

**AGENDA**  
**MEETING OF THE BOARD OF PARK COMMISSIONERS**  
**GRANITE CITY PARK DISTRICT, MAIN OFFICE**  
**REORGANIZATION MEETING**  
May 1, 2023                      7:00 PM

- I. ROLL CALL
- II. MINUTES AND ATTACHMENTS OF THE REGULAR PARK BOARD MEETING OF APRIL 26<sup>th</sup>, 2023 .....pages 1-5
- III. COMMITTEE REPORTS.....page 6
- IV. OLD BUSINESS
  - A. RESOLUTION DECLARING THE RESULTS OF AN ELECTION FOR ONE (1) PARK COMMISSIONER FOR A (6) YEAR TERM, HELD ON APRIL 4, 2023 IN THE GRANITE CITY PARK DISTRICT, MADISON COUNTY, ILLINOIS.....page 7-8
- V. REORGANIZATION MEETING OF MAY 1, 2023
  - A. Seating and Oath of newly elected Park District Commissioners
  - B. Roll Call to include newly seated commissioners
  - C. Formation of New Board
    - 1. Election of Officers
      - a. President
      - b. Vice President
      - c. Treasurer
      - d. Secretary
    - 2. Appointment of Director of Parks and Recreation
    - 3. Appointment of Granite City Park District Attorney
    - 4. Appointment of Committee Chairmen
- VI. COMMUNICATIONS
  - A. Request for Use of Facilities  
None
  - B. Other Communications  
None

VII. NEW BUSINESS

A. Resolution adopting Legacy Golf Course employee guidelines.....pages 9-12

VIII. DIRECTOR'S REPORT

IF PROSPECTIVE ATTENDEES REQUIRE AN INTERPRETER OR OTHER ACCESS ACCOMMODATION NEEDS, PLEASE CONTACT THE GRANITE CITY PARK DISTRICT OFFICE AT 618-877-3059 NO LATER THAN 72 HOURS PRIOR TO THE COMMENCEMENT OF THE MEETING TO ARRANGE ACCOMODATIONS.

**REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS  
GRANITE CITY PARK DISTRICT, MAIN OFFICE  
2900 BENTON STREET  
WEDNESDAY, APRIL 26, 2022 7:00PM**

**I. ROLL CALL**

President Jones called the meeting to order at 7:00 PM. Commissioners answering Roll Call were: Linda Ames, Don Harris, Craig Sykes, and Matt Jones. Commissioner Jenna Deyong arrived at 7:12 PM. Also in attendance were: Director of Parks and Recreation Justin Brinkmeyer, Attorney Ryan Robertson, Recreational Programming and Security Coordinator R.P. Phelps, Recreational Programming and Communications Coordinator Megan Dittman, Maintenance Supervisor Bradley Boone, Facilities Manager Joey Hall, Gardens and Memorials Supervisor Freda Bolling, Golf Course Manager and Professional Steve Finn, and Secretary Stephanie Koishor.

**II. MINUTES AND ATTACHMENTS OF THE REGULAR BOARD MEETING OF APRIL 12, 2023 (Pages 733-735)**

Motion to approve the minutes and attachments of the Regular Board Meeting of April 12, 2023, as presented, was made by Commissioner Craig Sykes, second by Commissioner Don Harris. All commissioners present voted "aye." Motion carried. Commissioner Jenna Deyong was not present for the vote.

**III. COMMITTEE REPORTS (Page 736)**

- A. Finance Committee (Jenna Deyong, Chairman)  
None
- B. Engineering Committee (Don Harris, Chairman)  
None
- C. Municipal Relations Committee (Craig Sykes, Chairman)  
None
- D. Rules, Personnel Policies Committee (Linda Ames, Chairman)  
None

**IV. FINANCE REPORT (Pages 737-749)**

Motion to approve the Finance Report, as presented, was made by Commissioner Don Harris, second by Commissioner Linda Ames. All commissioners present voted "aye." Motion carried. Commissioner Jenna Deyong was not present for the vote.

**V. TREASURER'S REPORT (Pages 750-768)**

Motion to approve the Treasurer's Report, as presented, was made by Commissioner Craig Sykes, second by Commissioner Linda Ames. All commissioners present voted "aye." Motion carried. Commissioner Jenna Deyong was not present for the vote.

**VI. COMMUNICATIONS**

A. Request for use of facilities

1. Request from American Legion Post 307 to hold the annual Memorial Day Program in Memorial Park on Monday, May 29, 2023 at 11:00 AM (Page 769)

Motion to approve the request, as presented, was made by Commissioner Craig Sykes, second by Commissioner Linda Ames. All commissioners present voted "aye." Motion carried. Commissioner Jenna Deyong was not present for the vote.

2. Request from Granite City Girl Scout Troop 227 to use Centennial Pavilion on Monday, May 22, 2023, for roughly one hour beginning at 6:00 PM. (Page 770)

Motion to approve the request, as presented, was made by Commissioner Linda Ames, second by Commissioner Don Harris. All commissioners present voted "aye." Motion carried. Commissioner Jenna Deyong was not present for the vote.

B. Other Communications

None

**VII. OLD BUSINESS**

1. Discussion and possible action regarding annexations.

Attorney Ryan Robertson informed the Board that Juneau is working on the required maps. Once these are completed, the Board may approve an Ordinance to move forward. No action was taken at this time.

**VIII. NEW BUSINESS**

1. Resolution moving the regularly scheduled meeting of Wednesday, May 2, 2023, to Monday, May 1, 2023 (Page 771)

Motion to approve the Resolution, as presented, was made by Commissioner Craig Sykes, second by Commissioner Linda Ames. All commissioners present voted "aye." Motion carried. Commissioner Jenna Deyong was not present for the vote.

**IX. MAINTENANCE REPORT (Page 772)**

Commissioners complimented Bradley Boone and his team for exceptional work throughout Park facilities. Bradley's team also placed parking blocks along Niedringhaus School.

**X. RECREATION REPORT (Page 773)**

Megan and R.P. have recently identified a possible Summer Recreation Coordinator. The Baseball Parade is May 20. At this time, we await a vote by the Shriners to secure a band for the parade. The Marching Warriors are unavailable. R.P. and Megan have also recently identified an individual who is interested in the role of Tennis Coordinator and will be meeting with this individual soon.

**XI. POOL REPORT (Page 774)**

The paint delivery was delayed, however the pool walls have been painted. The team hopes to finish this project next week.

**XII. ICE RINK REPORT (Page 775)**

Preschool graduation will occur at the Ice Rink this year. There was wind damage to the roof of the Rink. Joey is obtaining repair bids.

**XIII. CONCESSIONS REPORT (Page 776)**

Equipment and supplies have been transferred from the Ice Rink to prepare for the baseball and pool seasons.

**XIV. GOLF COURSE REPORT (Page 777)**

The Golf Course has welcomed multiple new staff members. Cart use during this time period has doubled from last year and revenue is up by 50% over this time last year.

Thursday and Friday leagues will begin next week. Legacy will host a regional qualifying event for Southern Illinois Jr. PGA on Wednesday, July 12, 2023. There are 25 participants in Legacy's program so far this year.

## **XV. DIRECTOR'S REPORT**

### **Memorial Park**

Maintenance Supervisor Bradley Boone and I met with Contegra/Capri at Memorial Park to discuss a few items that weren't repaired last season by Hydrodramatics, a subcontractor.

Hydrodramatics installed most of the mechanics on the fountain.

We hope to have the fountain properly functioning by the end of next week.

### **Heartlands Conservancy**

We met last week to discuss how our plan should come together based on the numerous ways they collect information from residents. This discussion was necessary to provide them with a better understanding of our operation so they can proceed with putting together our final price. The next grant cycle for MEPRD funds begins in July, which could provide a forty percent match if we get approved. Depending on the total cost, this project can be spread over two fiscal years if needed.

### **Civic Park**

Recently, I met with Mayor Parkinson, Brenda Whitaker, Ken Rozell, and Rick Daily. The City hopes to do more electrical upgrades in the park to accommodate the Melting Pot, Concerts, and Christmas lights. The City will be responsible for the work and payment of the enhancements; once they determine the entire scope of work, they will provide me with additional information to share.

### **Cameras**

Although all our cameras have been installed, we still have issues with everything functioning. Utilitra has conducted a considerable amount of troubleshooting only to determine our problems are related to the Verizon signals being throttled. We purchased unlimited data plans for the cameras to help with the signal due to their distance from the office. Once it was determined that Verizon throttles speed with a complete plan, I contacted them to see if we had any alternative options.

We await approval for an unlimited, unthrottled plan exclusively for government/public safety. Once approved for this option, our camera issues should resolve themselves.

### **Legacy- #6**

We received one proposal for the cart path move near hole #6. Another contractor will be coming out soon to provide a second proposal. Once the second is received, we can proceed with the work, as it should remain under the bid threshold.

In addition to the cart path repair, the Park District plans to add some quick-growing trees near hole #6 to help with ball shielding.

**Patriots In The Park**

All sponsorship letters were mailed over the previous two weeks. The committee has begun receiving donations from these letters.

All business concluded, Motion to adjourn the meeting was made by Commissioner Linda Ames, second by Commissioner Don Harris. Meeting adjourned at 7:23 PM.

/srk

## Committee Reports

A. Finance Committee	Jenna DeYong, Chairman
B. Engineering Committee	Don Harris, Chairman
C. Municipal Relations	Craig Sykes, Chairman
D. Rules, Personnel Policy	Linda Ames, Chairman



A RESOLUTION DECLARING THE RESULTS OF AN ELECTION FOR ONE (1) PARK COMMISSIONER FOR A SIX (6) YEAR TERM, HELD ON APRIL 4, 2023 IN THE GRANITE CITY PARK DISTRICT, MADISON COUNTY, ILLINOIS

WHEREAS, a Regular Biennial Consolidated Election for the election of one (1) Park Commissioner, for a full six (6) year term, of the Granite City Park District, was held in the Granite City Park District on the 4<sup>th</sup> day of April, 2023; and

WHEREAS, the votes cast at said Regular Biennial Consolidated Election for one (1) Park Commissioner, for a full six (6) term, has been duly canvassed by the County Clerk of Madison County as required by law. The Park Commissioners and the Secretary of the Board of said District desire to proclaim the results thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE PARK COMMISSIONERS OF THE GRANITE CITY PARK DISTRICT, MADISON COUNTY, ILLINOIS, that they do herewith declare the canvass of the votes cast in the Regular Biennial Consolidated Election for one (1) Park Commissioner, for a full six (6) year term of said Park District, held in said Park District in Madison County, Illinois, on Tuesday, April 4, 2023, to be completed and the results thereof are proclaimed to be:

FOR ONE (1) PARK COMMISSIONER, FOR A FULL SIX YEAR TERM

Craig Sykes                      1,956 votes

BE IT FURTHER RESOLVED that the Commissioners of the Granite City Park District, Madison County, Illinois, do hereby declare the following named person to have been duly elected as Park Commissioner of the Granite City Park District, for a full six (6) year term:

**CRAIG SYKES**

PASSED this 1st day of May, 2023.

APPROVED this 1st day of May, 2023.

\_\_\_\_\_  
Matt Jones, President

ATTEST:

\_\_\_\_\_  
Stephanie Koishor, Secretary

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF MADISON )

**OATH OF OFFICE**

I, CRAIG SYKES, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Illinois, and I will faithfully discharge the duties of the office of the Park District Commissioner of the Granite City Park District according to the best of my ability.

\_\_\_\_\_  
CRAIG SYKES

SUBSCRIBED AND SWORN to before me, as Secretary of the Granite City Park District, this 1<sup>st</sup> day of May, 2023.

\_\_\_\_\_  
STEPHANIE KOISHOR

**RESOLUTION**

**A RESOLUTION ADOPTING LEGACY GOLF COURSE  
EMPLOYEE GUIDELINES**

WHEREAS, the Granite City Park District is desirous of creating employee guidelines for Legacy Golf Course employees; and

WHEREAS, such guidelines would govern the Park District expectations of all employees at the Legacy Golf Course; and

WHEREAS, the guidelines have been attached to this Resolution as Attachment A; and

WHEREAS, all Park District guideline expectations of all Legacy Golf Course employees are consistent with, and comparable to, expectations at other golf facilities; and

WHEREAS, it is in the best interest of the citizens of the Granite City Park District that the Park District adopt the attached guidelines to be followed by Legacy Golf Course employees.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRANITE CITY PARK DISTRICT.

1. That the attached guidelines be adopted by the Granite City Park District, provided to, and followed by Legacy Golf Course employees.

PASSED this \_\_\_\_ day of May, 2023.

APPROVED this \_\_\_\_ day May, 2023.

\_\_\_\_\_  
PRESIDENT

ATTEST:

\_\_\_\_\_  
SECRETARY

## The Legacy Golf Course - Granite City, IL Employee Guidelines – Clubhouse and Cart Staff

### **Pay:**

Payday is every other Friday. Paychecks will be distributed at the Course. You are responsible for your hours, 'clock in' when scheduled and 'clock out' after checking with the manager on duty. Put away your personal belongings, use the restroom, etc. prior to clocking in. Tipped employees are responsible for their own accounting of tipped income.

### **Schedule:**

The following week's schedule should be posted by 5pm on Wednesday. Any schedule changes must be approved by management. If you would like to request time off, enter in the "request off" book 14 days prior. The "request off" book is kept in Manager's office. Time off requests will be accommodated when possible, however, depends on business demands. Certain days may be blocked from requests due to business demand.

### **Call offs:**

If you need to call off for a scheduled shift, you must speak with the manager at least 2 hours prior to your shift. Absence for more than 10% of your weekly scheduled shift (without a Doctor's note) will be considered excessive.

### **Smoke Breaks:**

Tobacco (not marijuana) smoke breaks – (one) 5-minute smoke break is allowed every 2 hours during non-peak times. Smoking should be more than 15 feet from entry doors and away from patron view when possible. Proper disposal of butts required, wash hands when returning to work.

### **Uniforms:**

Clean, work-issued, collared shirt (one-two shirts will be provided) - additional shirts may be purchased from Management at our cost.

Clean, golf-appropriate pants, shorts or skorts/skirts. Should not have holes/stains.

No Denim in golf season (Apr–Oct)

Non-Slip, closed-toe shoes. No sandals or open-toed shoes allowed for food and general outdoor safety.

Belt (if necessary) to keep pants up, undershorts should not be visible.

Clean Cap/Visor acceptable

**Personal Hygiene:** Your appearance is a direct reflection of our business.

Bathe daily, arrive at work well-groomed, hair should be neat and clean, facial hair neatly trimmed (including neck) any jewelry must meet Health Department standards.

**Meals/Beverages:** Food/Snacks should be consumed outside of the kitchen and bar/golf counter areas and away from patron view. Alcoholic beverages are available at full price.

**Promoting a positive work environment:**

It is everyone's responsibility to help promote a positive work environment, all team members should refrain from

- complaining about work or personal issues to other team member or patrons
- the use of foul or abusive language
- using cell phone while in view of customers
- social media- any negative comments about the business, customers, or employees will be assessed by management and acted according

**Clubhouse workspace:**

Staff members that are not scheduled/on-the-clock are to refrain from being in Clubhouse workspace, including behind counters, in kitchen / office areas of the Clubhouse. Non-scheduled staff should not perform work duties while off the clock. This includes answering phone, handling transactions, or serving guests or themselves.

**Responsible Service of Alcohol:**

All serving team members must attend BASSET alcohol training by June 1, 2023. All new team members must complete prior to their first day of training.

Serving any guest that appear to be under 30 years of age without proper ID will result in **Termination of Employment.**

Repeated over-serving of alcoholic beverages to guest will result in **Termination.**

Any behavior resulting in fines from the Liquor control will result in **immediate termination.**

**Drugs/Alcohol:**

No team member should consume alcohol or use drugs before or while on duty

Any staff member appearing to be under the influence, or suspicion of consumption of alcohol/drugs while on duty, will be dismissed immediately.

Staff may consume alcoholic beverages only after work hours or on days not scheduled. Consumption of alcohol must be while golfing or outside of the patio. No drinking inside the clubhouse by employees at anytime.

Staff members are not allowed to sit at the bar at any time.

The Legacy Golf Course - Granite City, IL  
Employee Guidelines – Clubhouse and Cart Staff

Acknowledgement of Receipt

Employee Printed Name \_\_\_\_\_

I have received and discussed the handbook on \_\_\_\_\_  
(date)

Employee Signature \_\_\_\_\_

Manager Signature \_\_\_\_\_