

**GRAYSLAKE COMMUNITY PARK DISTRICT  
PARK BOARD MEETING**

September 16, 2020

The meeting was called to order at 7:00pm by President Ryan. Upon roll call the following were:

**PRESENT:** Commissioners Deal, Kennedy, Larson, Ryan, Toth. (Absent: Lashbrook, Rodas). Staff: Splitt, Regnier, VanZant. Board Recording Secretary Shari Raven.

**MOTION:** by Larson that the Park Board of Commissioners approve the September 16, 2020 Park Board Meeting Agenda as presented. Second by Toth. Upon roll call all Park Board Members voted “aye” No nays. Motion passed.

**MOTION:** by Deal that the Park Board of Commissioners approve the Consent Agenda to include the Payment of Bills and Payroll from 8/20/20 thru 9/16/20 in the amount of \$257,662.82, approval of the August 19, 2020 Park Board Meeting Minutes and the approval but not public release of the August 19, 2020 Closed Session Meeting Minutes. Second by Toth. Upon roll call all Park Board Members voted “aye” No nays. Motion passed.

Splitt reviewed a very preliminary proposed development plan for the former Fairgrounds Property on Rt 45, Center Street and Rt 120. She also included part of the Village’s developer donation ordinance for review. Splitt attended a meeting at the Village Hall on September 3<sup>rd</sup> with Kirk Smith, Village Zoning officer and Mike McKinnon from Bluestone Development along with representatives from school district D127 and D50. The main reason of this meeting was to get together and discuss the proposed plan and offer positive and negative feedback to the Village and to the Developer. In addition, they wanted to know if the Park District would be requesting a cash donation, land donation or a combination of both. Consensus among Board Members is for Splitt to follow up with the Village and discuss the park districts preference on a cash/land donation. Splitt will report her findings at the October 21, 2020 Park Board Meeting.

The board reviewed the report of the Executive Director.

Splitt stated that PDRMA has recently partnered with Duff & Phelps, a vendor that will perform appraisals on all PDRMA members, buildings, contents and land improvements to ensure proper insurance values, which is critical information for good property data and replacement costs. Currently our district uses “Asset WORKS for our GASB reporting for the past 3 years, Eder Casella our auditors have been keeping track and updating the Asset Works program with any new capital assets identified in our audit. Splitt and VanZant will need to spend a lot of time this month carefully reviewing and updating our current asset recording program prior to Duff & Phelps conducting

their on-site inspection. At some point later this fall, Duff & Phelps will conduct an on-site inspection of our agency's buildings, parks and facilities along with reviewing the Asset Works program and will develop a new appraisal report for our district.

The NRPA Annual Conference that was scheduled to take place in Orlando FL, has been cancelled due to the pandemic. However, NPRA will be hosting this conference virtually on October 27-29. Board Members should let Splitt know if they would like to attend.

Splitt began reviewing our current personnel policy manual and will be forwarding sections of it to our attorney for review. PDRMA recommends that all personnel policies be reviewed by legal counsel at least every 3 years.

Auditors Lauterbach & Amen were onsite all of last week conducting their field work for the FY 2019/2020 audit. This is the first year that this firm has done our audit and everything went very well with the field work. Janet and her team did a great job at providing all of the information and documentation that they required. She is hopeful that a draft copy of the audit will be available for the October board meeting or at least the November COW meeting. The board will need to approve and adopt the audit no later than the November board meeting as it needs to be filed with the county by November 30<sup>th</sup>.

Splitt stated the maintenance staff planted a tree at Union Square Park in Hainseville, in honor of Commissioner Tim Powell who passed away in March. Once the ground has settled and has dried up, staff and the board will gather to place the plaque at the tree.

Splitt mentioned the Grayslake Greenery Garden Club is celebrating their 25<sup>th</sup> anniversary and they will be donating a white oak tree to be planted in Central Park.

The board reviewed the report of the Superintendent of Recreation.

Regnier stated that given the uncertainty of what winter will bring, the Winter Guide will be entirely digital. Registration will begin on December 7<sup>th</sup> and the guide will cover classes running January through March. The plan is for the guide to be a "living document" that is updated weekly with any changes to class schedules or information.

Staff is working on sponsorship outreach for 2021 in order to secure funds for special events.

The Golf Course has continued to be our most profitable entity thus far. We are currently offering a 2021 season pass special from September 1-14 that will allow golfers to purchase a 2021 season pass and enjoy fall golf.

Halloween Character Drive-Thru will be held at Alleghany Park on Thursday, October 15, 2020 from 5-7pm.

On Tuesday September 15<sup>th</sup> the maintenance staff winterized the Splash Pad system.

The board reviewed the report of the Business Manager.

VanZant stated the Auditors completed their field work September 8-11. Draft audit document is expected within 2 weeks.

Ryan announced the October 21, 2020 Park Board Meeting will be at 7:00pm.

**MOTION:** by Kennedy to adjourn at 7:40pm. Second by Toth. Upon roll call all Park Board Members voted "aye" No nays. Motion passed

Adjourned 7:40pm.

Ray Larson, Secretary  
Board of Commissioners