

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, December 20, 2017 at approximately 6:02 p.m. in the Board Room of the Village Hall, New Lenox, Illinois.

### **GENERAL FUNCTIONS:**

- Call to order** President Fischer called the December 20, 2017 meeting to order at approximately 6:02 p.m.
- Pledge of Allegiance** President Fischer led the Board, Staff, and all others present in the Pledge of Allegiance.
- Roll Call** President Fischer directed the Recording Secretary to take roll call. Upon taking roll call, the following were present, Commissioners: Kraemer, Schulz, Larson, Thomson, and President Fischer.
- Also in Attendance** Executive Director Greg Lewis, Director of Recreation Lea Pipiras, Director of Parks-Maintenance George Travnicek, Director of Golf Bob Schulz, Director of Business Services Kathy Lynch, Deputy Director of Business Services Karen Acklin, Deputy Director of Recreation Jason Braglia and Deputy Director of Executive Services Jacque Tuma.
- Treasurer's Report** Commissioner Kraemer quoted the totals from the monthly Treasurer's Report as presented for November 30, 2017. President Fischer requested any questions or comments regarding the monthly Treasurer's Report for November 30, 2017. Hearing no questions or comments, President Fischer requested a motion to approve the Treasurer's Report as presented for November 30, 2017. Motion made by Commissioner Larson, seconded by Commissioner Schulz. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Payment of Bills** Commissioner Kraemer quoted totals from the Payment of Bills as presented for November 30, 2017. President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve the Payment of Bills as presented for November 30, 2017. Motion made by Commissioner Thomson, seconded by Commissioner Schulz. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Communications** Newspaper Article – Donation to Food Pantry  
Director of Recreation Lea Pipiras reported on an article from the New Lenox Patriot regarding the Park District's Quilting Club donation of 71 potholders to the Food Pantry for those in need. Joe Ladislas, who works for the New Lenox Township donated all the quilting materials in honor of his late wife Linda who passed in January. Joe stated he wanted to do something meaningful with the boxes of materials left behind by his wife.
- Thank You Letter to Friends of the Park Donation  
President Fischer reported on a thank you letter Executive Director Greg Lewis wrote to the New Lenox Friends of the Parks for their generous sponsorship of \$5,300.00. President Fischer reported \$2,500 of that donation went to the Ice Rink for Christmas in the Commons and \$2,800 of that donation went to the Sanctuary Golf Course for new banquet chairs. Director of Golf Bob Schulz commented the upgraded 10-year-old chairs were really appreciate. President Fischer commented on the continued good work the New Lenox Friends of the Parks do for our community.
- Consent Agenda** Approval for the Regular Meeting Minutes of November 22, 2017.  
President Fischer requested any questions or comments on the Consent Agenda. Hearing no questions or comments, President Fischer requested a motion to approve the Consent Agenda as presented. Motion made by Commissioner Thomson, seconded by Commissioner Kraemer. Upon a voice vote, all were in favor and the motion passed unanimously.

## **Committee & Staff Reports**

### **Business Services**

#### 2018 IAPD Annual Business Meeting at Conference Packet

President Fischer reported on the upcoming IAPD Annual Business Meeting scheduled for January 20, 2018 at the Hilton in downtown Chicago. A packet of information regarding the meeting is included in the board packet. Commissioner Larson reported on the recent passing of Diane Maine who was a Commissioner for the Woodridge Park District and a past President of IAPD. Diane recently lost her battle with cancer. Commissioner Larson reported Diane was a very lovely person, couldn't help but like her, very involved and will be sorely missed.

President Fischer reported on the insurance and general liquor liability and worker's compensation explaining new rates have been negotiated which decreased the premiums by over twelve thousand annually. President Fischer thanked Director of Business Services Kathy Lynch for her involvement in negotiating the reduced rates. Director of Business Services Kathy Lynch reported on a new payroll program commenting all business services staffers have been trained. Director of Business Services Kathy Lynch explained early February the system will be up and working. Business Services will run parallel payroll to ensure the new system is working properly. Director of Business Services Kathy Lynch further reported staff will input their time and import it into the payroll system to make sure it imports correctly.

### **Facilities / Planning**

Commissioner Thomson reported regular TLC maintenance throughout the facilities continue. Commissioner Thomson reported the golf course has had some plumbing maintenance, the sewer and floor drains have been rodded. Commissioner Thomson reported the staff has been prepping for ice skating in the commons reporting we had 84 more skate rentals this year than last year at this time which is a 64 % increase. In addition, Commissioner Thomson reported Hibernia and Walker concession stands have been prepared for winter.

### **Golf Course**

#### Golf Course

Commissioner Kraemer reported there is snow on the greens, but the course is open for business. Commissioner Kraemer reported the ProShop is open and gift cards, apparel, bags and balls are available for Christmas. Commissioner Kraemer reported The Sanctuary will again be hosting the MAJGT next year along with the Illinois Amateur Qualifier. Commissioner Kraemer reported the 14<sup>th</sup> green has been closed for the winter months for the health of the green and a temporary green is set up in front of it. Commissioner Kramer further reported the staff is doing maintenance on all the equipment getting it ready for Spring. Director of Golf Bob Schulz reported the tractor sent out for repairs was a \$1,000.00 less than expected to fix. Director of Golf Bob Schulz reported the 2018 Penguin Open is scheduled for Saturday, January 13, 2018. It is a shot gun start, first come first serve. President Fischer reported the golf course had a great year and President Fischer read a line from the Golf Operations Report. "The staff has done a great job this year and has worked hard making The Sanctuary a premier Chicagoland course once again in 2017."

**Parks/Development**     *Development Projects Update*

Commissioner Larson reported we are still waiting on Water Chase for documents. Director of Parks & Maintenance George Travnicek reported there has been no change in development since the last report.

*December Tri-Annual Meeting Update*

Director of Parks & Maintenance George Travnicek reported the Rebels Baseball, Girls Softball and Youth Football were in attendance at the Tri-Annual Meeting. Mustang Football and Soccer were both absent. Director of Parks & Maintenance George Travnicek reported Rebels Baseball had a solid year, Girls Softball had good numbers and Youth Football had two teams go to the Super Bowl, unfortunately both teams lost. Director of Parks & Maintenance George Travnicek reported football was grateful for our turf work this year. Commissioner Larson reported he had an interesting conversation with Girls Softball; they reported they have never done any criminal background checks before on their coaches and volunteers, this is the first year they have done it. President Fischer commented for years they have been telling The Park District that they have been doing the background checks. Director of Parks & Maintenance George Travnicek reported the Associations actually sign off on the form they submit to the Park District that all criminal background checks are completed. Commissioner Thomson inquired how can we verify the background checks were actually done, possibly by obtaining their documents to ensure this is happening. Commissioner Thomson commented everyone is concerned about the safety of the children. Commissioner Larson suggested we require the Associations to give us the background checks to cover us as well. Executive Director Greg Lewis questioned how far do we want to go stating they are not our employees and the father we go in the deeper our responsibility. President Fischer commented this is something that should be discussed with Angelo. Commissioner Kramer commented the current leadership is doing the checks and in the past The Girls Softball Association may have been doing checks with online searches, but just not doing the checks properly. Commissioner Thomson suggested we need to trust but verify. Commissioner Thomson commented the Board needs to speak with Angelo to understand what we should do going forward. Commissioner Larson explained to the Associations how important it is to get their paperwork in on time and that they pay their invoices. President Fischer commented Boards change, volunteer coaches come and go which adds to the problems. Executive Director Greg Lewis reported we currently have two office assistants helping reach out to the Associations to get documents and invoices paid on time. Executive Director Greg Lewis commented, if we refuse to mow a lawn or hold back field allocations this is only punishing the kids and we don't want to do that. Commissioner Thomson expressed concern that we are using staff hours to make sure invoices are paid and we are expending Park District hours. Executive Director Greg Lewis suggested we could assess late fees if invoices are ignored. Executive Director Greg Lewis reported we are doing more to be proactive, but further discussions and solutions should be discussed. President Fischer suggested having the Association leaders appear at one Board Meeting a year and answer questions. Executive Director Greg Lewis reported this is not an isolated challenge, this subject was also discussed at a meeting with Directors and at the South Suburban Meeting as well. Executive Director Greg Lewis reported other park districts do not meet with their Associations and were shocked that we meet with them. Executive Director Greg Lewis reported we have some ideas, so we will keep trying to improve it.

Eagle Scout Project Form

Commissioner Thomson reported on the Eagle Scout Project form that was created. Commissioner Thomson reported this form is an attempt to stream line the project and to ensure we get all the pertinent information, including insurance and work request for labor to assist George and ensure safety regulations are begin followed. Commissioner Thomson reported this is a great starting point on expectations that can be expanded for other projects. Commissioner Thomson reported Angelo is on board. Executive Director Greg Lewis reported he has reviewed the form and the committee has reviewed it. Executive Director Greg Lewis explained the form can be used for other groups and can be adapted and modified going forward.

Director of Parks & Maintenance George Travnicsek reported every Monday morning skates are being sharpened by John Camp. Director of Parks & Maintenance George Travnicsek thanked the staff for all their efforts and wished everyone a Merry Christmas. Commissioner Larson reported the drop gates have been installed at Tyler-Bentley preventing cars from driving through improving safety. In addition, the grade at the Lion's Den Softball Field has been raised which adds to player safety. Executive Director Lewis reported the field is in the best shape it has ever been in and the adults in the community should be happy.

**Recreation**

Asset of the Month – Positive Communication

Director Lewis read the Asset of the Month, Positive Communication. Young person and his/her parents communicate positively, and young person is willing to seek parent(s)' advice and counsel. December quote of the month "Seek first to understand, then to be understood," Stephen Covey.

Special Recreation Update

Executive Director Greg Lewis reported the Lincolnway Special Recreation just wrapped up some great holiday events. Executive Director Greg Lewis reported the Executive Director of LWSRA played Grinch at their holiday event. Executive Director Greg Lewis reported the LWSRA has signed a new lease with Knowles Construction. Mr. Knowles is a retired resident and gave LWSRA a great price on the lease which doubles their bus storage space. Executive Director Greg Lewis reported they signed a 3-year contract with Knowles. Executive Director Greg Lewis reported LWSRA passed their sexual harassment ordinance and updated their policy at the last meeting. In addition, Executive Director Greg Lewis reported LWSRA passed their audit with only a couple things that they needed to change. Executive Director Greg Lewis reported Frankfort Square is on board to join the LWSRA in the Spring. Executive Director Greg Lewis reported there are still some hurdles for Frankfort Square to overcome, but all seems to be on track. Executive Director Greg Lewis reported the building will eventually be turned over to South Suburban. Executive Director Greg Lewis commented Frankfort Square brings a lot to the table and they have the space to expand programs. Executive Director Greg Lewis reported there are a lot of good things going on at LWSRA including live streaming basketball games and Senator DeLuca attended one of the basketball games. Executive Director Greg Lewis also reported the road project went well.

*Proud American Days 2018 Planning*

Executive Director Greg Lewis reported the staff met to discuss plans for Proud American Days. Executive Director Greg Lewis reported Sunday will be shortened-up next year to help with staffing and costs. Executive Director Greg Lewis reported the bands have been locked-in with something for everyone, hoping the new acts will help draw the people. Executive Director Greg Lewis commented if we get good weather then we should be able to get the event back on track.

Commissioner Schulz reported as part of Kiddie Kampus Thanksgiving celebration they held a food drive. Commissioner Schulz reported the teachers explained to the students the importance of giving back and the drive was a big success. They doubled their contributions and collected 355 items this year. Commissioner Schulz reported youth basketball is held every Sunday at Lincoln-Way West and commented on the phenomenal job the staff does every week keeping everything running smoothly and on time. Director of Recreation Lea Pipiras wished everyone a safe and Happy Holiday.

**New Business**

*Ordinance #17-12-01 Levy Ordinance 2017-2018*

President Fischer requested a motion to approve an ordinance providing for the levying and assessment of taxes for the current fiscal year beginning May 1, 2017, and ending April 30, 2018, for the New Lenox Community Park District, Will County, Illinois. Motion made by Commissioner Larson, seconded by Commissioner Kraemer. Upon a voice vote, all were in favor and the motion passed unanimously.

**Community Events**

President Fischer announced the upcoming events as follows:

**New Lenox Chamber of Commerce**

Saturday, December 23, 2018 – Santa Claus is Coming to Your Neighborhood at Walker Estates, Boulder Ridge and Foxborough from 11:00 am – 3:00 pm. Presented by the New Lenox Fire Protection District. Santa will be riding through various neighborhoods throughout New Lenox in a fire truck.

Saturday, January 13, 2017 – NLFPD Foundation Pancake Breakfast and NLFPD Station 1 from 8:00am – 10:00 am. Pancake breakfast presented by the New Lenox Fire Protection District.

**Village of New Lenox**

Now - January 6, 2017 – Christmas in the Commons at New Lenox Village Commons. Holiday light displays, vendors, ice skating. Go to Village of New Lenox website for specific dates, hours and activities. Please visit [www.newlenox.net](http://www.newlenox.net) for further details or call 815-462-6400.

**Lions Club**

Saturday, February 10, 2018 – Dinner/Who Done It. Cocktails and dinner at Lions Community Center beginning at 6:30pm. Tickets are \$35.00 each or buy a table for \$30.00 each. Any additional information call Steve at 815-693-0818.

**Director/Commissioner**

**Comments**

Commissioner Schulz thanked the coaches and parents stating the programs could not run without their involvement. Commissioner Schulz thanked the staff for all they do and thanked the staff for their efforts to continue their education which contributes to great programming. Commissioner Schulz also wished everyone a Merry Christmas.

Commissioner Thomson thanked his fellow commissioners for their time and effort with what they do every month. Commissioner Schulz thanked the staff for their efforts to better the programs and thanked the staff for everything they do all year.

Commissioner Kraemer wished everyone a Merry Christmas and thanked all our community partners, The Village, Lincoln-Way High Schools and District 122. Commissioner Kraemer acknowledged their contribution to our programming. In addition, Commissioner Kraemer thanked the staff for their great programming and wished everyone a safe and happy New Year.

Commissioner Larson wished everyone Happy Holidays and declared we have the best staff in the world. We have over 684 kids in our ACES Program and Commissioner Larson commented he is thankful we took over the ACES program. In addition, Commissioner Larson acknowledged the great partnership we have with the Special Recreation and how wonderful giving them the land turned out.

President Fischer agreed with all the Commissioners comments and acknowledged all the work with the schools and village that is done behind the scenes to make everything we do possible. President Fischer commented there is a lot going on in our town. President Fischer thanked the staff for the great job they continue to do and wished everyone a Merry Christmas and a Happy New Year.

#### **Executive Session**

At 6:47 p.m., President Fischer requested a motion for a closed session for any lawful purpose including but not limited under Section 2 (c) stating the executive session was for discussion purposes only, no decision will be made. Motion made by Commissioner Larson, seconded by Commissioner Kraemer. Upon a voice vote, all were in favor and the motion passed unanimously.

President Fischer requested to reconvene at 7:11p.m. to Regular Session of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Thomson, seconded by Commissioner Kraemer. Upon a voice vote all were in favor and the motion passed unanimously.

#### **Adjournment**

At approximately 7:11 p.m., President Fischer requested a motion to adjourn the December 20, 2017, Regular Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Larson, seconded by Commissioner Kraemer. Upon a voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,  
Recording Secretary – Kimberly Pohrte