

Crete Park District  
Board of Commissioners  
Minutes  
June 15, 2016

Park Tour began at 5:00 PM with Director Polzin, Commissioners Johnson and J. Smith

President Smith called the meeting to order at 7:00 PM.

Roll Call: Mike Smith, Jen Smith, and Linda Johnson  
Others Present: Patricia Polzin, Director

Pledge of Allegiance

**Recognition of Visitors:** None

**L. Johnson moved and J. Smith seconded a motion to approve the Minutes from May 18, 2016. All Commissioners present voted aye.** Discussion regarding the minutes to be following Roberts Rules of Order and not necessarily a verbatim writing of the meetings. Director Polzin will review the Roberts Rules and confirm with Attorney.

**L. Johnson moved and J. Smith seconded a motion to approve the Accounts Payable and Payroll and Additional Bills as presented. Questions were answered and on a roll call vote, all Commissioners present voted aye.** Director Polzin pointed out that one of the additional bills was Innovation Landscape for the installation of Garret Park, we have received the Certified Payroll from them and this bill is set to be paid.

**Secretary's Report:** Not Present

**L. Johnson moved and J. Smith seconded a motion to approve the Prevailing Wage Ordinance 16-17-01. Johnson moved and J. Smith seconded on President Smith to sign Ordinance 16-17-01 with either the Board Secretary or Director, whichever attorney confirms. On a roll call vote, all Commissioners present voted aye.** Director Polzin will confirm with Attorney with the signing of this ordinance.

**Recreation Report:** As presented in report. Discussed the swim situation and that day camp numbers were growing.

**Maintenance Report:** As presented in report. M. Smith and L. Johnson met with Andy to discuss long range and keeping within the park plans. The HVAC system at Main Street will be replaced as will the roof on the North Shelter. Andy is concerned about the smaller pick-up truck and how much longer it will run, we may need to look at a replacement.

**Long Range:** A 2 year long range plan was submitted for the Board to review, this has been compiled by Director Polzin and Parks Superintendent Biesterfeld.

**Personnel/Finance:** Director Polzin and Commissioner Wiater met and approved job classifications and Job Descriptions, these have been distributed

**Attorney's Report:** Director Polzin has had conversations with Matt regarding Chapman and Cutler and the referendum for SSSRA. Discussion on Prevailing Rate of Work.

**Director's Report:** As presented in report. From May 2016, a review of employee vacation was discussed. At the May meeting Polzin was directed by the board to have the employees use the time coming to them, the commissioners realize this was a busy year with time off due to various illness and that the overages will be brought down. Geary, Biesterfeld, and Madsen took time off in May and June.

July 1 - 15, Director Polzin will be on a family vacation in Wisconsin, she will be available via phone, however if necessary will reduce vacation time if needed in office.

**Presidents Report:** President M. Smith thanked the Park and the involvement of the Park for Memorial Day festivities.

**Old Business:** Discussion of Village Woods and Senior Trips plus possible additional outside rentals at Crete Park on Main and a possible wine tasting event for our next booklet.

**New Business:** None

**L. Johnson moved and J. Smith seconded a motion to adjourn the meeting at 7:30 PM. All Commissioners present voted aye.**