

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, October 16, 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 October 16, 2013 meeting to order at approximately 6:00 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: Schulz, Jansma, Kraemer, Larson, and President Fischer.
- Also in Attendance** Communications/Marketing Supervisor Lauren Lotz, Recreation Superintendent Shirley Braglia, Director of Golf Robert Schulz, Parks-Maintenance Superintendent George Travnicek, Facilities Superintendent Mike Langlois, Executive Director Greg Lewis, Attorney Angelo Vitiritti, Finance/Human Resources Superintendent Kathy Lynch, Executive Assistant/Office Supervisor Jacque Tuma.
- Treasurer's Report** Commissioner Kraemer quoted totals from the Treasurer's Report of September 30, 2013. President Fischer requested any questions or comments. President Fischer requested a motion to approve the Treasurer's Report as presented for September 30, 2013. Motion made by Commissioner Larson, seconded by Commissioner Jansma. Upon roll call vote, all were in favor and the motion passed unanimously. Commissioner Kraemer noted the new ACH/EFT Bank Account to be used for Enterprise purchase accounts that require payment on delivery.
- Payment of Bills** Commissioner Kraemer quoted totals from the Payment of Bills presented for September 30, 2013. President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve the Payment of Bills as presented for September 30, 2013. Motion made by Commissioner Schulz, seconded by Commissioner Jansma. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Special Guests**
PAD 2013 Partner Organizations-Check Presentation
Communications/Marketing Supervisor Lotz presented over \$8,700.00 worth of checks to the PAD Partners who volunteered their time to work PAD. LincolnWay Soccer Club was not present to receive their check.
Commemorative Donation Program Recognition
Communications/Marketing Supervisor Lotz read aloud who the 2013 Commemorative Bench-Tree Donations were dedicated to and their location.
Volunteer and Service Award Recognition
Communications/Marketing Supervisor Lotz presented the various volunteer groups who volunteered their services to the Park District in beautifying our parks and playgrounds. Communications/Marketing Supervisor Lotz also presented Association Presidents Marty McGreal of the New Lenox Rebels and Darin Grove President of the New Lenox Youth Football Association with plaques for their volunteer service and commitment as they are now stepping down.
- Communications** Township of Manhattan-Thank You
President Fisher read aloud a letter from the Township of Manhattan thanking the New Lenox Park District for the use of our bean bags and boxes for Manhattan's Fun Days over Labor Day weekend.
- Consent Agenda** Approval of the Regular Meeting Minutes of September 18, 2013
President Fischer requested any questions or comments on the Consent Agenda. Hearing none, President Fischer requested a motion to approve the Consent Agenda. Motion made by Commissioner Kraemer and seconded by Commissioner Larson. 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
Director of Golf Schulz congratulated Tony Kessel of LWC and Shawn Knights of LWW who qualified for the IHSA state tournaments down in Bloomington. Director of Golf Schulz noted the VFW outing was sold out. Director of Golf Schulz noted the Fall rates started yesterday. President Fischer asked Director of Golf Schulz about the purchase of the pump for the bunkers. Director of Golf Schulz noted it will suck the water out the bunkers more conveniently and noted it is a lot less labor intensive.

Proud American Days 2013 – Financial Report Final

Executive Director Lewis said the books have been closed for this year noting we were down from last year because having to move to the Menard's site. Executive Director Lewis noted having it at the Menard's site was a much better venue. Executive Director Lewis noted as usual the profit was split between the PAD Partners and the Park District.

Proud American Days 2014 Planning

Executive Director Lewis noted the event is still on hold for next year as we will find out January 1, 2014. Executive Director Lewis noted we are running out of options if the Menard's site is not available because the police station will not be completed yet.

Fiscal Year 2012-2013 Audit Presentation, Mr. Ed. McCormick

President Fischer introduced Ed. McCormick who presented the Fiscal Year 2012-2013 Audit. Mr. McCormick noted the audit went very well and was pleased with the outcome. President Fischer requested any questions or comments regarding the Fiscal Year 2012-2013 Audit. Hearing none, President Fischer requested a Motion to Approve the Fiscal Year 2012-2013 Audit. Motion made by Commissioner Jansma and seconded by Commissioner Schulz. Upon a voice vote, 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. President Fischer asked what the \$11,086.00 Insurance Reimbursement was. Finance/Human Resources Superintendent Lynch said she was not sure and would check on it. Executive Director Lewis noted it was from the lightning strike. President Fischer asked if there were any questions regarding the Executive Assistant/Office Supervisor Report. Executive Director Lewis noted the letter from Mr. Philip Leo of Groot Industries, Inc. wanting to review our waste management and see if he could possibly save us some money.

Administration

Mrs. Tracy Wrase, Recreation Supervisor

Recreation Superintendent Braglia welcomed Tracy Wrase, Recreation Supervisor in charge of Special Events, Teens and Sponsorship.

Facilities/Planning

Development Projects Update

Parks-Maintenance Superintendent Travnicsek noted Bristol Park has massive earthwork taking place. Parks-Maintenance Superintendent Travnicsek noted a possible road may be in place by the fall and possibly work on the park next Spring. Parks-Maintenance Superintendent Travnicsek noted we are still waiting for the drinking fountain and gazebo at Prairie Ridge. Executive Director Lewis noted Parks-Maintenance Superintendent Travnicsek had a great meeting with Dr. Manville identifying all the sites that are used/shared by us or the athletic associations and who, what and where's. Executive Director Lewis noted Parks-Maintenance Superintendent Travnicsek was able to put a dollar amount all the associations contribute on a yearly basis and noted he thought it was really an eye opening experience for her as there are millions of dollars of infrastructure on those sites. Either the associations or the Park District have put the infrastructure in that are insured as well as keeping it all up to date with ADA standards.

Draft Resolution providing for and requiring the submission of the proposition of increasing the limiting rate for the New Lenox Community Park District, Will County, Illinois, to the voters of said Park District at the general primary election to be held on the 18th day of March 2014

President Fischer noted this is regarding the referendum for the upcoming election in March of 2014. Attorney Vitiritti noted this is after communication with Speer Financial, Inc. to come up with the actual tax rate or increase to have it maintain what we are levying right now. President Fischer said this sounded confusing. Attorney Vitiritti noted what we are doing is retiring old debt but what we are saying is we are not trying to incur new debt, we just don't want our tax rate to come down, we want to tell the community that the tax rate is going to stay stable. Attorney Vitiritti noted we don't want to lose the funds we are taxing people for with the Golf Course. Attorney Vitiritti noted he needs to go to the County and verify the question for the referendum

will be acceptable to them. Attorney Vitiritti noted this is why we need to get the word out to the community to let them know what our intentions are. Attorney Vitiritti said in simplest form what this truly is, is that instead of taking the money and paying off bonds, we want to take the money and build parks and other capital improvements. Executive Director Lewis noted this is roughly \$54.00 on a \$250,000 home. Executive Director Lewis noted we can do greater and better things for the community or even the individual family with the money.

Parks Maintenance Superintendent & Facility Superintendent

Parks Maintenance Superintendent Travnicek noted the great job Communications/Marking Supervisor Lotz did with the presentation. Park Maintenance Superintendent Travnicek did a slide show presentation of the locations of the trees/benches as well. Parks Maintenance Superintendent Travnicek noted we had over 190 volunteers beautifying our parks. Parks Maintenance Superintendent Travnicek thanked Mike (next door mechanic) for keeping our two stripers up and running, he thanks Facilities Superintendent Langlois for working with FEMA to get reimbursement checks for damages incurred during April's flood event, and also Executive Assistant/Office Supervisor Tuma and her staff for the bids as there will be more to come in the spring. Facilities Superintendent Langlois noted the roof is complete at the Community Center. Facilities Superintendent Langlois noted the great job Facilities Foreman Camp was doing at the Golf Course modifying the loading dock. Facilities Superintendent Langlois noted we received 75% cost of the flood from FEMA, beginning next week Haines Park will be getting a new roof on the pavilion.

Recreation

Assets of the Month ("I may be small, but I can still accomplish big things.")

Executive Director Lewis read the Asset of the Month aloud.

Special Recreation

Monthly Reports

Staff Reports

Executive Director Lewis noted Keith Wallace is doing a great job as far as awareness with our representatives and senators with the State as far as what Special Rec is all about.

Monthly Financial Reports

Executive Director Lewis noted they are healthy and he is looking forward to the audit report.

IAPD Executive Director Search Update

Executive Director Lewis noted this is down to three candidates, interviews are going to take place and they will give recommendations.

LWSRA Facility Foreman Position-Timeline

Executive Director Lewis noted this closed as of Monday.

PARC Grant/LWSRA Facility Construction Update

Fund 27

Executive Director Lewis noted they are at the 50% mark and noted it is just a matter of getting all the paperwork in order for reimbursement.

Project Construction Update/Schedule

Executive Director Lewis noted we are on schedule.

Recreation Superintendent Update

Recreation Superintendent Braglia noted after doing some research the Park District employs 60 Part-time employees for the ACES program and also noted 57 of those people live in New Lenox. Recreation Superintendent Braglia mentioned the Girls Night Out Shopping Extravaganza on Friday, November 8th at the Community Center from 7 to 9:30, this is a FREE event and also the formerly Drumstick Dash now called the 5k Race and Fitness Walk will be held on November 23rd at the Sanctuary Golf Course.

Resolution #13-31 Credentials Certificate-Annual Delegates to the Business Meeting of the IAPD

President Fischer noted we need an individual to serve as delegate to the Annual Business Meeting of the IAPD. President Fischer noted Executive Director Lewis would be the delegate, Commissioner Larson would be the 1st Alternate, President Fischer would be the 2nd Alternate and Commissioner Schulz would be the 3rd Alternate.

New Business

Walker Country Estates Park Development: Fishing Pier Bid Results & Recommendations

Parks-Maintenance Superintendent Travnicsek noted we received 3 bids. Parks-Maintenance Superintendent Travnicsek noted George's Landscaping Inc. who has done work for us before came in with the lowest bid. Parks-Maintenance Superintendent Travnicsek noted there were two options and all seemed to be in favor of Option One (10 feet over water made out of wood). Parks-Maintenance Superintendent Travnicsek presented a slide-show of the plans with the alternate bid. Parks-Maintenance Superintendent Travnicsek noted this is something we need either sooner or later. Parks-Maintenance Superintendent Travnicsek's recommendation is to award the Fishing Pier Option One with wood and also the alternate to George's Landscaping, Inc. President Fischer requested a motion to approve the contract for Walker Country Estates Park Fishing Pier to George's Landscaping, Inc. for Option One (10 feet over water made out of wood), also the alternate bid. Motion made by Commissioner Kraemer and seconded by Commissioner Jansma. Upon roll call, all were in favor and the motion passed unanimously.

Schoolhouse Manor Park Playground Apparatus Bid Results & Recommendations (Bid Form Pg. 1) & Walona Park Playground Apparatus Bid Results & Recommendations (Bid Form Pg. 2)

Parks-Maintenance Superintendent Travnicsek noted there was a bid opening on October 14th at 10am. Parks-Maintenance Superintendent Travnicsek noted he was pleased as there were 6 different contractors who bid. Parks-Maintenance Superintendent Travnicsek noted Green-Up Landscape came in as the lowest bidder for both parks, coming in at \$140,838.00. Parks-Maintenance Superintendent Travnicsek would like to recommend Green-Up Landscape to be awarded the contracts for both parks. President Fischer requested any questions or comments. President Fischer requested a motion to approve playground work at Schoolhouse Manor Park and Walona Park to Green Up Landscape for \$140,838.00. Motion made by Commissioner Larson and seconded by Commissioner Kraemer. Upon roll call, all were in favor and the motion passed unanimously.

Community Events

President Fisher noted the upcoming events are as follows:

Chamber of Commerce

Saturday, October 26th

Halloween Costume Contest & Festival

Oster-Oakview Elementary School (inside the gym)

11:30am – 1:30pm

October 26th – November 18th

2nd Annual I Spy New Lenox

A community wide Scavenger Hunt where participants have to locate your place of business to find a clue they will need to decode a secret message.

**Commissioner &
Director Comments**

- Executive Director Lewis read the employee of the month for October is Brittany McCauley. Executive Director noted the asset program touched on it and tonight the meeting was all about the volunteers and what they do for the community. He noted we need them and they step up no matter what it is. Executive Director Lewis noted to the staff that the audit award isn't possible unless everyone takes part and does what they are responsible for. Executive Director Lewis asked the public to contact the park district should you have any questions on what we are trying to do regarding the referendum, to please contact us.
- Commissioner Schulz noted last month we was able to attend a LWSRA sports banquet and noted Keith Wallace and his staff did a great job, seeing all the participants go up and get an award was heartfelt. He was glad he attended.
- Commissioner Larson said it makes him feel good the audit report was good and that we received an award again. He thanked George and Mike for all their hard work too.
- Commissioner Kraemer thanked the volunteers, coaches, organizations as you are what make it work and glad that they made some money from PAD. Happy the audit went well and thanked Kathy and her staff.

- Commissioner Jansma welcomed Tracy to the Park District, thanked the staff and asked the public to go on line and take a look at the catalog as there are all kinds of things to do all winter long now that the outdoor activities are slowing down.
- President Fischer agreed with all of the commissioner's comments and thanked the staff who really makes it work. President Fischer also mentioned you can buy a brick for LWSRA from \$150 - \$500. Please call 462-2911 the money goes to a good cause. President Fischer said the building is going up and is very impressive.

Adjournment

At approximately 7:24 p.m. President Fischer requested a motion to adjourn the October 16, 2013 Regular Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Larson, seconded by Commissioner Jansma. Upon a voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,
Rebecca Heckler
Recording Secretary