

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, March 21, 2018 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 March 21, 2018 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, Thomson, and President Fischer.
- Also in Attendance** Executive Director Greg Lewis, Director of Parks-Maintenance George Travnicek, Director of Recreation Lea Pipiras, Director of Golf Bob Schulz, Director of Business Services Kathy Lynch, Deputy Director of Business Services Karen Acklin, Attorney Angelo Vitiritti, 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 February 28, 2018. President Fischer requested any questions or comments regarding the Monthly Treasurer's Report for February 28, 2018. Hearing no questions or comments, President Fischer requested a motion to approve the Treasurer's Report as presented for February 28, 2018. Motion made by Commissioner Thomson, 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 February 28, 2018. President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve the Payment of Bills as presented for February 28, 2018. Motion made by Commissioner Schulz, seconded by Commissioner Thomson. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Special Guests** *Government Finance Officers Association Award*
Kim Auchstetter, on behalf of the Government Finance Officers Association, presented the Certificate of Achievement for Excellence in Financial Reporting. This is the 10th year the NLCPD has received this award. The CAFR is the highest form of recognition in government accounting and financial reporting. To earn this achievement, the NLCPD had to substantially conform to the demanding criteria, which is well beyond the minimum requirements of accounting principles. The receipt of this achievement reflects the hard work and dedication of the Commissioners, President Fischer and Executive Director Lewis. Also reflected is the professionalism, commitment and outstanding effort by Director of Business Services Lynch and her staff, especially Deputy Director of Business Services Acklin. Director of Business Services Lynch accepted this award. President Fischer added that this is a district wide effort as Director of Business Services Lynch needs input from all of the department heads. President Fischer also congratulated the whole business services staff.
- Planning Resources, Inc-Master Plan presentation*
Mr. Darrell Garrison of Planning Resources and Mr. Steve Howard were on hand to present insight on the development of the Master Plan, Step One. Mr. Garrison and Mr. Howard are presenting summary highlights from the Master Plan which is a two-phased project over a couple of years. Planning Resources was commissioned to update a

previous Master plan that was already in place. Volume I consisted of parks and Volume II consisted of facilities and golf course. Mr. Garrison summarized Volume I and Mr. Howard spoke of Volume II.

Volume I has many components, highlighted are the Community Profile, Level of Service Analysis, Inventory Assessment and Preliminary Recommendations. Executive Director Lewis explained this Master Plan is part of the required documents to move forward with the OSLAD grant. It must be updated every 5 years.

Volume II was a review of facilities/buildings and the golf course. The buildings added involvement from FGM Architects that did the assessments and the golf course was able to be reviewed by the original architect of the Sanctuary Golf Course, being the speaker Mr. Steve Howard. FGM did the assessments and inventory of the buildings and then prioritized and developed a time table for each building. A grading system was set up to determine urgency of projects to be looked at. The golf course was assessed over a period of two days, after speaking with Director of Golf Schulz to determine needs and what to focus on. Each individual hole was graded by SWOT (Strengths, Weaknesses, Opportunities and Threats). Recommendations are based on the results of each hole.

President Fischer stated there is a lot of good information and will be a valuable tool in the planning. Executive Director Lewis added this is the first time there was a facility assessment in the Master Plan and now we have a base point to work from. President Fischer thanked Mr. Garrison and Mr. Howard for their time.

Communications

Christmas in the Commons-Commitment to Village of New Lenox

A letter written by Executive Director Lewis to Mayor Tim Balderman giving NLCPD commitment to the Christmas in the Commons for this year. Along with the continued support of the NLCPD, some examples of how successful the Christmas in the Commons for the NLCPD were given. The Ice rink was open 24/7 from Dec. 3rd -Jan. 6th, during that time we rented 1,246 ice skates, 300 more than 2016. We are committed to future Christmas in the Commons events and will continue to work together to determine a better location that makes set-up more cost effective.

Consent Agenda

Approval of Regular Board Meeting Minutes of February 21, 2018

President Fischer requested any questions or comments on the Consent Agenda. Executive Director Lewis presented an amendment in the Roll Call due to Commissioner Larson being absent from the February meeting. President Fischer entertained a motion to approve the Consent Agenda dependent on the fact that Commissioner Larson was not in attendance at the February 21, 2018 meeting. Motion made by Commissioner Kraemer, seconded by Commissioner Schulz. Upon a voice vote, all were in favor and the motion passed unanimously.

**Committee & Staff
Reports**

Business Services

President Fischer stated this is a busy time of the year for Director of Business Services Lynch regarding personnel, budgets and capital projects. A committee meeting was held to report on these subjects as they are ongoing.

Facilities/Planning

Commissioner Thomson reported at the Administration building the kitchen is being renovated along with some cabinets was installed in the All-Purpose room. Also, the backup generator was repaired and fire extinguishers were checked and replaced. The Lions Community Center has some painting, floor restoration and general repairs being done. The kitchen renovation at the Sanctuary is coming to an end. Commissioner Thomson also added in regards to the Master Plan that a lot of what was mentioned is already in the works and he will speak with the Department heads to move ahead and prioritize renovations based on the recommendations.

Director of Parks-Maintenance Travnicsek added his staff will put a new roof on the storage building at Haines Park. They are also looking into new LED lighting upgrade at the maintenance shops.

Director of Recreation Pipiras also added the new floors at the Lions Community Center were being installed so no walk-in registration will be taken at the Lions Community Center for the week. Both the LCC and the Administration center will be closed due to the Easter holiday.

Golf Course

Golf Course

Commissioner Kraemer reported significant flooding due to snow fall and rain in February. Staff did a great job getting it up and running and most of it recovered well. Also, the course is taking tee times now. Early season rates have started. Director of Golf Schulz thanked Planning Resources. March 1st began league registration and already some are sold out.

Parks/Development *Development Project Update*

Highview Estates- Director of Parks-Maintenance Travnicsek and Executive Director Lewis met with Tom Cachey regarding Highview Estates, after reviewing and going through the concept plan the committee feels comfortable moving forward with the plan in front of the board tonight. The consensus is to take all land contribution for this site. President Fischer requested a motion to accept the land contribution for Highview Estates. Motion made by Commissioner Schulz, seconded by Commissioner Thomson. Upon a voice vote, all were in favor and the motion passed unanimously.

Prairie Glen- Due to some changes with the site, the developer of the land has asked the Board to do a strict cash donation. Executive Director Lewis mentioned it doesn't make sense to take any of the small amounts of land and add parking. Due to more issues identified, staff is recommending NLCPD take all cash in place of land donation. President Fischer entertained a motion to approve Prairie Glen development as presented to the board. Motion made by Commissioner Kraemer, seconded by Commissioner Thomson. Upon a roll call vote, all were in favor and the motion passed unanimously.

Planning Resources, Inc.-Leigh Creek South OSLAD proposal

Director of Parks- Maintenance Travnicek presented a proposal from Planning Resources to do consulting work, meeting with staff and the public and finally getting the application complete and sent to Springfield IDNR before July 1, 2018. President Fischer stated the budget for this is around \$11,150 with an additional \$1,000 for the presentation to IDNR. Once the land is ready, Director of Parks-Maintenance Travnicek will approve for it to apply for the grant. In connection with LWSRA, the park will be an all-inclusive park. To date, LWSRA has raised \$127,000 for this project. Executive Director Lewis added this all plays into some deficiencies of the Master Plan. This site is next in order for a park with contributions and budget available. The contribution of LWSRA should expedite any plans to move ahead for the grant. A discussion of the proposal being a fair price ended with the Board agreeing to move ahead with Planning Resources as the NLCPD has had success with them in the past.

Tri-Annual Agenda (Draft)

Director of Parks-Maintenance Travnicek presented the agenda for the upcoming Tri-Annual meeting on April 2, 2018. The agenda will be sent to all of the Associations to encourage them for their participation and support. Director of Parks-Maintenance Travnicek also presented field allocation for the associations.

Director of Parks-Maintenance Travnicek reported the associations documents are coming in ahead of schedule in regards to last year. PAD vendors are all set up for this year, and a pre-construction meeting with Hacienda Landscape was held at Prairie Ridge which is the site of the new park.

Recreation

Asset of the Month – Positive Peer Influence

Positive Peer Influence-Young person's best friends model responsible behavior.

Executive Director Lewis read the Asset of the Month, "Surround yourself only with people who are going to lift you higher"- Oprah Winfrey

Special Recreation

Monthly Reports, Staff Report, Monthly Financial Reports

Executive Director Lewis reported at the LWSRA there are some roof issues and under warranty the company is in process of correcting it. Some changes are being made in the sensory room with a budget of \$150,000. Funding has been cut, so LWSRA is looking for ways to allow for more transportation and other programs.

Proud of American Days 2018 planning update

Deputy Director of Recreation Braglia reported sponsorships are coming in daily for Proud American Days 2018. NLCPD has taken more sponsorships than last year at this point. All of the PAD partners have verbally committed at this time.

Commissioner Schulz reported Children's Basketball ended and read some comments that were taken from Survey Monkey that was sent out. Commissioner Schulz announced on March 23, NLCPD will hold an Easter egg hunt at Haines Park for kids aged 2-14. Commissioner Schulz continued with the enrollment for our ACES program is up to 724 kids.

Unfinished Business *Master Plan Volume 1 & 2*

President Fischer stated that nothing will be approved tonight as he would like all of the Commissioners to review it. Any questions or issues should be brought up to Executive Director Lewis or the appropriate department heads.

New Business

Ordinance #18-03-01 Declaring Currently Owned Property as Surplus and Authorizing it's Disposal (Mower)

The golf course is looking to replace an old John Deere mower. President Fischer entertained a motion to approve Ordinance #18-03-01. Motion by Commissioner Kraemer, seconded by Commissioner Schulz. Upon a roll call vote, all were in favor and the motion passed unanimously.

Ordinance #18-03-02 Declaring Currently Owned Property as Surplus and Authorizing it's Disposal (Trucks)

Director of Parks-Maintenance Travnicsek is looking to replace pickup trucks with over 200k miles total. President Fischer entertained a motion to approve Ordinance #18-03-02. Motion made by Commissioner Thomson, seconded by Commissioner Schulz. Upon a roll call vote, all were in favor and the motion passed unanimously.

Resolution #18-04 Authorizing the Execution of Purchase Agreement with Currie Motors, Frankfort, IL (Super cab 4X4)

President Fischer entertained a motion to approve Ordinance #18-04. Motion made by Commissioner Thomson, seconded by Commissioner Kraemer. Upon a roll call vote, all were in favor and the motion passed unanimously.

Resolution #18-05 Authorizing the Execution of Purchase Agreement with Currie Motors, Frankfort, IL (Standard cab 4X4)

President Fischer entertained a motion to approve Ordinance #18-05. Motion made by Commissioner Schulz, seconded by Commissioner Thomson. Upon a roll call vote, all were in favor and the motion passed unanimously.

Community Events **New Lenox Chamber of Commerce**

Ranch Frostie Ribbon Cutting Celebration

Saturday March 24, 2018 11 am at Ranch Frostie.

President Fischer reminded all to visit the Chamber of Commerce website or call (815)485-4241 for any additional events.

Village of New Lenox

Severe Weather Spotter Training/Health and Safety Expo

Thurs, April 19, 2018, 5:00pm-8:30pm at Lincoln Way West

-Visit with approximately 50 organizations from the health, safety, fitness, preparedness and emergency response industries.

-The free Severe Weather and Spotter Training will be held immediately after from 7:00pm to 8:30pm

Contact the Village of New Lenox at 815-462-6400 for additional information.

**Director/
Commissioner
Comments**

Commissioner Schulz stated a lot of work and time went into the Master Plan from each department. Thanked all of the staff that helped make this possible.

Commissioner Thomson noted the long session and the time it takes to communicate with all of the departments to lead to the success of all of the programs. The community is lucky to have such dedicated staff. Commissioner Thomson thanked the staff again.

Commissioner Kraemer thanked Director of Business Services Lynch and her staff, as well as all Directors and Deputy Directors that keep track of the money that comes in and goes out. He also congratulated all on the Accounting award for the 10th year. It's an amazing accomplishment. Commissioner Kraemer also commented on the Master plan, thanking all who put work into it.

Adjournment

At approximately 7:30 p.m., President Fischer requested a motion to adjourn the March 21, 2018 Regular Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Schulz, seconded by Commissioner Kraemer. Upon a voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,
Nicole Barry, Recording Secretary