

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, June 19, 2013 at 6:00 pm in the Board Room of the Village Hall, New Lenox, IL.

## **GENERAL FUNCTIONS:**

- Call to order** President Fischer called the June 19, 2013 meeting to order at approximately 6:02 pm.
- 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: Jansma, Kraemer, Larson, Schulz and President Fischer.
- Also in Attendance** Communications/Marketing Supervisor Lauren Lotz, Recreation Supervisor Lea Pipiras, Golf Course Superintendent Douglas Eggert, Parks-Maintenance Superintendent George Travnicsek, Facilities Superintendent Mike Langlois, Executive Director Greg Lewis, Attorney Angelo Vitiritti, Accounting Supervisor Karen Acklin, Executive Assistant/Office Supervisor Jacque Tuma.
- Treasurer's Report** Commissioner Kraemer quoted the totals from the Treasurer's Report. President Fischer requested any questions or comments regarding the Treasurer's Report for April 30, 2013 (with Year-End Adjustments) & May 31, 2013. Hearing none, President Fischer requested a motion to approve the Treasurer's Report as presented for April 30, 2013 (with Year-End Adjustments) & May 31, 2013. Motion made by Commissioner Larson, seconded by Commissioner Jansma. 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 presented for May 31, 2013. President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve the Payment of Bills as presented for May 31, 2013. Motion made by Commissioner Jansma, seconded by Commissioner Schulz. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Consent Agenda** Approval of the Regular Meeting Minutes of May 15, 2013  
President Fischer requested any questions or comments on the Consent Agenda. Hearing none, President Fischer requested a motion to approve the Consent Agendas. Motion made by Commissioner Schulz and seconded by Commissioner Jansma. Upon a voice vote, all were in favor and the motion passed unanimously.
- Committee & Staff Reports** **Enterprise**  
Golf Course  
Operation and Financial Reports Month to Date & Year to Date  
Golf Course Superintendent Eggert noted the weather for May was good for playing golf and noted the I-80AM was a huge success; the players had nothing but great things to say about the condition of the course and the event. Golf Course Superintendent Eggert noted the month of May had 4.71 inches of rain. Golf Course Superintendent Eggert noted the course is looking good, there are no disease issues and the new mowing equipment is doing exactly what it's supposed to do. Golf Course Superintendent Eggert noted the Pro-Am is currently full but to please call if you would like to get on the waitlist.  
Proud American Days 2013 Update  
Executive Director Lewis noted in the board packet is the promotional and poster information to be distributed out and about in the next few weeks. Executive Director Lewis noted a tv cable presentation will be out the beginning of July and then a formal presentation at the next board meeting. Executive Director Lewis noted everything is coming along and hopes the Village will break ground soon on the new police station so there are not any questions as to why mud volleyball was cancelled this year.  
Budget & Appropriations Ordinance #13-05-01  
President Fischer requested any questions or comments regarding Budget & Appropriations Ordinance #13-05-01. Hearing none, President Fischer requested a motion to approve Budget & Appropriations Ordinance #13-05-01. Motion made by Commissioner Kraemer, seconded by Commissioner Jansma. Upon roll call, all were in favor and the motion passed unanimously.  
**Finance/Human Resources Superintendent Update/Executive Director Assistant/Office Supervisor Update**  
President Fischer asked if there were any questions regarding the Finance/Human Resource Superintendent report. Executive Director Lewis wanted to let the board know the formal presentation for the Government Finance Award would be next month and also the audit began today. President Fischer asked if there were any questions regarding the Executive Assistant/Office Supervisor Report.

**Facilities/Planning**

Development Projects Update

Parks-Maintenance Superintendent Travnicsek noted the Walker Park OSLAD kick off meeting was held May 30<sup>th</sup> and Planning Resources is working on the construction documents. Parks-Maintenance Superintendent Travnicsek noted as far as the associations, the Tyler/Bentley fence extension was in place last month and the lights are up and have been used. Parks-Maintenance Superintendent Travnicsek noted the advertising is up at the Spencer & Nelson Campus and the Porta John surround was installed at the Spencer Campus south of the pond. Parks-Maintenance Superintendent Travnicsek noted Prairie Ridge is a 2.5 acre parcel with a 6 space asphalt lot to be installed June 20<sup>th</sup>; the turf is in good shape. Parks-Maintenance Superintendent Travnicsek noted the important question is to accept or receive a credit of \$10,000.00 in lieu of the gazebo to help off-set the cost of a picnic shelter to be installed in the future. After much discussion amongst the commissioners, Executive Director Lewis and Parks-Maintenance Superintendent Travnicsek it was decided they should do a cost analysis as to what it would cost the Park District to put in the 50-65 ft of sidewalk and installing a pavilion vs. gazebo and sidewalk being installed by the developer and make that offer to the developer. Commissioner Larson noted \$10,000 is not a lot of money given by the developer. Parks-Maintenance Superintendent Travnicsek noted a normal 20x20 shelter, pad and concrete walk would cost approximately \$25 to \$28,000.00. Parks-Maintenance Superintendent Travnicsek noted the developer would like us to make the decision soon, as he said he needed to turn the parcel over to the Park District as this was part of the agreement. Parks-Maintenance Superintendent Travnicsek noted Water Chase is being mowed and maintained but still need to address the asphalt path.

Bristol Park site Park Dedication –DRH Cambridge Homes-James E. Truesdell

President Fischer introduced Mr. Truesdell to the podium. Mr. Truesdell was in to address the board on his discussion with Executive Director Lewis and the open space area at Bristol Park. Mr. Truesdell has been working with the village on getting plan approvals and is planning on moving dirt in August to get the development started. Mr. Truesdell's proposal to the Park District is to donate approximately 15 acres of the southern open space parcel to the Park District with all improvements. This is instead of the original 3.27 acres of land and the additional cash donation the developer was originally obligated to donate to the park district. Mr. Truesdell, Mark Salvatore and Parks-Maintenance Superintendent Travnicsek walked the site so Parks-Maintenance Superintendent Travnicsek could get a feel for the site and talk about this a little more. Mr. Truesdell is looking for the Board's approval and hoping to move forward. President Fischer asked Mr. Truesdell what they would use the land for if they did not donate it to the Park District. Mr. Truesdell said it would be the Homeowner Association property to be used as a recreational area with a bike path and substantial landscaping. Executive Director Lewis asked if the annexation agreement was going to be opened up and also wanted to clarify this donation was in lieu of any cash. Mr. Truesdell said yes it would open up the annexation agreement and yes this was in lieu of any cash donation. Executive Director Lewis asked if this was going to fall into the 50% reduction. Mr. Truesdell said it may and this is what currently is being discussed with the Village. After much detailed discussion about the land and parking issues, Executive Director Lewis noted we are getting more than what was originally going to be given, plus we are getting a trail installed and fully improved. Parks-Maintenance Superintendent Travnicsek noted the lot east of lot 25 could be used as a playground so it's closer to the subdivision. Executive Director Lewis noted he believes this is for everyone's best interest and for the Park District to accept this land; we will get more out of it and it will be better maintained than if the Homeowners Association had it as it would be an additional cost to them. Mr. Truesdell felt this site would be great for the community. There was a detailed discussion as to the parking issue and whether they should have several spots off the street parking or creating spots on the actual lot where the playground would be. Mr. Truesdell said they can work with the Village on the parking issue. Executive Director Lewis said he thinks we all win and will plan as it goes and should proceed so as to not hold things up.

Proposed Right of Way & Easement Exhibit Roadway-New Police Station

Executive Director Lewis noted this was everything they talked about and wanted to lay it out and show everyone where it ties in. Executive Director Lewis noted he has no concerns with this plan as we will just have to change the landscape and decide if we want to change Manor Drive to be a pedestrian way only since there will be a new entrance street to our facility. Executive Director Lewis noted the park may be moved to the north end of the pavilion as it makes it more convenient for someone using the pavilion and safer for our kids in regards to not having to cross traffic coming into our facility.

Walker Country Estates Park Development, Planning Resources Inc. Contract, Design Refinement/Development, Construction Documentation, Bidding Process, Construction Observation, IDNR Coordination, Soil Erosion & Sedimentation Control Inspection Requirement Discussion

Parks-Maintenance Superintendent Travnicek noted attached in the board packet is a standard contract between Planning Resources, Inc. and the Park District for professional services. Parks-Maintenance Superintendent Travnicek noted their price falls in line with their past projects. Parks-Maintenance Superintendent Travnicek noted they are looking for us to move forward and to sign the contract. Executive Director Lewis noted the only thing different is the Soil Erosion and Sedimentation Control Inspections that need to be done. Parks-Maintenance Superintendent Travnicek noted there needs to be an inspection done every 7 days or after 0.5 inch of rainfall. Parks-Maintenance Superintendent Travnicek noted these inspections are required when building on 1 acre of land or more. Parks-Maintenance Superintendent Travnicek noted there is a 3 page report that needs to be filled out and have on file for each inspection. Parks-Maintenance Superintendent Travnicek noted he stopped by soil and water located in the building off of Gougar Road who are familiar with these reports. Parks-Maintenance Superintendent Travnicek noted they will work with him and show him what needs to be done in house as opposed to paying Planning Resources to do the reports. Executive Director Lewis noted for some of the bigger reports we may need to use Planning Resources but the bulk of the reports can be done in house to keep the costs down. Executive Director Lewis noted this is something we have to do, it's not going to cost \$25,000 but there will be some kind of cost that we will have to incur. President Fischer asked if there were any other questions or comments regarding Walker Country Estates. Hearing none, President Fischer requested a motion to approve the Agreement for Professional Services between Planning Resources Inc. and New Lenox Community Park District Work Program for Walker Country Estate Park Development. Motion made by Commissioner Larson, seconded by Commissioner Kraemer. Upon roll call vote, all were in favor and the motion passed unanimously.

Project Schedule

Executive Director Lewis noted in the board packet is the project schedule. Executive Director Lewis noted we can tweak changes as we go and also noted Parks-Maintenance Superintendent Travnicek is working with Planning Resources.

Walker Country Estate Lots (3) – Update

Executive Director Lewis noted he spoke with Robin who is going to get the appraisals updated. President Fischer wanted to let the public know there are 3 lots available in Walker Country Estates that are for sale to please contact the Park District or the Village.

**Parks**

**Parks-Maintenance Superintendent & Facility Superintendent**

Parks-Maintenance Superintendent Travnicek wanted to give a kudos shout out to BMO Harris Bank volunteers for their help at Crystal Springs. Parks-Maintenance Superintendent Travnicek noted this is their 3<sup>rd</sup> year coming out and helping the park district as well as donating \$250.00 worth of tools. Parks-Maintenance Superintendent Travnicek noted several shelters are being energized (security lights with outlets). Parks-Maintenance Superintendent Travnicek noted soccer is done for the season, softball is winding down with some tournaments and baseball goes through the middle of July. Parks-Maintenance Superintendent Travnicek noted the grass is green, the parks look good and staff is doing a great job.

*(Parks cont'd)*

Facilities Superintendent Langlois noted the pre-school move from the Transportation Center to Spencer is complete, and the building will be turned back over to the high school. Facilities Superintendent Langlois wanted to thank the high school for letting the park district use the building. Facilities Superintendent Langlois noted they are installing new fencing around the dumpster and a new bigger closet has been constructed in Room 5. Facilities Superintendent Langlois noted the roofing bid went out. Facilities Superintendent Langlois noted he is staying on top of the FEMA application for reimbursement from the flood. Facilities Superintendent Langlois said he has been busy with PAD and has also been busy with picnic rentals and banquets.

### **Recreation**

*Assets of the Month ("The people in my neighborhood help to keep all the kids safe.")*

Executive Director Lewis read the Asset of the Month aloud.

### **Special Recreation**

*Monthly Reports, Staff Reports, Monthly Financial Reports, FY 2013-2014 Budget Progress Update*

Executive Director Lewis noted participation numbers have increased, programming from that aspect is going really well, and also noted they sent individuals to Special Olympics again. Executive Director Lewis noted as far as transportation, they are putting together proposals to get possibly 2 new vans or explorers to meet the needs. Executive Director Lewis noted the monthly Financial Reports are out and he had a lengthy discussion as they are in the process of retooling the treasurer's report. Executive Director Lewis noted they approved 5 new funds. The staff is working with this big learning curve and have enlisted the help of an accountant. The accountant will help to make sure they get ending and beginning balances for the last fiscal year and the balances into the new funds as we move forward, he noted this is critical for the audit that everything is grouped into the 5 different funds instead of just one fund. Executive Director Lewis noted LWSRA is a lot more financially stable then what was first presented.

*FY 2013-2014 Officer & Committee Assignments*

Executive Director Lewis noted no one stepped forward to take the Presidents seat so everything has remained the same.

*PARC Grant/LWSRA Facility Construction Update, Fund 27 (Updating Format for Budget), Project Construction Update/Schedule*

Executive Director Lewis noted the Fund 27 reports are very detailed. Executive Director Lewis noted New Lenox and Olivieri Brothers are firing on all cylinders. Executive Director Lewis noted the accountant has all the information and will work with LWSRA to help tie this into the budget. Executive Director Lewis noted construction is going well and on budget and on target.

### **Recreation Superintendent Update**

Recreation Supervisor Pipiras noted the park district received 2 letters, one from The Seniors of New Lenox regarding Kathy Claver's hard work and dedication, Kathy is the Senior Coordinator. Recreation Supervisor Pipiras noted another letter was received from Sheriff Kaupas to Dianna Kroll our Recreation Coordinator, thanking her for the cards and colored pictures the children from the ACES program sent them in appreciation of National Police Week. Executive Director Lewis gave kudos to Recreation Supervisor Pipiras for getting the splash pad back up and running for a splash pad party that was planned, the letter came from Lisa Schmidt saying the party turned out to be everything she wanted and more because of Recreation Supervisor Pipiras' efforts.

**Old Business**

*2013/2014 Officers and Committee Assignments*

President Fischer read aloud the new Officers & Committee Assignments:

Officers:

President:

Brian Fischer

Vice President:

Ross Jansma

Secretary:

Dale Larson

Treasurer:

Garry Kraemer

**(Old Business Cont'd) Committees**

Enterprise

Chairman – Garry Kraemer

Second – Ted Schulz

Administration

Chairman – Brian Fischer

Second – Garry Kraemer

Facilities/Planning

Chairman – Ross Jansma

Second – Dale Larson

Parks

Chairman – Dale Larson

Second – Ross Jansma

Recreation

Chairman – Ted Schulz

Second – Brian Fischer

Consulting

Chairman – Brian Fischer

Second – Ross Jansma

**Liaisons Other Entities:**

Village/Township:

Chairman – Brian Fischer

Second – Ross Jansma

District 122/210:

Chairman – Dale Larson

Second – Brian Fischer

Dist 2. Will County:

Chairman – Garry Kraemer

Second – Dale Larson

Library/Fire Department:

Chairman – Ted Schulz

Second – Garry Kraemer

City of Joliet:

Chairman – Ross Jansma

Second – Ted Schulz

**New Business**

*Ordinance #13-06-01 An Ordinance on Prevailing Wages*

President Fischer requested any questions or comments regarding Ordinance #13-06-01 An Ordinance on Prevailing Wages. Hearing none, President Fischer requested a motion to approve Ordinance #13-06-01 An Ordinance on Prevailing Wages. Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon roll voice vote, all were in favor and the motion passed unanimously.

**Community Events**

President Fisher noted the upcoming events are as follows:

**Chamber of Commerce**

Tuesday, June 6th

New Lenox Chamber of Commerce and New Lenox Community Park District “Chasing the Sun”  
5k and 8k Race

Location: New Lenox Commons

Time 7:00 PM

Tuesday, June 11<sup>th</sup>

State of the Community Dinner

Location: American Legion Post 1977

Thursday, June 20<sup>th</sup>

Business After Hours – Tom Kelly’s Chophouse & Pub

Location: 495 DeGroate Rd., New Lenox

Time: 5:00 – 7:00 PM

Wednesday, August 7<sup>th</sup>

Chamber Golf Outing

Location: The Sanctuary Golf Course

For full details, please call 815-485-4241

**New Lenox Friends of the Parks**

WE INVITE YOU TO MAKE A DIFFERENCE

This group only meets once a quarter but the important work they do creates a lifetime of memories for a child! We are committed to assisting the New Lenox Community Park District to ensure that together we can improve the quality of life in our community! PLEASE CONTACT 815-462-2564 or via email at [newlenoxfriendsofparks@gmail.com](mailto:newlenoxfriendsofparks@gmail.com).

**Commissioner &  
Director Comments**

- Executive Director Lewis congratulated 3 Employees of the Month – Chris Johnson, Tammy Johnson and Jennifer Diamond. He also wanted to thank the board members for their extra time with the 4 workshops, there are more to come with everything on the horizon, he noted there has been a lot of extra time put in, there are a lot of things happening as well as the hard work too.
- Commissioner Jansma wanted to thank the staff for a great job and the volunteers from BMO Harris bank for volunteering their time; he noted it's also good to see the developers coming in with plans for the parks, this hopefully means the economy is starting to take a turn.
- Commissioner Schulz wanted to thank the staff for the work at the grand opening of the Countryview Royal Meadows Park and encouraged the residents to take a ride out to the park to see the skate park and tennis courts, he noted this is an excellent facility.
- Commissioner Kraemer wanted to compliment the staff on the work for PAD; he noted there must be a lot of hurdles since it's at a new location. Commissioner Kraemer hopes the community goes to this great event the last 4 days of July.
- Commissioner Larson wanted to tell Golf Course Superintendent Eggert how great the golf course looks, he also toured the parks with Parks-Maintenance Superintendent Travnicek and noted how good they look, he said he was in the Community Center and noted how clean the floors looked and said Facilities Superintendent Langlois was doing a great job. Commissioner Larson also thanked Executive Director Lewis and Executive Assistant/Officer Supervisor Tuma for all the reports from the LWSRA building. Commissioner Larson thanked his fellow commissioners as he has enjoyed the last few meetings and workshops.
- President Fischer agreed with all the other commissioners and encouraged everyone to come out to PAD July 25<sup>th</sup> through July 28<sup>th</sup>. President Fischer also stated he knows the staff will do a great job at PAD.

**Adjournment**

At approximately 7:20p.m. President Fischer requested a motion to adjourn the June 19, 2013 Regular Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Jansma, seconded by Commissioner Schulz. Upon a voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,  
Rebecca Heckler  
Recording Secretary