

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, December 18, 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 December 18, 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: Jansma, Kraemer, Larson, Schulz and President Fischer.
- Also in Attendance** Communications/Marketing Supervisor Lauren Lotz, Recreation Superintendent Shirley Braglia, Director of Golf Bob Schulz, Parks-Maintenance Superintendent George Travnicek, Facilities Superintendent Mike Langlois, Attorney Angelo Vitiritti, Executive Director Greg Lewis, Finance/Human Resources Superintendent Kathy Lynch, 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 November 30, 2013. Hearing none, President Fischer requested a motion to approve the Treasurer's Report as presented for November 30, 2013. Motion made by Commissioner Jansma, 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 presented for November 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 November 30, 2013. Motion made by Commissioner Larson, seconded by Commissioner Jansma. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Agenda Amendment** President Fischer requested a motion to amend the agenda to move all Resolutions to Special Guest portion of meeting. Motion made by Commissioner Larson, seconded by Commissioner Kramer. Upon a voice vote, all were in favor and the motion passed unanimously.
- Special Guests/  
New Business** *Resolution #13-34 Honoring the New Lenox Youth Football Association's Varsity Junior Knights Super Bowl Championship*  
President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve Resolution #13-34 Honoring the New Lenox Youth Football Associations' Varsity Junior Knights Super Bowl Championship. Motion made by Commissioner Larson, seconded by Commissioner Kraemer. Upon a roll call vote, all were in favor and the motion passed unanimously. At that time, the resolution was read aloud by Communications/Marketing Supervisor Lotz, all individuals were introduced and presented with a plaque and a group photo was taken with President Fischer and Executive Director Lewis.  
*Resolution #13-35 Honoring the New Lenox Youth Football Association's Super Light Junior Warriors Super Bowl Championship*  
President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve Resolution #13-35 Honoring the New Lenox Youth Football Associations' Super Light Junior Warriors Super Bowl Championship. Motion made by Commissioner Jansma, seconded by Commissioner Kraemer. Upon a roll call vote, all were in favor and the motion passed unanimously. At that time, the resolution was read aloud by Communications/Marketing Supervisor Lotz, all individuals were introduced and presented with a plaque and a group photo was taken with President Fischer and Executive Director Lewis.

**Special Guests/**

**New Business cont'd.** *Resolution #13-36 Honoring the New Lenox Mustangs Lightweight Football Team Championship Season*

President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve Resolution #13-36 Honoring the New Lenox Mustangs Lightweight Football Team Championship Season. Motion made by Commissioner Jansma, seconded by Commissioner Kraemer. Upon a roll call vote, all were in favor and the motion passed unanimously. At that time, the resolution was read aloud by Communications/Marketing Supervisor Lotz, all individuals were introduced and presented with a plaque and a group photo was taken with President Fischer and Executive Director Lewis.

*Resolution #13-37 Honoring the New Lenox Mustangs Pee Wee A Red Football Team Championship Season*

President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve Resolution #13-37 Honoring the New Lenox Mustangs Pee Wee A Red Football Team Championship Season. Motion made by Commissioner Larson, seconded by Commissioner Jansma. Upon a roll call vote, all were in favor and the motion passed unanimously. At that time, the resolution was read aloud by Communications/Marketing Supervisor Lotz, all individuals were introduced and presented with a plaque and a group photo was taken with President Fischer and Executive Director Lewis.

**Communications**

*Village of New Lenox Board Room – Thank You Letter*

President Fischer noted a letter to Mayor Baldermann from Executive Director Lewis thanking him for the use of the Board Room on the 3<sup>rd</sup> Wednesday of each month for the New Lenox Community Park District Board of Directors meetings.

**Consent Agenda**

*Approval of the Public Hearing on the Property Tax Levy FY 2013-2014 Minutes of November 20, 2013*

*Approval of the Regular Meeting Minutes of November 20, 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 Kraemer and seconded by Commissioner Larson. Upon a voice vote, all were in favor and the motion passed unanimously.

*Approval of the Special Meeting Tri-Annual Minutes of December 2, 2013*

President Fischer requested any questions or comments on the Consent Agenda. Executive Director Lewis noted a change/deletion of the first sentence of the Paragraph concerning Questions/Comments. President Fischer requested a motion to approve the Consent Agenda change. Motion made by Commissioner Larson 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*

Director of Golf Schulz stated November was not the best weather November we have ever had and rounds were directly affected. The Chili Open was once again full and everyone enjoyed the chili and events. The ice maker in the back room broke a fitting and flooded the storeroom causing some damage to the cart barn. We are working with Ice Town to get all damages fixed on Ice Town's dollar since we lease the equipment from them. In December we will be getting the EZlinks V7 update as this update will add more advanced features to our POS and Tee sheet software. Also noted was the current closing of the golf course due to snow on the ground and added NO 4 WHEELERS of any kind are allowed on the property. Last mention was gift cards are currently being sold and will be until Christmas Eve.

2013 Public Agency Golf Summit

Executive Director Lewis stated he and Director of Golf Schulz attended the Golf Summit on December 4, 2013 and added they listened to 3 speakers, learned about millenials, foot golf/soccer/golf combinations, etc. It was a good meeting.

Proud American Days 2014 Planning

Executive Director Lewis noted we are in a “holding pattern” with regard to the plans for PAD 2014 as we are waiting to find out if the space will be available. We haven’t heard anything yet and all contracts are on hold until we hear definitive information.

**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 if there were any questions regarding the Executive Assistant/Office Supervisor Report, hearing none. President Fischer noted and delighted in the increase in online registration versus in person/window sales.

**Facilities/Planning**

Development Projects Update

Walker Country Estates Park Development Update

Parks-Maintenance Superintendent Travnicek reviewed the Project Schedule sheet stating the fishing pier is completed and is a great start to the park improvements. He included a power point slide show of the progress. He also noted there will be a January 21, 2014 advertisement for bids, February 6, 2014 Bid Opening and February 19, 2014 Bid Award. President Fisher asked if there was any word yet regarding the Gazebo project at Prairie Ridge to which Parks-Maintenance Superintendent Travnicek said no, nothing yet.

Update on the Referendum for Capital Development Projects on the March 2014 Election, Premised on Maintaining the Tax Rate

Executive Director Lewis stated everything so far has been very positive, flyers are out. President Fischer added if anyone would like the commissioners to explain it in detail, please call and we will come out to give you the facts. The bottom line is the Golf course will be paid off in 2015 and the Park District would like to maintain the tax rate at current (.07) of the .29; this will be a re-allocation of funds due to retirement of the old golf course debt and also requested that everyone get out and register to vote as the past elections have shown percentage of registered voters is down. He added the Front Line staff are now voting registrars/able to register the public to vote.

Tri Annual Meeting Overview

Parks-Maintenance Superintendent Travnicek noted the meeting was held on December 2, 2013 briefly reviewing the Associations numbers and season outcomes. Girls Softball had a great turnout with 200 players; both Football organizations had great years with championship winning teams; Rebels baseball numbers were down this year and NLSA soccer had 660 players, adding they are willing to give up Cherry Hill fields for the LWSRA and also would like to volunteer at PAD 2014. He also reiterated key notes regarding the ADA update, advertising in park district brochures, infield/field work this fall/next spring, Porta John service going out to bid, the Referendum – March 2014 and its impact on the Associations, monthly invoice turn around, ski dates/parking issues/police issues, turf review and updated the Association Officer listing for 2014.

**Parks-Maintenance Superintendent & Facility Superintendent**

Parks-Maintenance Superintendent Travnicek stated Walona playground is completed; Schoolhouse Manor park is slated for next Spring; ice skating at Haines Park has been flooded and is being maintained; they have been heavily concentrated on snow removal and routine park maintenance continues.

Facilities Superintendent Langlois noted the water damage at the Sanctuary club house and stated the damage is approximately \$7,000.00. Ice town is paying for the damages and has already sent

out the check for repairs. He added the fees and charges for room rentals and park rentals are included in the board packet and they are slightly increasing. As of the 34<sup>rd</sup> or 4<sup>th</sup> of January, the church will be finished using our rooms on the weekends and the rooms will be again available for rental during those times.

**Recreation**

Asset of the Month – Constructive Use of Time/Time at Home

*“Spending time with my family is special to me.”*

Executive Director Lewis read the Asset of the Month aloud.

**Special Recreation**

Monthly Reports, Staff Reports, Monthly Financial Reports, Updates on Positions

Executive Director Lewis noted updates on the positions as follows:

Executive Director: Mr. Keith Wallace

Facility Foreman; Mr. Mark Sagen

Recreation Superintendent: we are currently taking applications for this position and have had many resumes come in including one internal applicant. All staff monthly reports are in order and they are waiting for discussion with auditor on difference of opinion on changes.

PARC Grant/LWSRA Facility Construction Update, Fund 27, Project Construction Update/Schedule, PARC Grant Udit-50% Completion Reimbursement

Executive Director Lewis stated all went smooth with Fund 27; the \$1,250,000.00 should be forwarded within 30 days. Everything is up and rolling.

**Recreation Superintendent Update**

Recreation Superintendent Braglia stated Children’s Basketball is underway and also thanked the entire staff adding the new brochure and new website are up and running smoothly. She added Merry Christmas and Happy New Year to all.

**New Business**

Public Notice: Annual Posting of Regular Park Board Meetings

President Fischer announced the Annual Notice of Regular Park Board Meetings held on the 3<sup>rd</sup> Wednesday of each month.

Annual Review of Fees and Charges

Facilities Superintendent Langlois noted room rates have been raised modestly as of May, 2014 as well as Park Rentals increasing as of 1/1/14. President Fischer requested a motion to approve the Annual Review of Fees and Charges. Motion made by Commissioner Kraemer, seconded by Commissioner Jansma. Upon voice vote, all were in favor and the motion passed.

**Community Events**

President Fisher noted the upcoming events are as follows:

**New Lenox Chamber of Commerce**

Tuesday January 7

Business on the Move Luncheon/Program

11:30 a.m. Check in and networking; Location TBD

Thursday, January 18

Business After Hours – Ladies Auxiliary – VFW Post 9545

5:00-7:00 pm

Contact the New Lenox Chamber at 815-485-4241 for full details

**Commissioner &  
Director Comments**

- Executive Director Lewis announced the August employee of the month as Kelly Molloy who has worked since August 2006 in Kiddie Kampus, KinderPlus, ACES, etc. He thanked the Village Board and Mayor for use of the facility and thanked all volunteerism associations. Merry Christmas to all and don't forget to vote on March 18, 2014.
- Commissioner Kraemer congratulated all of the football teams for amazing seasons, adding Merry Christmas and Happy New Year.
- Commissioner Jansma thanked the staff for a great job as well as all sports associations. All feedback is positive and wished everyone Merry Christmas and Happy New Year.
- Commissioner Schulz noted an article in the New Lenox Patriot regarding the referendum and don't forget to register to vote! He thanked the staff for a great job as usual, adding Merry Christmas and Happy New Year.
- Commissioner Larson wished everyone a Merry Christmas, Happy New year and please vote on 3/18/14. He also added the Penguin open on February 1<sup>st</sup>, 2014.
- President Fischer noted the volunteers, the newsletter and stated he feels we have the BEST Park District in the State! Don't forget to register to vote – it's your right – so use it, adding Merry Christmas and Happy New Year. .

**Adjournment**

At approximately 7:15 pm, President Fischer requested a motion to adjourn the December 18, 2013 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,  
Janet Frigo  
Recording Secretary