

Minutes of the Special Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, June 15, 2016 at 5:00 pm at the Formal Executive Conference Room 202 at the Village Hall, New Lenox, IL.

## **GENERAL FUNCTIONS:**

- Call to order** President Fischer called the June 15, 2016 meeting to order at approximately 5:00pm.
- Roll Call** President Fischer asked for everyone to state their names for the record; the following were present  
Commissioners: Kraemer, Larson, Schulz and President Fischer.  
At approximately 5:07PM Commissioner Thomson was present.
- Also in Attendance** Executive Director Greg Lewis, Attorney Angelo Vitiritti, Director of Parks-Maintenance George Travnicek, Director of Business Services Kathy Lynch, Director of Recreation Shirley Braglia, and Deputy Director of Executive Services Jacque Tuma.
- Discussion on Capital Projects** Executive Director Lewis noted we will be reviewing what has been accomplished for Fiscal Year 2015-2016 and what is projected for Fiscal Year 2016-2017 in Funds 10, 20, 25, 26, 50, & 51. The Master Plan will help set the guidelines and would like the board to be on the same page.

### Fund 10

President Fischer asked about the roof at the Administration Building. Executive Director Lewis noted we went back to the original inspection from 2012ish and we are actually on target for replacements; have three RFP's right now to do repairs in FY 16-17. We can wait a few years before total replacement. Executive Director Lewis noted Fund 10 & 20 repairs are budgeted to come out this year to help make it until we can go back out for non-referendum bonds.

President Fischer asked about the AC at Walker. Executive Director Lewis noted staff has a good idea on how to cool the building; but with double doors for storage air will escape; right now looking at installing a roof top unit. Director of Parks Maintenance Travnicek noted staff has put in overhead supports for the unit.

### Fund 20

Executive Director Lewis noted the flag poles having lights is in this year's budget; Countryview/Royal Meadows Park's tennis courts and asphalt paths need to be reviewed this year. Director of Parks Maintenance Travnicek noted Joliet Asphalt sent a letter indicating no warranty work so right now hoping nothing more happens. President Fischer asked if repair work needs/can be done before the end of the year. Director of Parks Maintenance Travnicek noted there is a 3<sup>rd</sup> crack at Firefighter's which needs to be repair as well. Director of Parks Maintenance Travnicek noted ½ the cost of fixing the culverts for Countryview will be our cost and the other ½ is the Village's cost; now it's a safety concern.

### Fund 25

President Fischer asked if this budget was the last payment for the bucket truck. Director of Business Services Lynch with have to confirm that but will get back to board. President Fischer asked about the Bentley/Tyler repairs and if District 122 will be working with us. Director of Parks Maintenance Travnicek noted it's time for renovations on some of these older lots; it serves baseball. There was a discussion regarding other lots in the district. Executive Director Lewis noted if this was the final payment for the bucket truck then that opens up more funding towards Capital.

### Fund 26

Executive Director Lewis explained not all funds were spent in FY 15/16 and currently there are no specific projects for ADA this year. Executive Director Lewis noted ½ of the funding for Taylor Glen's playground will come out of Fund 26 and Fund 51; but he doesn't want to spend all the funds in 26. President Fischer asked if it will be at least a couple 100K for Taylor Glen. Commissioner Larson asked for assurance that Taylor Glen will be completed this year. Executive Director Lewis noted the homeowners are being asked what they would like to see and hopefully there will be a plan for July. President Fischer asked if Taylor Glen needed a parking lot or if it would be street parking. Director of Parks Maintenance Travnicek noted he will need to review the master plan and get the Village's point of view on this matter. Executive Director Lewis noted there is potential for 2 more parcels to adjacent Taylor Glen; we need to look at the whole project and build out. President Fischer asked if we could take funding out of Fund 25 to help build out

this project. Executive Director Lewis suggested to address parking in Phase II or Phase III of the project out there; right now there's one way in and one way out.

There was discussion about the following other sites coming into the park system: Waterchase, Sky Harbor and Bristol Park; with Taylor Glen being the next up on the timeline for completion.

Executive Director Lewis noted Waterchase Estate's HOA is active and maybe a similar situation like NeuFairfield. The HOA was served a weed ordinance violation for the park site which will go against the line of credit; this parcel is not moving fast but hopefully there will be a letter of acceptance next month.

Executive Director Lewis reminded the board Fund 51 has set aside for a building reserve but if the board takes a vote to move the money to build out the parking lot then we can do that. Census was no.

#### Fund 50

Director of Parks Maintenance Travnicek noted may need a permit to build out the 10X40 building and recreation scoreboard area at Lion's Den. Cherry Hill parking lot has been completed; Spencer Park Basketball Court needs some TLC this year; with the whole site needing to be reviewed and updated. Executive Director Lewis noted this is also outlined in the Master Plan along with Prairie Ridge Estates being developed. It was noted that the non-referendum bonding was there to help re-develop older park sites. Commissioner Larson noted the last time around that's what the board designated the funding for but we can set the guidelines. Executive Director Lewis noted all of our facilities are becoming healthier and we need to start looking at the timeframes for the new sites coming on board into our park system. The board specifically specified to start saving for land. Commissioner Kraemer asked what the percentage of build out at Prairie Ridge Estates was at and the nearest park. Director of Park Maintenance Travnicek noted the closet park site is NeuFairfield; and it took 290K to complete Firefighter's Park.

Executive Director Lewis noted the washrooms at Lion's Den have been remove because Will County washrooms are continuously open and the better option right now is a port-a-john.

Director of Business Services Lynch noted the bucket truck's last payment was made Monday.

#### Fund 51

Developer donations are going well; 100K is for Taylor Glen and 150K for lot/OSLAD with the potential of Leigh Creek South coming on board.

### **Discussion on Overview of Technology**

Deputy Director of Executive Services Tuma explained to the Board in great detail what has been accomplished over the past two fiscal years with technology within the District; including the move to the new Administration Building. It was noted all buildings have been assessed in regards to Burglar, Fire, and Camera systems and recommendations have been made. Computers and iPad's are typically purchased at the end of the Fiscal Year and installed the following year; this year we were able to purchase 14 brand new computers and rolled down almost all 14 old computers for at total of 28 workstations being updated. iPads are the same way and we had 4 new be replaced and 4 old will be down within the district. There was a question about installing cameras in the rooms; and it was noted there were probably laws indicating this is something you cannot do but will look into this. Commissioner Thomson also asked about the Social Media policies. Deputy Director of Executive Services Tuma noted this is a goal for FYE 2017 along with updating all other technology policies. Technology will be reviewed every year during budget time so the board is aware of what has been done and what is going to be scheduled to be done in the next Fiscal Year.

Executive Director Lewis noted Budget Ordinance is in draft form; line item specifics are available to the public; looking to balance the budget with personnel changes coming down the pipeline for the December 1<sup>st</sup> deadline and in July we will ratify the budget.

It was discussed and decided on to have a Budget Workshop regarding Personnel on Wednesday, June 29<sup>th</sup> at 5:30PM at the Administration Building.

**Adjournment**

At approximately 5:55PM President Fischer requested a motion to adjourn the June 15, 2016 Special Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,  
Jacque Tuma  
Recording Secretary