISSIONER'S REPORTS

None at this time.

TREASURER'S REPORT

Superintendent of Finance & Human Resources Munkvold reported on the District's current financial status noting the second half to the property tax monies will be received in early September. The Promissory note taken out in April has not been used for cash flow.

Munkvold presented the monthly Treasurer's Report and reviewed the outstanding bills. Motion by Commissioner Clower second by Commissioner Geldean to accept the monthly report and authorize payment of outstanding bills. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Leonard discussed with the Board the Unemployment costs that we had sustained during the COVID 19 shutdown.

Leonard reported to the Board for Mike Huber, Director of Golf who wasn't able to attend. Golf is showing a swing of \$100,000 in profit over last year's numbers with a COVID bump. The Golf Maintenance department sustained a river pump go down with a \$11,000 replacement price, staff is exploring other options rather than the river for a water source.

Arroyo Trails is having the playgrounds equipment delivered.

Skateland Recreation will be having an appraisal done.

STAFF REPORTS

Golf reported 270 golfers on a Wednesday, midday is showing a bit of slowdown due to hot weather.

Commissioner Lehman questioned the need for one golfer to a cart. Leonard responded that we will continue with this as long as COVID 19 is active. We have not added an additional cost to this service for 2020 but will reevaluate for 2021.

Park Grounds & Facility Maintenance Manager reported that he took advantage of Three Rivers Festival being cancelled since his full timer are still on mowers

Marketing Manager Mensik reported that we are still sending out a fall guide with limited programs, highlighting free options, the virtual guide on the website is the most up to date of what is going on.

Superintendent of Recreation and Facilities Knutson highlighted the programs that we are able to run, soccer skills and drills camp, and football skills and drills camp. The fitness center has worked to have the facility stay open even if we moved to phase 3 and possibly phase 2. The staff installed dividers by the cardio equipment but they didn't work and are in the process of finding a better plan.

PEOPLE FOR CHANNAHON PARKS FOUNDATION

Elizabeth Bullard resigned her position a Development Assistant

OLD BUSINESS

Nothing to Report

NEW BUSINESS

Anthony Miceli for Speer Financial updated the Board the status of the GO Park Bonds Series 2020A. The Bonds will go on sale the week of September 7th, with rates looking very favorable and these bonds will be callable in 8 years.

Motion by Commissioner Geldean, second by Commissioner Clower to Approve of Parameters Ordinance GO Park Bond Series 2020A: An ordinance providing for the issue of not to exceed \$11,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2020A, of the District for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and paying of expenses incident thereto, providing for the pledge of certain revenues to the payment of principal and interest on the bonds, providing for the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues insufficient to make such payment and authorizing the sale of bonds to Bernardi Securities, Inc. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0.

Leonard presented to the Board the Employee Succession and Retention Plan. Commissioner Caldwell would like to see the District focus on training the next level to be ready to move in any vacant position. Motion by Commissioner Lehman, second by Commissioner Babich to approve the Employee Succession and Retention plan as presented. All Commissioners present voted aye; motion carried

Leonard reviewed with the Board the Williams Architects agreement for the professional architectural and constructions administration services for Heritage Bluff Club house remodel and addition as defined in the amount \$274,260. Motion by Commissioner Geldean seconded by Commissioner Clower to approve the agreement with Williams Architects in the amount of \$274,260. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0.

Leonard next review an agreement with William Architects to provide grant writing services in the amount of \$5,000. Motion by Commissioner Babich, second by Commissioner Clower to agree the agreement with Williams Architect for grant writing services in the amount of \$5,000. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0

Fox reviewed with the Board the need to repair supply ducts for Unit 4 & 5 at the Field House due to leaks in the amount of \$10,890. Motion by Commissioner Clower, second by Commissioner Geldean to approve the repair made by DePue Mechanical in the amount of \$10,890 for the Field House. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0

Leonard presented the purchase from Mathis Construction for benches for the Arroyo Trails project. Motion by Commissioner Babich, second by Commissioner Clower to approve the purchase from Mathis Construction in the amount of \$6,684 for the Arroyo Trails project. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0

Arroyo Trails project Pay applications #4 and #5 from George's Landscape LLC were presented for payment in the amount of \$47,989.94. Motion by Commissioner Babich, second by Commissioner Clower to approve payment to George's Landscape LLC in the amount of \$47,989.94. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0

Arroyo Trails project is in need to red granite from Rock Etc. Motion by Commissioner Clower second by Commissioner Geldean to approve the purchase of 60 to 65 tons of Red Granite from Rock Etc, with a not to exceed of \$5,500. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0

Munkvold and Knutson presented Policy/Procedure/Plans Updates for the Distinguished Accreditation.

The Environmental Report card was reviewed with the Board, with no proposed changes. Motion by Commissioner Clower second by Commissioner Geldean to approve the Environmental Report Card as presented. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0

The 8.7 Volunteer Policy was reviewed with the Boar with no proposed changes. Motion by Commissioner Clower second by Commissioner Geldean to approve the Volunteer Policy as presented. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0

The Policy and Procedure Manual was presented to the Board with the statement that all policy that are changed go to the Board as needed individually and this is approval is for this manual as currant on record Motion by Commissioner Clower second by Commissioner Geldean to approve the current Policy and Procedure Manual as presented. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0

The Crisis Management plan was presented with changes to the staff members titles and position changes. Motion by Commissioner Clower, second by Commissioner Geldean to approve the Crisis Management Plans with changes. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0

The Safety Manual was presented with minor changes to formatting and policy updates. Motion by Commissioner Clower, second by Commissioner Geldean to approve the Safety Manual as presented with changes. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0

Leonard commented favorable of the staff at the Board meeting of all their input and help to manage the COVID 19 and challenges of 2020.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Clower, second by Commissioner Geldean adjourn the meeting at 6:25 p.m. All ayes, motion carried.



Michael J Leonard
Secretary