

**GRAYSLAKE COMMUNITY PARK DISTRICT  
PARK BOARD MEETING**

November 20, 2024

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

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

**MOTION:** by Rodas that the Park Board of Commissioners approve the November 20, 2024 Park Board Meeting Agenda as amended. Under New Business, add I Pay Request #1 Cambridge Park Courts Project. Second by Kennedy. Upon roll call all Park Board Members voted "aye" No nays. Motion passed.

Public Comment: None

**MOTION:** by Larson that the Park Board of Commissioners approve the Consent Agenda to include:

- The Payment of Bills and Payroll from 10-17-24 thru 11-20-24 in the amount of \$540,115.86
- Approval of the October 16, 2024 Park Board Meeting Minutes
- Approval of but not public release of the October 16, 2024 Closed Session Minutes
- Approval of the November 6, 2024 Committee of the Whole Meeting Minutes

Second by Anderson. Upon roll call all Park Board Members voted "aye" No nays. Motion passed.

Splitt stated the district is proposing the full 5% increase as restricted by PTELL for our 2024 levy taxes paid in 2025. The tax cap law in Illinois (PTELL) which went into effect in 1991 limits the increase of tax dollars to local governments to either 5% or the CPI, whichever is lower. CPI for Levy Year 2024 is 3.4%. Levying over CPI will allow our district to capture taxes on any new growth within our district boundaries.

**MOTION:** by Toth that the Park Board of Commissioners Adopt Ordinance O 2024-02-An Ordinance Levying the taxes for the Grayslake Community Park District for 2024. Second by Rodas. Upon roll all Park Board Members voted "aye" No nays. Motion passed.

The annual financial report from fiscal year ending May 31, 2024 was presented to the board at the November Committee meeting.

**MOTION:** by Deal that the Park Board of Commissioners adopt the Annual Financial Report for Fiscal Year Ending May 31, 2024 as presented. Second by Larson. Upon roll call all Park Board Members voted “aye” No nays. Motion passed.

Splitt stated that the Treasurer’s report is prepared using the final audited statements and reports. This is a statement of the District’s monies received from each source and all monies paid out in detail for the fiscal year. A copy of the report is filed in the Lake County Clerk’s Office. The Treasure’s Report is prepared to further the transparency of government entities and will be posted on our website.

**MOTION:** by Toth that the Park Board of Commissioners approve the Treasurer’s Report for Fiscal Year ending May 31, 2024 as presented. Second by Rodas. Upon roll call all Park Board Members voted “aye” No nays. Motion passed.

Board Members reviewed the 5-year contract from Lauterbach & Amen. Splitt and VanZant have enjoyed working with them and have not encountered any problems or issues with the annual audit or capital asset assistance.

**MOTION:** by Rodas that the Park Board of Commissioners approve the Audit Service Contract for the years 2025 thru 2029 with Lauterbach & Amen. Second by Kennedy. Upon roll call Anderson, Deal, Kennedy, Rodas, Ryan Toth voted “aye” Larson abstained. Motion passed.

Regnier stated that the last Safety Manual revision was in March 2018, to keep the Safety Manual up to date with PDRMA guidelines a revision was necessary. The manual update also fulfilled the Park District’s SMART Goal for this calendar year.

**MOTION:** by Rodas that the Park Board of Commissioners approve the updated revision of the Grayslake Park District Safety Manual as presented. Second by Anderson. Upon roll call all Park Board Members voted ‘aye” No nays. Motion passed.

Regnier stated that the increasing demand for park pavilion rentals has placed an additional strain on our park rangers, resulting in a rise in garbage removal needs, park damages, and challenges with visitor behavior. To address these issues, we have proposed a few updates.

The update includes the reduction of picnic tables and max guests for smaller shelters/parks and a set number of tables and guests at our other locations, with no option to add additional tables. The smaller pavilions should not hold large groups because of the type of park setting. The update also reflects an increase in rental fees and strong park rental rules with renter accountability set in place. Jones Island will reopen for rentals, for Grayslake residents only. Strict guidelines will be enforced to maintain the integrity of the park and ensure a safe environment for all uses. In addition, renters will be required to pay for the Park Manger during their rental to assist in enforcement of park rental rules and parking. All rentals at Jones Island will be required to park at Woodview School.

Staff has conducted a comparative analysis of nearby Park Districts to reinforce the new rental prices and guidelines, ensuring they are competitive and fair. This approach should help the Park District better manage pavilion rentals while ensuring a positive experience for all users.

**MOTION:** by Larson that the Park Board of Commissioners approve the Park Pavilion Rental Policy and updated Rental Fees as presented. Second by Deal. Upon roll call all park Board Members voted “aye” No nays. Motion passed.

**MOTION:** by Toth that the Park Board of Commissioners approve the 3-year contract with Pyrotecnio Fireworks, Inc. for the annual fireworks display at a cost of \$21,000 each year beginning in 2025 and ending in 2027 as presented. Second by Kennedy. Upon roll call all Park Board Members voted “aye” No nays. Motion passed.

Splitt stated that every year, IAPD requests each member district to appoint a delegate to represent the district at the annual IAPD Business Meeting. The meeting will be on Saturday, January 25, 2025 at 3:30pm at the Hyatt Regency Chicago at the conclusion of the annual IAPD State Conference. This certificate will entitle the delegate or, in their absence, an alternate to vote on matters presented during the Association’s Annual Business Meeting.

Commissioners Rodas and Commissioner Kennedy have volunteered to serve as the delegate and alternate for this business meeting.

**MOTION:** by Deal that the Park Board of Commissioners approve Commissioner Rodas as the Delegate and Commissioner Kennedy as the Alternate for the Annual IAPD Business Meeting held on January 25, 2025. Second by Anderson. Upon roll call all Park Board Member voted “aye” No nays. Motion passed.

Board Members reviewed the Pay request #1 Chicagoland Paving Contractors, Inc. for the Cambridge Park Courts Renovation Project. The project is complete, the staff are waiting on a couple of minor punch-list items to be completed and the install of the tennis practice bang board.

Consensus among board members was to direct Splitt to approve the pay request #1 from Chicagoland Paving Contractors, Inc. for a total of \$175,482.15 for the Cambridge Park Tennis and Basketball Court Renovation Project. This will be brought back for official approval at the January meeting.

The board reviewed the report of the Executive Director.

Splitt mentioned that starting next week, the gates to parking lots at Alleghany Park will be closed. The park will still remain open from dawn to dusk and patrons can park their cars in front of the gate and walk the pathways. The main reasons for this are that we no longer have staff working during the day at the park and by closing the gates

it helps to deter any vandalism from occurring. In addition, we no longer have rangers on duty in the evenings to lock the gates at night. Signs will be placed on the gates informing patrons that the park is open and that they are allowed to park in front of them.

Spitt updated the board on the Alleghany Courts Renovation Project. Terra Engineering is currently working on the plans for this project. The survey was complete as well as the soil borings. This project will go out to bid the week of January 6<sup>th</sup>, Pre-bid meeting on January 27 with a bid opening date of February 6<sup>th</sup>. The bid results and approval will come back before the board at the February Board Meeting.

The board reviewed the report of the Superintendent of Recreation.

Regnier stated that winter program registration will begin on December 3 and the winter guide will cover programs running January through March.

The feeder basketball program has completed evaluations, team selection and held parent meetings with 17 teams between North and Central. In-house basketball has completed evaluations and assembled 26 teams, staff is completing team rosters, practice requests and coaches' meetings.

Dance will host their Winter Showcase of Dance on Sunday, December 15 at the Recreation Center. There are 175 dancers currently participating with Expressions Dance Studio.

End of Golf Season staff meeting will be held November 19 to recap the season and prepare for 2025. Staff plans to close the course on November 24. Marketing plans to host our New Year's Special which allows golfers to save 10% on a 2025 season pass.

The board reviewed the report of the Assistant Superintendent of Parks.

Muhr stated that the maintenance staff began restoration on Brayden's Beak Zone early last month. We installed a sign commemorating Brayden's Break Zone. We also planted 20 or so Red Head Fountain Grass's around the perimeter of the pad for decoration.

During 2023, we began the process of eliminating old features within the splash pad. Last year, we upgraded both cannons and now this year, we have upgraded the buckets.

Last week, Cambridge Park: Tennis/Basketball Court Completion project. Our crew was finally able to begin the restoration work after the completion of all major items by our contractors. After removing the entire construction fence, we were able to bring in quality topsoil to use around the entire perimeter of the court.

We were able to seed, mat, and open the courts to the public. We will have stakes with string up to try to detour residents from walking on the newly restored turf areas.

We completed the winterization of buildings and irrigation systems at Alleghany Phase 1, 2 and 3, Golf Course, Doolittle and Aquatic. Buildings completed were for the Alleghany and Aquatic Restroom and Concession stands.

The board reviewed the report of the Business Manager

VanZant stated that our first payroll with PAYCOM has been successfully processed and it went very smoothly. Transitioning to an external payroll processing system offers many advantages. By outsourcing payroll, we save considerable time and resources that can now be redirected toward other essential tasks. Additionally, it minimizes the risk of errors, ensures compliance with ever-changing payroll regulations, and provides a more streamlined and efficient experience for both the finance team and employees. This shift is a step forward in improving our operational efficiency.

Ryan mentioned the January 15, 2025 Park Board Meeting will be at 7:00pm.

**MOTION:** by Deal to adjourn at 7:33pm. Second by Kennedy. Upon roll call all Park Board Members voted "aye" No nays. Motion passed.

Adjourned 7:33pm.

Ray Larson, Secretary  
Board of Commissioners