

# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On February 10, 2009

The regular meeting of the Hollis Park District Board of Commissioners was conducted February 10, 2009 in the Board Room of the Butler Haynes Park. The meeting was called to order at 7:03pm by President David. The following Commissioners answered "present" for roll call; President David, Vice President Kettering, Treasurer Sanders and Secretary Zeine. Also attending was Director George Weers. Commissioner Scott entered the meeting at 7:08pm.

**RECOGNITION OF VISITORS:** No visitors attended the meeting.

**MINUTES:** A motion was made by Commissioner Kettering and seconded by Commissioner Zeine to approve the minutes of the regular meeting conducted on January 13, 2009. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**BALANCE SHEET:** A motion was made by Commissioner Scott and seconded by Commissioner Kettering to approve the Balance Sheet dated January 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH RECEIPTS:** A motion was made by Commissioner Sanders and seconded by Commissioner Kettering to approve the Cash Receipts Journal for the period January 1, 2009 to January 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH DISBURSEMENTS:** A motion was made by Commissioner Sanders and seconded by Commissioner Zeine to approve the Disbursement Journal for the period January 1, 2009 to January 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CORRESPONDENCE:** No correspondence was presented at this meeting.

## **DIRECTORS REPORT:**

### **OLD BUSINESS:**

- I. **Potential purchase of new Tractor:** A motion was made by Commissioner Kettering and seconded by Commissioner Scott to table the issue of tractor purchase pending further information. Upon call all members present voted "aye" and the Chairman declared the issue tabled.
- II. **Review Hollis Park District Ordinance 09-05 Park Regulations:** A motion was made by Commissioner Sanders and seconded by Commissioner Kettering to approve Hollis Park District Ordinance 09-05 Park Regulations as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

### **NEW BUSINESS:**

- I. **Review and Approval of Annual Budget and Appropriation Ordinance of Hollis Park District:** A motion was made by Commissioner Scott and seconded by Commissioner Kettering to approve the Annual Budget and Appropriation Ordinance of Hollis Park District 09-01 as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- II. **Review and Approval of Hollis Park District Ordinance 09-02, An Ordinance for the Levy of Taxes for Hollis Park District for the Fiscal Year Beginning January 1, 2009 and ending December 31, 2009:** A motion was made by Commissioner Zeine and seconded by Commissioner Sanders to approve Hollis Park District Ordinance 09-02, An Ordinance for the Levy of Taxes for Hollis Park District for the Fiscal Year Beginning January 1, 2009 and ending December 31, 2009 as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- III. **Review Parental Expectations and Guidelines:** A motion was made by Commissioner Kettering and seconded by Commissioner Sanders to approve the Parental Expectations and Guidelines with edits as indicated by the Board. Upon call all members present voted "aye" and the Chairman declared the motion carried.

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- IV. **Discussion: Hollis Park Community Sale** – Commissioners Scott will invite an Auctioneer to the March 2009 to discuss details of the sale.
- V. **Discussion: Use of 2001 Dodge as Police Vehicle:** The Board discussed use of the Dodge pick-up as a Police vehicle. No further action was necessary at this time.
- VI. **Discussion: Use of Recreation Center Gymnasium for Easter Seals Fund Raiser:** A motion was made by Commissioner Sanders and seconded by Commissioner Kettering to approve use of the Hollis Park Recreation Center Gymnasium for an Easter Seals fund raising activity. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**EXECUTIVE SESSION:** Executive session was not entered during this meeting.

**ADJOURN:**

There being no further business pending before the Board, at 9:27 p.m. a motion was made by Commissioner Kettering and seconded by Commissioner Sanders to adjourn. Upon call all members present voted "aye" and the Chairman declared that the meeting adjourned.

The next regular meeting of the Board of Commissioners is scheduled for March 10, 2009 at 7pm in the Butler Haynes Pavilion office.

_____ President	_____ Secretary
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# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On March 10, 2009

The regular meeting of the Hollis Park District Board of Commissioners was conducted March 10, 2009 in the Board Room of the Butler Haynes Park. The meeting was called to order at 7:07pm by President David. The following Commissioners answered "present" for roll call; President David, Vice President Kettering, Treasurer Sanders. Commissioners Scott and Zeine had notified Director Weers of their pending absence. Also attending was Director George Weers.

**RECOGNITION OF VISITORS:** Mr. Jim Cooper

**MINUTES:** A motion was made by Commissioner Kettering and seconded by Commissioner Sanders to approve the minutes of the regular meeting conducted on February 10, 2009. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**BALANCE SHEET:** A motion was made by Commissioner Sanders and seconded by Commissioner Kettering to approve the Balance Sheet dated February 28, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH RECEIPTS:** A motion was made by Commissioner Sanders and seconded by Commissioner Kettering to approve the Cash Receipts Journal for the period February 1, 2009 to February 28, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH DISBURSEMENTS:** A motion was made by Commissioner Kettering and seconded by Commissioner Sanders to approve the Disbursement Journal for the period February 1, 2009 to February 28, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CORRESPONDENCE:** No correspondence was presented at this meeting.

## DIRECTORS REPORT:

### OLD BUSINESS:

- I. Endorsement of January 13, 2009 meeting minutes. (Director Weers printed the wrong minutes for endorsement at the February meeting.)
- II. **Purchase of new Kubota Tractor:** On February 11, 2009 Commissioner Kettering requested Director Weers to contact Board members for approval to purchase a new Kubota tractor, with a 72" mid mount mower, for not more than \$23,000.00. Commissioners Kettering, Zeine, Scott and Sanders replied in the affirmative. A message was left for Commissioner David.
- III. **Purchase of Electric Winch:** On February 24, 2009 Director Weers contacted Board members to request approval for purchase of an electric winch for not more than \$600. Commissioners David, Sanders, Zeine and Kettering approved the purchase. A message was left with Commissioner Scott.
- IV. **Discussion: Hollis Park Community Sale** - A motion was made by Commissioner Kettering and seconded by Commissioner Sanders to postpone discussion of the Community Sale to the April meeting of the Board. Upon call all members present voted "aye" and the Chairman declared the motion carried.

### NEW BUSINESS:

- I. **Discussion:** When to schedule meeting with Hollis Park Counsel Linn Perkins regarding the gymnasium floor. Upon discussion the board decided the morning of March 28<sup>th</sup> as the most preferable time for the meeting. – Director Weers will contact Ms. Perkins to schedule a meeting in accordance with Board request.
- II. **Purchase of wall mirrors for Karate group:** A motion was made by Commissioner Kettering and seconded by Commissioner Sanders to purchase wall mirrors for the Karate program for not more than \$875. Upon call all members present voted "aye" and the Chairman declared the motion carried.

# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On March 10, 2009

- III. **Replacement of failing treadmill:** A motion was made by Commissioner Kettering and seconded by Commissioner Sanders to purchase two new treadmills for not more than \$8500.00. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- IV. **Construction of a bridge on Rippenger Trail:** Upon discussion the Board requested Chief of Maintenance Mike Williams to create a materials list, cost projection and plan of action to rebuild the bridge on Rippenger Trail.
- V. **Hiring of Gardener:** On discussion the Board approved hiring of a Gardener for Hollis Park facilities. The Gardner will report to Chief of Maintenance Mike Williams.
- VI. **April Judo Tournament:** Director Weers requested permission to conduct a Judo Tournament. The Board granted approval with no objections.
- VII. **Outdoor Lighting at Hollis Park Recreation Center:** A motion was made by Commissioner Kettering and seconded by Commissioner Sanders to approve expenditure of not more than \$1750.00 for outdoor at the Hollis park Recreation Center. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- VIII. **Receptionist Position:** Director Weers informed the Board that one of the Recreation Center Receptionists has submitted notice of intention to separate from employment.

**EXECUTIVE SESSION:** At 7:15pm Commissioner Sanders moved to enter executive session. Commissioner Kettering seconded the motion. Upon call all members present voted "aye" and the Chairman moved the meeting into executive session.

At 7:20pm a motion was made by Commissioner Kettering and seconded by Commissioner Sanders to return to open session. Upon call all members present voted "aye" and the Chairman returned the meeting to open session.

## ADJOURN:

There being no further business pending before the Board, at 8:15 p.m. a motion was made by Commissioner Kettering and seconded by Commissioner Sanders to adjourn. Upon call all members present voted "aye" and the Chairman declared that the meeting adjourned.

The next regular meeting of the Board of Commissioners is scheduled for April 14, 2009 at 7pm in the Butler Haynes Pavilion office.

President	Secretary

# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On April 14, 2009

The regular meeting of the Hollis Park District Board of Commissioners was conducted April 14, 2009 in the Board Room of the Butler Haynes Park. The meeting was called to order at 7:02pm by President David. The following Commissioners answered "present" for roll call; President David, Vice President Kettering, Treasurer Sanders, Commissioner Scott and Secretary Zeine. Also attending was Director George Weers.

Secretary Zeine informed those present that, in order to ensure accuracy, the meeting would be audio taped.

## RECOGNITION OF VISITORS:

Darrell Stout	Don Sier	Chuck Gold	Ruth Astle	Merle Carey
Trudy Heitzman	Gary Smith	Betty Gold	Gladys Conkright	Troy Carey
John Heitzman	Karen Lowe	Sheila Schafer	Hubert Conkright	Danny David
Tim Naylor	David Stiles	Ruth Astle	Anna David	
JR McNicol	Harriet Sue Stiles	Emmer Anntonuci	Diane Carey	

The following people spoke in support of Ms. Lila Sanders:

Don Sier	Gladys Conkright
Trudy Heitzman	Emmer Anntonuci
Betty Gold	David Stiles
Harriet Sue Stiles	

Mr. Sier also presented a petition in support of Ms. Sanders.

Mr. Darrell Stout addressed the Board regarding execution of his duties as Park Police Officer.

Mr. Jerry McNicol addressed the gathering regarding the upcoming Hollis Park consignment auction.

**MINUTES:** A motion was made by Commissioner Sanders and seconded by Commissioner Zeine to approve the minutes of the regular meeting conducted on March 10, 2009. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**BALANCE SHEET:** A motion was made by Commissioner Kettering and seconded by Commissioner Sanders to approve the Balance Sheet dated March 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH RECEIPTS:** A motion was made by Commissioner Zeine and seconded by Commissioner Kettering to approve the Cash Receipts Journal for the period March 1, 2009 to March 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH DISBURSEMENTS:** A motion was made by Commissioner Scott and seconded by Commissioner Kettering to approve the Disbursement Journal for the period March 1, 2009 to March 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CORRESPONDENCE:** Correspondence was reviewed during executive session.

## DIRECTORS REPORT:

### OLD BUSINESS:

- I. **Discussion: Hollis Park Community Sale** – As noted above, the Community Sale was discussed briefly during recognition of visitors. The community sale will be discussed further at the May meeting of the Board. Director Weers has been tasked to invite a representative of the American Heritage Collectors Club to attend the meeting to provide input.

# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On April 14, 2009

## NEW BUSINESS:

- I. **Purchase of additional bleachers for the Recreation Center for not more than \$2,250.00:** A motion was made by Commissioner Scott and seconded by Commissioner Kettering to table discussion of additional bleachers to the May meeting of the Board. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- II. **Fill cracks in Butler Haynes Pavilion Parking Lot:** A motion was made by Commissioner Kettering and seconded by Commissioner Scott to table discussion of parking lot repair and seal coat for further bids. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- III. **Purchase of canopies for tractors (approximately \$600 apiece)** A motion was made by Commissioner Sanders and seconded by Commissioner Scott to purchase canopies for the Kubota tractors for not more than \$600 each. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- IV. **Replacement of Butler Haynes Pavilion roof:** Director Weers apprised the Board that, Chief of Maintenance, Mike Williams feels that the Butler Haynes Pavilion roof needs to be replaced. The Board requested that Director Weers seek bids and report at the May meeting.
- V. **Summer Help:** Director Weers reported that, due to projected work load and planned projects, Chief of Maintenance Mike Williams has requested three persons for summer help.
- VI. **Mr. Daniel Lattimore (868-6576) has requested permission to baptize members of his church in Reed City Lake.** On discussion the Board felt safety concerns were too great for using Reed City Lake for baptism.
- VII. **Hollis Grade School Catch and Release Fishing Day:** A motion was made by Commissioner Sanders and seconded by Commissioner Kettering to allow Hollis Grade School permission to conduct a, catch and release, fishing day at Reed City Lake. Upon call all members present voted "aye" and the Chairman declared the motion carried. Director Weers will work with Ms. Karen Zuckerman to conclude arrangements.
- VIII. **Discussion: Park Policies and Procedures (President David)**

**EXECUTIVE SESSION:** At 8:15pm Commissioner Sanders moved to enter executive session. Commissioner Kettering seconded the motion. Upon call all members present voted "aye" and the Chairman moved the meeting into executive session.

At 10:31pm a motion was made by Commissioner Kettering and seconded by Commissioner Sanders to return to open session. Upon call all members present voted "aye" and the Chairman returned the meeting to open session.

## ADJOURN:

There being no further business pending before the Board, at 10:32 p.m. a motion was made by Commissioner Kettering and seconded by Commissioner Sanders to adjourn. Upon call all members present voted "aye" and the Chairman declared that the meeting adjourned.

The next regular meeting of the Board of Commissioners is scheduled for May 12, 2009 at 7pm in the Butler Haynes Pavilion office.

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President

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Secretary

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# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On May 12, 2009

The regular meeting of the Hollis Park District Board of Commissioners was conducted May 12, 2009 in the Board Room of the Butler Haynes Park. The meeting was called to order at 7:07pm by President David. The following Commissioners answered "present" for roll call; President David, Vice President Kettering, Treasurer Sanders and Commissioner Scott. Also attending was Director George Weers and newly elected Commissioner Danny L David. Secretary Zeine was absent due to work commitments.

## RECOGNITION OF VISITORS:

Darrell Stout	Don Sier	Justin Hicke	Diane Carey
Trudy Heitzman	Lila Sanders	Josh Hicke	JR McNicol
John Heitzman	Karen Lowe	Emmer Anntonuci	
Sally Johnson	Anna David	Merle Carey	
Don Johnson	Harriet Sue Stiles	Troy Carey	

Mr. Jerry McNicol addressed the gathering regarding the upcoming Hollis Park consignment auction. The following points were established during discussion.

- 1) The projected date for the sale is September 19, 2009
- 2) The location of choice for the sale is at Butler Haynes Park Ball Diamond #4
- 3) The American Heritage Club will provide concessions during the sale.
- 4) Mr. McNicol shall take responsibility for advertising the sale and procuring toilet facilities.

A motion was made by Commissioner Kettering and seconded by Commissioner Sanders to extend full support and aid in planning and executing a Hollis Park consignment auction. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**MINUTES:** A motion was made by Commissioner Scott and seconded by Commissioner Sanders to approve the minutes of the regular meeting conducted on April 14, 2009. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**BALANCE SHEET:** A motion was made by Commissioner Scott and seconded by Commissioner Kettering to approve the Balance Sheet dated April 30, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH RECEIPTS:** A motion was made by Commissioner Kettering and seconded by Commissioner Sanders to approve the Cash Receipts Journal for the period April 1, 2009 to April 30, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH DISBURSEMENTS:** A motion was made by Commissioner Scott and seconded by Commissioner Kettering to approve the Disbursement Journal for the period April 1, 2009 to April 30, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CORRESPONDENCE:** No correspondence was reviewed during this session.

## DIRECTORS REPORT:

### OLD BUSINESS:

- I. **Discussion: Hollis Park Community Sale** – See above.
- II. **Fill Cracks in Butler Haynes Pavilion Parking Lot:** The Board reviewed to bids to fill cracks and seal coat the parking lot. No further action was taken.
- III. **Replacement of Butler Haynes Pavilion roof:** A motion was made by Commissioner Kettering and seconded by Commissioner Sanders to contract Massey Roofing to replace the Butler Haynes Pavilion roof for not more than \$14,500. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- IV. **Purchase of additional bleachers for the Recreation Center for not more than \$2,250.00:** A motion was made by Commissioner Sanders and seconded by Commissioner Kettering to review need for additional bleachers for one year. Upon call all members present voted "aye" and the Chairman declared the motion carried.

# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On May 12, 2009

## NEW BUSINESS:

- I. **Seating of Newly Elected Commissioners:** President David administered the Oath of Office to newly elected Hollis Park District Commissioner Danny L David. Upon administration of the oath President David, as the outgoing commissioner, absented himself from the meeting. Before his departure Board members and meeting visitors lauded and thanked Mr. David for his dedicated service to Hollis Park.
- II. **Election of Hollis Park Board of Commissioners Officers:** Officers were elected, by acclimation, as follows.
  - a. President – William Kettering
  - b. Vice President – Otis (Shorty) Sanders
  - c. Treasurer – William Scott
  - d. Secretary – Anita Zeine
- III. **Review and endorsement of Employment of Relatives**

A motion was made by Commissioner Sanders and seconded by Commissioner Scott to table approval of Employment of Relatives for edit as discussed. Upon call all members present voted "aye" and the Chairman declared the motion carried. Director Weers will perform edits and present the document at the June meeting of the Board.
- IV. **Review of Policies**
  - a. **Fishing Rules**

A motion was made by Commissioner Scott and seconded by Commissioner Sanders to table approval of Fishing Rules for further input from ILDNR representatives. Upon call all members present voted "aye" and the Chairman declared the motion carried. Director Weers will perform edits and present the document at the June meeting of the Board.
  - b. **Drug Testing**

A motion was made by Commissioner Sanders and seconded by Commissioner Scott to approve the Drug Testing Procedure as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried. Director Weers will present the document at the June meeting of the Board for endorsement.
  - c. **Discipline**

A motion was made by Commissioner Scott and seconded by Commissioner Sanders to table discussion of Employee Discipline and Disciplinary Actions until the June meeting. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- V. **Selection of Employees**

**EXECUTIVE SESSION:** At 9:45pm Commissioner Sanders moved to enter executive session. Commissioner Scott seconded the motion. Upon call all members present voted "aye" and the Chairman moved the meeting into executive session.

At 10:06pm a motion was made by Commissioner Scott and seconded by Commissioner Sanders to return to open session. Upon call all members present voted "aye" and the Chairman returned the meeting to open session.

# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On May 12, 2009

## ADJOURN:

There being no further business pending before the Board, at 10:07 p.m. a motion was made by Commissioner Scott and seconded by Commissioner Sanders to adjourn. Upon call all members present voted "aye" and the Chairman declared that the meeting adjourned.

The next regular meeting of the Board of Commissioners is scheduled for June 9, 2009 at 7pm in the Butler Haynes Pavilion office.

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President

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Secretary

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# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On June 9, 2009

The regular meeting of the Hollis Park District Board of Commissioners was conducted June 9, 2009 in the Board Room of the Butler Haynes Park. The meeting was called to order at 7:07pm by President Kettering. The following Commissioners answered "present" for roll call; President Kettering, Vice President Sanders, Treasurer Scott, Secretary Zeine and Commissioner David. Also attending was Director George Weers.

## RECOGNITION OF VISITORS:

Darrell Stout	Lila Sanders	Angie Hargrave	Diane Carey	Amanda Alexander
Mike Williams	Karen Lowe	Don Johnson	JR McNicol	Merle Carey

Mr. Jerry McNicol addressed the gathering regarding the upcoming Hollis Park consignment auction. The following points were discussed.

- 1) Design and distribution of sale bills
- 2) Percentage of distribution of income
- 3) Consignment sheets and procedure receiving consignment articles
- 4) Deadline for receipt of consignment articles

Mr. Mike Williams, Hollis Park District Chief of Maintenance, discussed the lake survey, performed by the Illinois Department of Natural Resources, the success of weed control at the lakes and placement of the new Butler Haynes Park Gate. The Board expressed their gratitude for the outstanding job Mr. Williams and Mr. Ron Draper have done in weed control of Reed City Lake. Commissioner Zeine requested Director Weers to contact brick layers in preparation for placement of the new gate.

**MINUTES:** A motion was made by Commissioner Sanders and seconded by Commissioner Zeine to approve the minutes of the regular meeting conducted on May 12, 2009. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**BALANCE SHEET:** A motion was made by Commissioner Scott and seconded by Commissioner Zeine to approve the Balance Sheet dated May 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH RECEIPTS:** A motion was made by Commissioner Sanders and seconded by Commissioner David to approve the Cash Receipts Journal for the period May 1, 2009 to May 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH DISBURSEMENTS:** A motion was made by Commissioner Sanders and seconded by Commissioner Zeine to approve the Disbursement Journal for the period May 1, 2009 to May 31, 2009, as presented with the provision that check number 11377 be verified prior to issue. Upon call all members present voted "aye" and the Chairman declared the motion carried. Director Weers will investigate and report findings at the next Board meeting.

**CORRESPONDENCE:** The Board reviewed and discussed a letter from Ms. Karen Lowe.

## DIRECTORS REPORT:

### OLD BUSINESS:

- I. **Discussion: Hollis Park Community Sale** – See above.
- II. **Fill Cracks in Butler Haynes Pavilion Parking Lot:** The Board reviewed bids to fill cracks and seal coat the parking lot and requested Director Weers to seek further bids. No further action was taken.
- III. **Endorsement of Drug Testing Policy:** The Board endorsed the Hollis Park District Drug Testing Policy, which had been approved during the May 12, 2009 meeting. No further action was necessary.

# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On June 9, 2009

- IV. **Review and endorsement of Employment of Relatives:** A motion was made by Commissioner Scott and seconded by Commissioner Zeine to approve the Hollis Park District Employment of Relatives Policy with edits as requested. Upon call all members present voted "aye" and the Chairman declared the motion carried. Direct Weers will perform requested edits and present the policy for endorsement at the July meeting of the Board.

## NEW BUSINESS:

- I. **Review and Approval of Ordinance 09-04, Prevailing Wage:** A motion was made by Commissioner Scott and seconded by Commissioner Sanders to approve Hollis Park District Ordinance 09-04, Prevailing Wage as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- II. **Review and Approval of Annual Statement of Receipts and Disbursements:** A motion was made by Commissioner Scott and seconded by Commissioner Sanders to approve the Annual Statement of Receipts and Disbursements, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- III. **Purchase of refurbished cooler for concession stand for not more than \$650:** A motion was made by Commissioner Sanders and seconded by Commissioner Scott to purchase a refurbished cooler for the concession stand, provided the cooler can be warranted for a minimum of 90 days. If the cooler is not warranted then the Director Weers is to purchase a refrigerator for not less than \$1000.00. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- IV. **Disposition of Coach who threatened an Umpire:** A motion was made by Commissioner David and seconded by Commissioner Sanders to permanently ban the Coach who threatened to strike an Umpire after a Hollis Park Little League permanently from Hollis park District. Upon call all members present voted "aye" and the Chairman declared the motion carried. Director Weers will request Hollis Park Counsel, Linn Perkins to draft a notification letter and provide copies to all concerned parties.
- V. **Discussion - Where to place the new BHP entrance gate:** Chief of Maintenance Mike Williams will mark the area to be equalized.
- VI. **Privacy fence on parking lot:** Chief of Maintenance Mike Williams will investigate costs for the requested privacy fence and report to the Board.
- VII. **Potential purchase of Lots for extended parking:** Director Weers will investigate and contact the owner of the lots and report to the Board.
- VIII. **Selection of employees:** The selection of employees was discussed during executive session.

**EXECUTIVE SESSION:** At 8:35pm Commissioner Sanders moved to enter executive session. Commissioner Zeine seconded the motion. Upon call all members present voted "aye" and the Chairman moved the meeting into executive session.

At 9:18pm a motion was made by Commissioner Scott and seconded by Commissioner Sanders to return to open session. Upon call all members present voted "aye" and the Chairman returned the meeting to open session.

At 10:06pm Commissioner Sanders moved to enter executive session. Commissioner Scott seconded the motion. Upon call all members present voted "aye" and the Chairman moved the meeting into executive session.

At 11:23pm a motion was made by Commissioner David and seconded by Commissioner Sanders to return to open session. Upon call all members present voted "aye" and the Chairman returned the meeting to open session.

# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On June 9, 2009

## ADJOURN:

There being no further business pending before the Board, at 11:24 p.m. a motion was made by Commissioner Scott and seconded by Commissioner David to adjourn. Upon call all members present voted "aye" and the Chairman declared that the meeting adjourned.

The next regular meeting of the Board of Commissioners is scheduled for July 14, 2009 at 7pm in the Butler Haynes Pavilion office.

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President

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Secretary

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# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On July 14, 2009

A special meeting of the Hollis Park District Board of Commissioners was conducted July 14, 2009 in the Board Room of the Butler Haynes Park. The meeting was called to order at 6:32pm by President Kettering. The following Commissioners answered "present" for roll call; President Kettering, Vice President Sanders, Treasurer Scott, Secretary Zeine and Commissioner David. Also attending was Hollis Park District Counsel, Ms. Linn Perkins and Director George Weers.

The regular meeting of the Hollis Park District Board of Commissioners was conducted July 14, 2009 in the Board Room of the Butler Haynes Park. The meeting was called to order at 7:07pm by President Kettering. The following Commissioners answered "present" for roll call; President Kettering, Vice President Sanders, Treasurer Scott, Secretary Zeine and Commissioner David. Also attending was Director George Weers.

## RECOGNITION OF VISITORS:

Darrell Stout	Sally Johnson	JR McNicol
Don Johnson	Angie Hargrave	Amanda Alexander

Mr. McNicol addressed the gathering regarding the upcoming Hollis Park consignment auction. The following points were discussed.

- 1) Sale bills will be distributed in August
- 2) We will accept donations at any time. No records are required for donations.

Ms. Sally Johnson discussed design and distribution of the American Heritage Collectors Club event announcement and procurement of portable toilets for the weekend.

Ms. Angela Hargrave discussed progress of gardening efforts and outlined a plan for flower plantings at the Recreation Center.

Ms. Amanda Alexander reported on the upcoming bus trip, organization of a Soccer Committee and the success of the, recently concluded, baseball season.

Mr. Darrell Stout reported regarding citations, use of Fishing Permit car tags and progress of play ground equipment installation.

**MINUTES:** A motion was made by Commissioner Sanders and seconded by Commissioner Zeine to approve the minutes of the regular meeting conducted on June 9, 2009. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**MINUTES:** A motion was made by Commissioner Zeine and seconded by Commissioner Scott to approve the minutes of the special meeting conducted on June 15, 2009. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**BALANCE SHEET:** A motion was made by Commissioner Sanders and seconded by Commissioner Scott to approve the Balance Sheet dated June 30, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH RECEIPTS:** A motion was made by Commissioner Sanders and seconded by Commissioner Zeine to approve the Cash Receipts Journal for the period June 1, 2009 to June 30, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH DISBURSEMENTS:** A motion was made by Commissioner Sanders and seconded by Commissioner Scott to approve the Disbursement Journal for the period June 1, 2009 to June 30, 2009, as presented. Upon call the Commissioners Sanders, Scott, Zeine and Kettering voted "aye" and Commissioner voted "nay". The Chairman declared the motion carried by majority.

**CORRESPONDENCE:** No correspondence was presented at this meeting.

## DIRECTORS REPORT:

# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On July 14, 2009

## OLD BUSINESS:

- I. **Discussion: Hollis Park Community Sale** – See above.
- II. **Fill Cracks in Butler Haynes Pavilion Parking Lot:** A motion was made by Commissioner Scott and seconded by Commissioner Sanders to approve the bid from Potter and Sons Asphalt Paving and Sealing for the amount of \$2500 to clean, fill cracks and seal the Butler Haynes Pavilion Parking lot. Upon call all members present voted “aye” and the Chairman declared the motion carried.
- III. **Review and endorsement of Employment of Relatives:** A motion was made by Commissioner Scott and seconded by Commissioner Zeine to table the Hollis Park District Employment of Relatives Policy for edits as requested. Upon call all members present voted “aye” and the Chairman declared the motion carried. Direct Weers will perform requested edits and present the policy for endorsement at the August meeting of the Board.
- IV. **Parking Lot Privacy Fence:** Director Weers reported that the privacy fence for the parking lot, across the street from the Recreation Center, is scheduled to be erected during the week of July 20, 2009 through July 24, 2009.
- V. **Potential purchase of Lots for extended parking:** Director Weers has contacted Mr. Jack Swanson (335-2424) regarding purchase of the three vacant lots in Mapleton. Mr. Swanson has stated a price of \$15, 500.00. Director Weers also spoke with Mayor Odewalt regarding zoning issues. Mayor Odewalt suggested that a Board member attend a Village Board meeting to discuss the issue. Commissioners Scott and Sanders volunteered to attend the next meeting of the Mapleton Board.

## NEW BUSINESS:

- I. **Remodeling of Recreation Center Reception Area (Anita Zeine):** Commissioner Zeine reported that the current placement of the Receptionist desk may be in violation of Americans With Disabilities standards and presented a plan to relocate the desk. Director Weers was requested to seek bids for the job.
- II. **Brick Layers for new entrance gate:** Director Weers reported that he has spoken with the leaders of the Brick Layers apprentice program and that they will not be available until October or November. Alternatives were discussed and Director Weers was requested to seek bids.
- III. **Hog Roaster Procedure:** Commissioner Scott submitted a checklist for rental of the Hog Roaster. Director Weers will incorporate the list into a procedure and present the document at the next meeting for review.
- IV. **Time Clocks:** Director Weers informed the Board of costs to install time clocks as opposed to utilizing the current method of Time Sheets. On discussion the Board elected to remain with our current practices.
- V. **Review and approval of Work Orders:** Mr. Darrell Stout apprised the Board that multi-copy Work Orders are commercially available. The Board requested Director Weers to procure such work orders for use.
- VI. **Review and approval of Employees Resignation or Termination:** A motion was presented by Commissioner Sanders and seconded by Commissioner Zeine to table the Employees Resignation or Termination procedure for review and editing. Upon call the Commissioners replied unanimously in the affirmative and the Chairman declared the motion carried.

# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On July 14, 2009

**EXECUTIVE SESSION:** At 6:34pm Commissioner Sanders moved to enter executive session to receive a report from Ms. Linn Perkins. Commissioner Zeine seconded the motion. Upon call all members present voted "aye" and the Chairman moved the meeting into executive session.

At 7:03pm a motion was made by Commissioner Scott and seconded by Commissioner Sanders to return to open session. Upon call all members present voted "aye" and the Chairman returned the meeting to open session.

At 9:45pm Commissioner Sanders moved to enter executive session. Commissioner Scott seconded the motion. Upon call all members present voted "aye" and the Chairman moved the meeting into executive session.

At 10:01pm a motion was made by Commissioner David and seconded by Commissioner Sanders to return to open session. Upon call all members present voted "aye" and the Chairman returned the meeting to open session.

**ADJOURN:**

There being no further business pending before the Board, at 10:03 p.m. a motion was made by Commissioner Scott and seconded by Commissioner David to adjourn. Upon call all members present voted "aye" and the Chairman declared that the meeting adjourned.

The next regular meeting of the Board of Commissioners is scheduled for August 11, 2009 at 7pm in the Butler Haynes Pavilion office.

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President

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Secretary

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# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On September 8, 2009

The regular meeting of the Hollis Park District Board of Commissioners was conducted September 8, 2009 in the Board Room of the Butler Haynes Park. The meeting was called to order at 7:04pm by President Kettering. The following Commissioners answered "present" for roll call; President Kettering, Secretary Zeine, Commissioner Scott, Commissioner Sanders and Commissioner David. Also attending was Director George Weers.

## RECOGNITION OF VISITORS:

Darrell Stout      Sally Johnson      John Heitzman  
Don Johnson      Mike Williams      Amanda Alexander      Tod Watkins

Mr. Tod Watkins attended the meeting to volunteer his services as Sports Coordinator for seasonal programs. Director Weers will work with Mr. Watkins to develop a job description, area of responsibilities and general details.

Ms. Sally Johnson discussed distributed event announcements, food at the event and portable toilets for the weekend.

- 1) Days on which consignments will be received
- 2) Payment for the sanitary facilities (a check, in the amount of \$225.00 will be required on Friday, September 18<sup>th</sup> to pay for the toilet rental)
- 3) Parking

Mr. John Heitzman, Jr. discussed an incident, which occurred at Reed City Lake.

Chief of Maintenance Mike Williams reported on status of play ground equipment installation and entrance gate design.

Ms. Amanda Alexander reported on upcoming program development.

Mr. Darrell Stout updated the Board on activities at Reed City Lake.

**MINUTES:** A motion was made by Commissioner Scott and seconded by Commissioner Zeine to approve the minutes of the regular meeting conducted on August 11, 2009. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**BALANCE SHEET:** A motion was made by Commissioner Scott and seconded by Commissioner Zeine to approve the Balance Sheet dated August 31, 2009, as presented. Upon call Commissioners, Scott, Zeine, Sanders and Kettering voted "aye" Commissioner David voted Nay and the Chairman declared the motion carried.

**CASH RECEIPTS:** A motion was made by Commissioner Sanders and seconded by Commissioner Zeine to approve the Cash Receipts Journal for the period August 1, 2009 to August 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH DISBURSEMENTS:** A motion was made by Commissioner Zeine and seconded by Commissioner Sanders to approve the Disbursement Journal for the period August 1, 2009 to August 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CORRESPONDENCE:** No correspondence was presented at this meeting.

## DIRECTORS REPORT:

# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On September 8, 2009

## OLD BUSINESS:

- I. **Discussion: Hollis Park Community Sale** – See above.
- II. **Potential purchase of Lots for extended parking:** A motion was made by Commissioner Scott and seconded by Commissioner Sanders to table the issue of purchasing the lots until the October meeting. Upon call all members present voted “aye” and the Chairman declared the motion carried.
- III. **Gymnasium Floor:** A motion was made by Commissioner Sanders and seconded by Commissioner David to table the issue of the gymnasium until the October meeting. Upon call all members present voted “aye” and the Chairman declared the motion carried.
- IV. **New Entrance Gate:** Upon discussion a motion was made by Commissioner Zeine and seconded by Commissioner Scott to accept the bid of Mel Allen Construction, for not more than \$5000.00 to construct the entrance gate walls in accordance with design changes suggested by the Board. Acceptance of the bid is contingent on Mr. Allen’s bid not being altered by design changes. Upon call all members present voted “aye” and the Chairman declared the motion carried. Director Weers and Chief of Maintenance Williams will contact Mr. Allen to review the design changes.
- V. **Review and Approval of Work Orders:** A motion was made by Commissioner Scott and seconded by Commissioner Sanders to approve the work order design presented by Director Weers. Upon call all members present voted “aye” and the Chairman declared the motion carried.

## NEW BUSINESS:

- I. **Replacement of 3930 Tractor Tires:** A motion was presented by Commissioner Scott and seconded by Commissioner David to replace front tires on the 3930 tractor for not more than \$800.00. Upon call the Commissioners replied unanimously in the affirmative and the Chairman declared the motion carried.
- II. **Review of Insurance Quote:** A motion was presented by Commissioner Zeine and seconded by Commissioner Sanders to approve the insurance quote as presented. Upon call the Commissioners replied unanimously in the affirmative and the Chairman declared the motion carried.
- III. **Request of permission for overnight camping at Reed City Lake:** Commissioners expressed concern over granting permission for a youth group overnight camping without full information regarding supervision of the group. Director Weers was asked to contact the group for further information.
- IV. **Pines trees at Butler Haynes Entrance:** A motion was presented by Commissioner Zeine and seconded by Commissioner Sanders to remove a dying tree and a bush, which has become a safety hazard, at the entrance to Butler Haynes Park. Upon call the Commissioners replied unanimously in the affirmative and the Chairman declared the motion carried. Chief of Maintenance Williams will schedule removal at the earliest convenience.

**EXECUTIVE SESSION:** At 9:47pm Commissioner Sanders moved to enter executive session to discuss confidential issues. Commissioner Scott seconded the motion. Upon call all members present voted "aye" and the Chairman moved the meeting into executive session.

At 10:31pm a motion was made by Commissioner Scott and seconded by Commissioner Zeine to return to open session. Upon call all members present voted "aye" and the Chairman returned the meeting to open session.

# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On September 8, 2009

## ADJOURN:

There being no further business pending before the Board, at 10:33 p.m. a motion was made by Commissioner Scott and seconded by Commissioner David to adjourn. Upon call all members present voted "aye" and the Chairman declared that the meeting adjourned.

The next regular meeting of the Board of Commissioners is scheduled for September 8, 2009 at 7pm in the Butler Haynes Pavilion office.

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President	Secretary
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# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On September 8, 2009

The regular meeting of the Hollis Park District Board of Commissioners was conducted September 8, 2009 in the Board Room of the Butler Haynes Park. The meeting was called to order at 7:04pm by President Kettering. The following Commissioners answered "present" for roll call; President Kettering, Secretary Zeine, Commissioner Scott, Commissioner Sanders and Commissioner David. Also attending was Director George Weers.

## RECOGNITION OF VISITORS:

Darrell Stout      Sally Johnson      John Heitzman  
Don Johnson      Mike Williams      Amanda Alexander      Tod Watkins

Mr. Tod Watkins attended the meeting to volunteer his services as Sports Coordinator for seasonal programs. Director Weers will work with Mr. Watkins to develop a job description, area of responsibilities and general details.

Ms. Sally Johnson discussed distributed event announcements, food at the event and portable toilets for the weekend.

- 1) Days on which consignments will be received
- 2) Payment for the sanitary facilities (a check, in the amount of \$225.00 will be required on Friday, September 18<sup>th</sup> to pay for the toilet rental)
- 3) Parking

Mr. John Heitzman, Jr. discussed an incident, which occurred at Reed City Lake.

Chief of Maintenance Mike Williams reported on status of play ground equipment installation and entrance gate design.

Ms. Amanda Alexander reported on upcoming program development.

Mr. Darrell Stout updated the Board on activities at Reed City Lake.

**MINUTES:** A motion was made by Commissioner Scott and seconded by Commissioner Zeine to approve the minutes of the regular meeting conducted on August 11, 2009. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**BALANCE SHEET:** A motion was made by Commissioner Scott and seconded by Commissioner Zeine to approve the Balance Sheet dated August 31, 2009, as presented. Upon call Commissioners, Scott, Zeine, Sanders and Kettering voted "aye" Commissioner David voted Nay and the Chairman declared the motion carried.

**CASH RECEIPTS:** A motion was made by Commissioner Sanders and seconded by Commissioner Zeine to approve the Cash Receipts Journal for the period August 1, 2009 to August 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH DISBURSEMENTS:** A motion was made by Commissioner Zeine and seconded by Commissioner Sanders to approve the Disbursement Journal for the period August 1, 2009 to August 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CORRESPONDENCE:** No correspondence was presented at this meeting.

## DIRECTORS REPORT:

### OLD BUSINESS:

- I. **Discussion: Hollis Park Community Sale** – See above.
- II. **Potential purchase of Lots for extended parking:** A motion was made by Commissioner Scott and seconded by Commissioner Sanders to table the issue of purchasing the lots until the October meeting. Upon call all members present voted "aye" and the Chairman declared the motion carried.

## Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On September 8, 2009

- III. **Gymnasium Floor:** A motion was made by Commissioner Sanders and seconded by Commissioner David to table the issue of the gymnasium until the October meeting. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- IV. **New Entrance Gate:** A motion was made by Commissioner Zeine and seconded by Commissioner Scott to seek updated bids for the entrance gate support construction. Upon call all members present voted "aye" and the Chairman declared the motion carried. Director Weers and Chief of Maintenance Williams will contact seek further bids.
- V. **Hog Roaster Procedure:** A motion was made by Commissioner Scott and seconded by Commissioner Sanders to approve the Hollis Park District Hog Roaster Rental Procedure as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- VI. **Review and Approval of Work Orders:** A motion was made by Commissioner Scott and seconded by Commissioner Sanders to approve the work order design presented by Director Weers. Upon call all members present voted "aye" and the Chairman declared the motion carried.

### NEW BUSINESS:

- I. **Approval of Autumn Weed Control Treatment:** A motion was presented by Commissioner Scott and seconded by Commissioner Sanders to approve expenditure for Autumn Weed Control spraying for not more than \$850. Upon call the Commissioners replied unanimously in the affirmative and the Chairman declared the motion carried.
- II. **Review and Approval of;**
  - a. **Volley Ball Referee Job Description:** A motion was presented by Commissioner Sanders and seconded by Commissioner Scott to approve the Volley Ball Referee Job Description as presented. Upon call the Commissioners replied unanimously in the affirmative and the Chairman declared the motion carried.
  - b. **Tuscarora Park Gate Keeper/Custodian Job Description:** A motion was presented by Commissioner Zeine and seconded by Commissioner Scott to approve the Tuscarora Park Gate Keeper/Custodian Job Description as presented. Upon call the Commissioners replied unanimously in the affirmative and the Chairman declared the motion carried.
  - c. **Park Regulation edit to prohibit 'lending' a fishing pass:** A motion was presented by Commissioner Scott and seconded by Commissioner Sanders to table the Park Regulation edit for further amendment. Upon call the Commissioners replied unanimously in the affirmative and the Chairman declared the motion carried.
- III. **Filling Open Receptionist position:** A motion was presented by Commissioner Scott and seconded by Commissioner Zeine to approve hiring of Misty Hume and Val Renken to fill projected Receptionist vacancies. Upon call the Commissioners replied unanimously in the affirmative and the Chairman declared the motion carried.
- IV. **Recreation Center Internet:** Director Weers reported that internet has been connected at the Recreation Center. Commissioner Sanders expressed concerns and requested that Director Weers generate an Internet Use Policy.
- V. **Reed City Lake Gate Keeper:** A motion was presented by Commissioner Zeine and seconded by Commissioner Scott to employee Tami Lovins as Gate Keeper at Reed City Lake. Upon call Commissioners Zeine, Scott and Kettering replied in the affirmative. Commissioners Sanders and David replied in the negative and the Chairman declared the motion carried by majority vote.

**EXECUTIVE SESSION:** At 9:55pm Commissioner Sanders moved to enter executive session to discuss confidential issues. Commissioner Scott seconded the motion. Upon call all members present voted "aye" and the Chairman moved the meeting into executive session.

At 10:42pm a motion was made by Commissioner Scott and seconded by Commissioner Zeine to return to open session. Upon call all members present voted "aye" and the Chairman returned the meeting to open session.

# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On September 8, 2009

## ADJOURN:

There being no further business pending before the Board, at 10:33 p.m. a motion was made by Commissioner Scott and seconded by Commissioner David to adjourn. Upon call all members present voted "aye" and the Chairman declared that the meeting adjourned.

The next regular meeting of the Board of Commissioners is scheduled for October 13, 2009 at 7pm in the Butler Haynes Pavilion office.

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President

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Secretary

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# Minutes of the Special Meeting of the Hollis Park District Board of Commissioners Held On September 30, 2009

A special meeting of the Hollis Park District Board of Commissioners was conducted September 30, 2009 at the Hollis Park Recreation Center. The meeting was called to order at 5:01pm by President Kettering. The following Commissioners answered "present" for roll call; President Kettering, Commissioner Scott, Commissioner Sanders and Commissioner David. Also attending was Director George Weers. Secretary Zeine joined the meeting at 5:05pm.

**RECOGNITION OF VISITORS:** No visitors attended the meeting.

## OLD BUSINESS:

- I. **Potential purchase of Lots for extended parking:** On discussion and review of the lots the Board tasked Director Weers to seek an appraisal of the lots being considered.
- II. **Gymnasium Floor:** A motion was made by Commissioner Sanders and seconded by Commissioner Scott for Director Weers to contact Attorney Linn Perkins for the purpose of exploring possible action regarding dissatisfaction with the gymnasium floor. Upon call all members present voted "aye" and the Chairman declared the motion carried.

## NEW BUSINESS:

- I. **Truck Repair:** A motion was presented by Commissioner Sanders and seconded by Commissioner Zeine to approve expenditure of not more than \$1400 for repair of the one ton truck. Upon call the Commissioners replied unanimously in the affirmative and the Chairman declared the motion carried.
- II. **Bake Sale for School Softball Team:** A motion was presented by Commissioner Sanders and seconded by Commissioner Scott to approve a bake sale by the Illini Bluffs High School Softball Team. Approval rests on the contingency of meeting health department regulations. Director Weers is to contact the Health Department. Upon call the Commissioners replied unanimously in the affirmative and the Chairman declared the motion carried.
- III. **Spook House Discussion:** On discussion the Board agreed that the Spook House may run for two consecutive weekends .
- IV. **Sport Coordinator Duties:** Commissioner Sanders raised the point that control of sport officials scheduling and remuneration should remain with Hollis Park employees. All attendees of the meeting agreed with his point.

**EXECUTIVE SESSION:** Executive session was not entered during this meeting.

## ADJOURN:

There being no further business pending before the Board, at 5:57 p.m. a motion was made by Commissioner David and seconded by Commissioner Scott to adjourn. Upon call all members present voted "aye" and the Chairman declared that the meeting adjourned.

The next regular meeting of the Board of Commissioners is scheduled for October 13, 2009 at 7pm in the Butler Haynes Pavilion office.

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President

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Secretary

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# Minutes of the Special Meeting of the Hollis Park District Board of Commissioners Held On October 7, 2009

A special meeting of the Hollis Park District Board of Commissioners was conducted October 7, 2009 at the Hollis Park Recreation Center. The meeting was called to order at 10am by President Kettering. The following Commissioners answered "present" for roll call; President Kettering, Commissioner Scott, Commissioner Zeine. Commissioners David and Sanders were unable to attend. Also attending was Director George Weers and Hollis Park Attorney Linn Perkins.

**RECOGNITION OF VISITORS:** No visitors attended this meeting.

## **OLD BUSINESS:**

**Gymnasium Floor:** The gymnasium floor was inspected by the meeting attendees and concerns were discussed with Ms. Perkins. Ms. Perkins advised the Board that they should meet with Mr. John Hunt, installer of the gymnasium floor, to discuss concerns and the necessary measures to alleviate the trepidation of the Board. President Kettering also requested that Ms. Perkins be present at such meeting. Director Weers has been tasked to arrange the requested meeting.

**NEW BUSINESS:** No new business was discussed during this meeting.

**EXECUTIVE SESSION:** Executive session was not entered during this meeting.

## **ADJOURN:**

There being no further business pending before the Board, at 10:35 p.m. a motion was made by Commissioner Scott and seconded by Commissioner Zeine to adjourn. Upon call all members present voted "aye" and the Chairman declared that the meeting adjourned.

The next regular meeting of the Board of Commissioners is scheduled for October 13, 2009 at 7pm in the Butler Haynes Pavilion office.

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President

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Secretary

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# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On November 10, 2009

The regular meeting of the Hollis Park District Board of Commissioners was conducted November 10, 2009 in the Board Room of the Butler Haynes Park. The meeting was called to order at 7:03pm by President Kettering. The following Commissioners answered "present" for roll call; President Kettering, Secretary Zeine, Commissioner Scott, Commissioner Sanders and Commissioner David. Also attending was Director George Weers.

## RECOGNITION OF VISITORS:

Darrell Stout                 Mary Hermann  
Amanda Alexander         Mike Hermann

Mrs. Hermann attended the meeting to discuss an incident during a soccer game. She presented documentation of steps taken to address the situation and requested that the Board pursue necessary action. Director Weers was tasked to discuss the matter with Hollis Park Counsel.

Mr. Darrell Stout updated the Board on the following points.

- 1) maintenance issues
- 2) the new entrance gate
- 3) completed work orders
- 4) High School Bass Tournament at Reed City Lake
- 5) preparation for installation of the gazebo
- 6) parking issues during Soccer games

Ms. Amanda Alexander reported on Recreation Center programs.

**MINUTES:** A motion was made by Commissioner Sanders and seconded by Commissioner Zeine to approve the minutes of the regular meeting conducted on October 13, 2009. Upon call all members present voted "aye" and the Chairman declared the motion carried.

A motion was made by Commissioner Zeine and seconded by Commissioner Sanders to approve the minutes of the special meeting conducted on October 29, 2009. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**BALANCE SHEET:** A motion was made by Commissioner Zeine and seconded by Commissioner Sanders to approve the Balance Sheet dated October 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH RECEIPTS:** A motion was made by Commissioner Zeine and seconded by Commissioner Sanders to approve the Cash Receipts Journal for the period October 1, 2009 to October 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH DISBURSEMENTS:** A motion was made by Commissioner Sanders and seconded by Commissioner Zeine to approve the Disbursement Journal for the period September 1, 2009 to September 30, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CORRESPONDENCE:** Director Weers read a thank you card from the High School Bass Club for use of Reed City Lake for their tournament.

**DIRECTORS REPORT:** (see file item)

## OLD BUSINESS:

- I. **Potential purchase of Lots for extended parking:** A motion was made by Commissioner Scott and seconded by Commissioner Sanders to table the issue of purchasing the lots until the December meeting. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- II. **Gymnasium Floor:** Director Weers informed the Board that Mr. John Hunt is awaiting response from the floor manufacturer.

## Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On November 10, 2009

- III. **Church Monument:** Director Weers informed the Board that he has spoken with Mayor Odewalt regarding a monument commemorating the Mapleton Church. Director Weers is to present potential designs to Mr. Odewalt and he, in turn, will discuss the issue with the congregation.
- IV. **Water Aerobics:** see Director's report
- V. **Light a Diamond Bids:** After review of two bids, a motion was made by Commissioner Scott and seconded by Commissioner Sanders to table the issue for further bids. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- VI. **Fishing Permit Fees:** A motion was made by Commissioner David and seconded by Commissioner Scott to raise the, Non-resident Fishing Permit Fee to \$75. Upon call the Commissioners voted as follows;
- Commissioners voting "aye"
    - Commissioner David
    - Commissioner Scott
    - Commissioner Sanders
  - Commissioners voting "nay"
    - Commissioner Kettering
    - Commissioner Zeine
- The motion, having received a majority of affirmative votes, was declared carried by the Chairman.

### NEW BUSINESS:

- I. **Gasoline Consumption:** Commissioner Scott expressed concerns over gasoline consumption. He recommended conservation measures such as limiting vehicular usage to scheduled trips and emergency needs. Commissioner Scott also suggested that the Board draft a procedure for vehicular use.
- II. **Approval of expenditure of not more than \$1750 Aerobics exercise step equipment (the current steps are deemed to be unsafe):** A motion was presented by Commissioner Scott and seconded by Commissioner Zeine to approve expenditure of not more than \$1750 to purchase steps for the aerobics class. Upon call the Commissioners replied unanimously in the affirmative and the Chairman declared the motion carried.
- III. **Modification of the 'Oz Garden' parking area:** On discussion the Board decided the planned work needed to be modified, which nullified the bids. Director Weers is to contact Mr. Ray and Mr. Rudd and request updated bids. On receipt of the bids Director Weers is to contact the Board with the information. The Board did, however, authorize the portion of the plan to place barrier posts to prevent visitors driving across our fields.
- IV. **2009 Board Christmas Dinner:** On discussion the Board decided to hold the annual Board Christmas dinner at Butler's Supper Club on December 11, 2009 at 6pm. Director Weers is to make necessary arrangements.
- V. **Solar Lights for the entrance gates:** A motion was presented by Commissioner Sanders and seconded by Commissioner Scott that solar lights and the Hollis Park District logo be placed on the new gates. Upon call the Commissioners replied unanimously in the affirmative and the Chairman declared the motion carried.
- VI. **Reschedule the February 2010 Board meeting (Director Weers will be out of town on the regular meeting date.)** A motion was presented by Commissioner Sanders and seconded by Commissioner Zeine that, due to Director Weers being unavailable for the normally scheduled meeting, the February 9, 2010 be scheduled for February 2, 2010. Upon call the Commissioners replied unanimously in the affirmative and the Chairman declared the motion carried.

# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On November 10, 2009

**EXECUTIVE SESSION:** At 8:50pm Commissioner Sanders moved to enter executive session to discuss confidential issues. Commissioner Scott seconded the motion. Upon call all members present voted "aye" and the Chairman moved the meeting into executive session.

At 8:57pm a motion was made by Commissioner Sanders and seconded by Commissioner Scott to return to open session. Upon call all members present voted "aye" and the Chairman returned the meeting to open session.

**ADJOURN:**

There being no further business pending before the Board, at 8:59 p.m. a motion was made by Commissioner David and seconded by Commissioner Scott to adjourn. Upon call all members present voted "aye" and the Chairman declared that the meeting adjourned.

The next regular meeting of the Board of Commissioners is scheduled for November 10, 2009 at 7pm in the Butler Haynes Pavilion office.

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President	Secretary
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# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On December 8, 2009

The regular meeting of the Hollis Park District Board of Commissioners was conducted December 8, 2009 in the Board Room of the Butler Haynes Park. The meeting was called to order at 7:09pm by Vice President Sanders. The following Commissioners answered "present" for roll call; Secretary Zeine, Commissioner Scott and Commissioner Sanders. Commissioners Kettering and David were unable to attend this meeting. Also attending was Director George Weers.

**RECOGNITION OF VISITORS:** Darrell Stout

**MINUTES:** A motion was made by Commissioner Scott and seconded by Commissioner Zeine to approve the minutes of the regular meeting conducted on November 10, 2009. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**BALANCE SHEET:** A motion was made by Commissioner Zeine and seconded by Commissioner Scott to approve the Balance Sheet dated November 30, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH RECEIPTS:** A motion was made by Commissioner Scott and seconded by Commissioner Zeine to approve the Cash Receipts Journal for the period November 1, 2009 to November 30, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH DISBURSEMENTS:** A motion was made by Commissioner Scott and seconded by Commissioner Zeine to approve the Disbursement Journal for the period November 1, 2009 to November 30, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CORRESPONDENCE:** Director Weers presented a Christmas card from Deb Ekvall and Linda Beirwerth.

**MAINTENANCE REPORT:** Mr. Darrell Stout updated the Board on the following points.

- 1) maintenance issues
- 2) the new entrance gate
- 3) expansion of the parking areas
- 4) deer hunters retrieving a deer, which was shot outside park property
- 5) no deer hunting stands were found on park property

**DIRECTORS REPORT:** (see file item)

## OLD BUSINESS:

- I. **Potential purchase of Lots for extended parking:** A motion was made by Commissioner Scott and seconded by Commissioner Zeine to purchase the lots, across from the annex building, for not more than \$15,000.00. Upon call all members present voted "aye" and the Chairman declared the motion carried. Director Weers was instructed to contact Mr. Swanson and negotiate for the purchase with a beginning bid of \$13,500 with authorization pay not more than \$15,000.
- II. **Gymnasium Floor:** Director Weers informed the Board that Mr. John Hunt has not yet responded regarding the requested work. Director is to pursue the matter.
- III. **Light a Diamond Bids:** The Board reviewed a bid from Laser Electric. Mr. Darrell Stout informed the Board that Cilco is the only entity authorized to connect power from the source. Commissioner Sanders suggested that Director Weers create a comparison spreadsheet of the bids for further review.
- IV. **Modification of the 'Oz Garden' Parking Area:** On November 12, 2009 Director Weers contacted Board member regarding updated bids for modification of the 'Oz Garden' Parking Area. Commissioners unanimously approved the bid of \$4385.00 and authorized Director Weers to schedule the work.
- V. **Purchase of Tires:** On November 16, 2009 Director Weers contacted Board member regarding purchase of tires for the Dodge Ram pick-up for not more than \$600. Commissioners David, Zeine, Sanders and Kettering responded in the affirmative. A message was left with Commissioner Scott.

# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On December 8, 2009

- VI. **Solar Lights for the Entrance Gates:** A motion was made by Commissioner Zeine and seconded by Commissioner Scott to purchase solar powered lights, to be placed on the entrance gate pillars, for not more than \$500.00. Upon call all members answered in the affirmative and the Chairman declared the motion carried.

## NEW BUSINESS:

- I. **Bid Procedure:** On review of an example supplied by Commissioner Scott the Board requested Director Weers to research Bid Procedures utilized by other Park Districts and then generate a draft procedure for review by the Board.
- II. **Gymnasium Use by Air National Guard:** Director Weers relayed a request from the 182<sup>nd</sup> Airlift Wing to use the gymnasium, and Judo mats, for Combatives Training during the January Unit Training Assembly. The Board agreed to the use and asked Director Weers to make arrangements.
- III. **'Oz Garden' Parking Area Invoice:** A motion was presented by Commissioner Scott and seconded by Commissioner Zeine to authorize expenditure of not more than \$5000.00 for the expanded parking area at the 'Oz Garden'. The increased cost was due to modification of the initial plan and discovery of a spring, which needed to be stabilized. Upon call all members responded in the affirmative and the Chairman declared the motion carried.

**EXECUTIVE SESSION:** Executive session was not entered during this meeting.

## ADJOURN:

There being no further business pending before the Board, at 8:50 p.m. a motion was made by Commissioner Scott and seconded by Commissioner Zeine to adjourn. Upon call all members present voted "aye" and the Chairman declared that the meeting adjourned.

The next regular meeting of the Board of Commissioners is scheduled for January 12, 2010 at 7pm in the Butler Haynes Pavilion office.

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President

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Secretary

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# Minutes of the Regular Meeting of the Hollis Park District Board of Commissioners Held On January 12, 2010

The regular meeting of the Hollis Park District Board of Commissioners was conducted January 12, 2010 in the Board Room of the Butler Haynes Park. The meeting was called to order at 7:01pm by President Kettering. The following Commissioners answered "present" for roll call; Secretary Kettering, Commissioner Scott, Commissioner David and Commissioner Sanders. Commissioner Zeine was unable to attend this meeting. Also attending was Director George Weers.

**RECOGNITION OF VISITORS:** Darrell Stout, Mr. Doug Horton

Mr. Horton addresses the Board with a request to use Reed City Park for a Boy Scouts 'Polar Bear' camping trip. (see action below)

**MINUTES:** A motion was made by Commissioner Sanders and seconded by Commissioner Scott to approve the minutes of the regular meeting conducted on December 8, 2009. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**BALANCE SHEET:** A motion was made by Commissioner Sanders and seconded by Commissioner Scott to approve the Balance Sheet dated December 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH RECEIPTS:** A motion was made by Commissioner Scott and seconded by Commissioner Sanders to approve the Cash Receipts Journal for the period December 1, 2009 to December 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CASH DISBURSEMENTS:** A motion was made by Commissioner Sanders and seconded by Commissioner Scott to approve the Disbursement Journal for the period December 1, 2009 to December 31, 2009, as presented. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**CORRESPONDENCE:** No correspondence was presented at this meeting.

**DIRECTORS REPORT:** (see file item)

**SECURITY REPORT:** Mr. Darrel Stout reported the following security issues.

1. Four wheel recreation vehicles are being ridden in Tuscarora Park. Mr. Stout is unable to catch the offenders in the act but has investigated potential culprits.
2. A person or persons has been driving a truck up and down the hill to the northwest of the Recreation Center. The action is, apparently, taking place during late-night hours and Mr. Stout has not been present to witness the action.
3. On January 9, 2010 a citation was issued for alcohol in Reed City Park. The citation fee was remitted on January 10, 2010.
4. Mr. Stout has met with Commissioner Zeine and Commissioner Sanders to discuss improvement of parking in Butler Haynes Park. He requested of Commissioner David that Mr. Stout might meet with him for the same purpose.
5. Mr. Stout reported that he is seeking a grant for the 'Light A Diamond' project. He and Director Weers will work to prepare and submit the grant application.

## OLD BUSINESS:

- I. **Review of Bid Procedure:** On review of the first draft, a motion was made by Commissioner Scott and seconded by Commissioner Sanders that the issue be tabled for editing of the document. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- II. **Potential purchase of Lots for extended parking:** Director Weers reported that Corporate Counsel, Lin Perkins, is preparing a purchase agreement. No further action was required on this item.
- III. **Gymnasium Floor:** Director Weers informed the Board that he has spoken with Mr. John Hunt and that Mr. Hunt is preparing a proposal.

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## NEW BUSINESS:

- I. **Boy Scout Camping Trip:** A motion was presented by Commissioner Sanders and seconded by Commissioner David that Scout Master Doug Horton (494-2017) and Troop 200 be granted permission to use Reed City Park on February 20 and 21, 2010 for a 'Polar Bear' camping site. Upon call all members present voted "aye" and the Chairman declared the motion carried.
- II. **CD Rates:** Upon discussion of interest rates received on certificates of deposit the Board requested that Director Weers investigate available rates with area banks. No further action was required on this item.
- III. **Electrical Outlet for Aerator:** A motion was presented by Commissioner Sanders and seconded by Commissioner Scott that a telephone pole be placed, from which the power supply line for the aerator will be suspended, an on/off switch is to be placed sufficiently high on the pole that it cannot be reached without mechanical aid. The handle of the switch is to be of the type that may be manipulated with a grapple on the end of a pole. Priority for the project shall be set for execution at the earliest possible time. Upon call all members voted 'aye' and the Chairman declared the motion carried.
- IV. **Benefit Donation:** Upon discussion the Board decided to donate one Annual Adult Fitness Membership, in the Hollis Park Recreation Center, to the benefit for Matt Blair.
- V. **Spillway Modification:** Upon discussion the Board requested that a meeting be arranged with Whitney and Associates to explore options. The meeting should be planned for the Spring. No further action is required at this time.
- VI. **Annual Pay Raises:** a motion was presented by Commissioner Scott and seconded by Commissioner Sanders that the issue be tabled until the next regular meeting of the Board. Upon call all members present voted "aye" and the Chairman declared the motion carried.

**EXECUTIVE SESSION:** Executive session was not entered during this meeting.

## ADJOURN:

There being no further business pending before the Board, at 8:58 p.m. a motion was made by Commissioner Scott and seconded by Commissioner David to adjourn. Upon call all members present voted "aye" and the Chairman declared that the meeting adjourned.

The next regular meeting of the Board of Commissioners is scheduled for February 2, 2010 at 7pm in the Butler Haynes Pavilion office.

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President

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Secretary

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