

Arden Manor Recreation and Park District

Board of Directors August 8, 2022, Special Meeting Minutes

Board Members present:

Mike Grace, Board Chair Lauri Defazio, Vice Chair Warren Harding, Member

Board Members absent:

Darcy Skala, Secretary Christine Arden, Member

Staff present:

Mike Cottonwood, Maintenance Supervisor Kelly Lewellen, Administrative Assistant

Meeting called to order by the Chair at 6:30 p.m.

#3 Public Comment:

No public comment was received.

#4 Business Items

#4a: Hiring a General Manager: Chair Grace states that Steve Fraher resigned as District Manager effective August 3rd due to health reasons. A search for a new District Manager is necessary.

Chair Grace suggests changing the job description to remove the phrase "extreme financial challenge"

Motion to adopt made by Warren Harding, seconded by Lauri DeFazio, approved unanimously.

Job announcement Period: Chair Grace suggests posting from August 9th to September 16th. Posting should include announcements to local Districts, CAPRI, and CPRS as well as website and in parks. Review period September 19-21. Set interviews September 22,23. Interviews October 5th. Follow up interviews October 6,7. Meet with Full Board October 13. Make offer of employment pending health and background checks October 14th. Employment start date November 1, 2022.

Salary Scale: Chair Grace suggests using the proposed 2022-2023 step scale for the District Manager with step 1 at \$62,462. Actual step will depend on experience.

Motion to adopt made by Lauri DeFazio, seconded by Warren Harding, approved unanimously.

Discussion: Chair Grace suggests that while Rec Supervisors are making more, this job offers more than money. It is good place to gain experience and move out of a dead-end position.

#4b Interim District Operations Plan: Chair Grace suggests making Kelly Lewellen Interim District Manager with a pay adjustment to first step of current District Manager scale \$28.60/hr up from \$22.00. She will work with Board Chair on Board Meetings and day to day as needed. Kelly to adjust staff hours

to maintain normal business functions. Chair Grace suggests the Reorganization Plan should be deferred as the budget is not vetted, but should make Eric Buchanan, Maintenance Worker, full time and benefitted.

Motion to adopt made by Lauri DeFazio, seconded by Warren Harding, approved unanimously.

#4c Authorized Signor for Cell Tower lease: Chair Grace suggests that given the resignation of the District Manager, the Board Chair should be designated the Authorized Signor of the Cell Tower Lease Sale.

Motion to adopt made by Warren Harding, seconded by Lauri DeFazio, approved unanimously.

The meeting adjourned at 7:19 p.m.

Respectfully submitted,



Kelly Lewellen, District Manager