

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, February 19, 2014 at 6:08 pm in the Board Room of the Village Hall, New Lenox, IL.

GENERAL FUNCTIONS:

- Call to order** President Fischer called the February 19, 2014 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, 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 Vitoritti, 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 January 31, 2014. Hearing none, President Fischer requested a motion to approve the Treasurer's Report as presented for January 31, 2014. Motion made by Commissioner Kraemer, 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 January 31, 2014. President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve the Payment of Bills as presented for January 31, 2014. Motion made by Commissioner Schulz, seconded by Commissioner Jansma. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Communications** 2014 IPRA Sponsor a Student Program – Thank You
Communications/Marketing Supervisor Lotz read aloud the correspondence the New Lenox Community Park District received from IPRA Conference Coordinator Sue Cottingham-Haupt, thanking us for making the 2014 IPRA Sponsor a Student Program possible.
- 2013 Honored Professional Award – Congratulations Letter
Communications/Marketing Supervisor Lotz read aloud the correspondence Executive Director Lewis received from IAPD President Peter M. Murphy, congratulating Executive Director Lewis on receiving the Illinois Association of Park Districts' 2013 Honored Professional Award at the IAPD conference this past January. Communications/Marketing Supervisor Lotz noted the submission was done through the park district and was Executive Director Lewis was selected as this year's recipient of the award. The letter also congratulated the New Lenox Community Park District for winning the IAPD's Youth License Plate Award – Best Promotional Practices. Executive Director Lewis noted this has been a great month, and great for him, but the bottom line is that we have a great board and a dedicated staff, and a group of volunteers that are second to none, and in this community we get it done. Lewis noted the reason he gets an award like this is because of all of these people that work hard day in and day out and make things different here in New Lenox. Executive Director Lewis wanted the public to know, this is 25 years in the making literally for myself and the majority of the staff members of turning things around and being accountable to the public and really working hard. Executive Director Lewis noted the referendum on the ballot, .06 cents for Capital improvements, and the golf course will be paid off. Executive Director Lewis noted it is very important for this referendum to be passed for us to continue to have the great group of people to get the job done, but we need the money to be able to do it. Executive Director Lewis noted the grant money continues to come out of Springfield, but it gets tougher and tougher as its going to dry up, so we as a community need to take care of ourselves. Executive Director Lewis noted by passing the referendum we will be able to build splash pads, parks, recreation centers, whatever we can do to add options for the community. Executive Director Lewis noted the letter we received from the professional BMX biker as to who built the skate park. He knew exactly what building this skate parks does to get kids off the street and give them an opportunity. Executive Director Lewis noted this was not easy, the staff worked hard trying to find the perfect spot for the skate park. This was a great asset to the community. Executive Director Lewis noted the award was a total shock and a great honor.

Executive Director Lewis noted it takes a team, a partnership with the schools, with the village and everything else all working in harmony. Executive Director Lewis hopes the community will support us in March with the referendum so we can do more of the same.

IAPD Legislative Update

Executive Director Lewis noted the IAPD Platform introduced some new bills, Open Meetings Act and short term borrowing options. Executive Director Lewis noted the biggest item was the update on the minimum wage. Executive Director Lewis noted we are one of the biggest employers of 1000s of youths for summer jobs, most often their first jobs. Executive Director Lewis noted this would be a direct impact on our overall big picture as we as an agency have a limited budget. Executive Director Lewis noted they have more meetings coming up and they will continue to let them know the issues and impact this would have on the budgets.

New Lenox Community Park District Named New Lenox Chamber Partner of the Year Press Release

Communications/Marketing Supervisor Lotz noted the award honoring the New Lenox Community Park District as the Chamber of Commerce Partner of the Year Award. The award was presented at the January 28th New Lenox Chamber of Commerce Annual Dinner. Communications/Marketing Supervisor Lotz noted this is a great accomplishment for us and we want to thank the Chamber as we continue to work with them. Executive Director Lewis wanted to let the community know the award is there to like the business of the year award, honor a municipality or civic organization that does the equivalent. Executive Director Lewis noted they had several groups to choose from and noted it was really special to us that we received the award. Executive Director Lewis noted we've supported them a long time and we will continue to do so.

New Lenox Community Park District – Park District Youth License Plate Award Press Release

Communications/Marketing Supervisor Lotz noted the award and the explained the work the park district does to promote Park District License Plate program.

IPRF Safety & Educational Grant Awarded

Communications/Marketing Supervisor Lotz noted the New Lenox Community Park District was recipient of another grant in the amount of \$4,955.00. Facilities Superintendent Langlois noted this money will try to be used to pay for the surveillance cameras and security system which is hooked up with the police department at the community center. Facilities Superintendent Langlois noted in the past we have used the grant money to pay for vests, hard hats, AEDs and any type of safety equipment possible. Facilities Superintendent Langlois noted this is great to receive the grant and noted we have been the recipient of the grant for the last 8 or 9 years and it keeps going up. Executive Director Lewis noted we have put some systems on doors since we have gone to the lock down method. Executive Director Lewis noted since the last safety inspection we had mechanisms installed in the center that will unlock doors and open up more access points. Executive Director Lewis noted this is a great program they offer every year.

Consent Agenda

Approval of the Regular Meeting Minutes of January 15, 2014

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 Jansma. Upon a voice vote, all were in favor and the motion passed unanimously.

Walker Country Estates Bid Results

President Fischer requested a motion to amend the agenda to move the Walker Country Estates Bid Results up on the agenda. Motion made by Commissioner Jansma and seconded by Commissioner Kraemer. Upon a voice vote, all were in favor and the motion passed unanimously. President Fischer introduced Darrell Garrison from Planning Resources, Inc. to the floor. Mr. Garrison noted the bids were opened on Thursday, February 6, 2014, there were seven bids received, opened and read aloud. Four of the submitted bids were considered "incomplete bids" due to the lack of Addendum Acknowledgement and/or failure to include the required bid bond. An incomplete bid constitutes an unqualified response. Mr. Garrison noted of the three

remaining bidders, the lowest bid was received from Fuerte Systems Landscaping, Inc., for the low bid about of \$435,881.00 (as corrected). Mr. Garrison noted this was about \$20,000 less, and we are pleased with that. Mrs. Garrison noted his office has worked with Fuerte Systems on projects in the past. They have a history of doing good quality construction work and satisfying their clients. Mr. Garrison noted PRI recommends that, subject to Board approval the Construction Contract be awarded to Fuerte Systems Landscaping, Inc. in the amount of \$435,881.00. President Fischer requested and questions or comments regarding this. President Fischer noted there is construction scheduled pending approval. Mr. Garrison noted this would be weather permitting. Executive Director Lewis noted this is all within the grant guidelines. Executive Director Lewis noted he is glad they did the pier in the fall. Executive Director Lewis noted the water source drove the budget up, but we were still able to keep chipping away and getting the number down to where it is. Parks-Maintenance Superintendent Travnicek noted Fuerte Systems Landscaping worked on three of our OSLAD Grants and have done work at the Nelson Campus. Parks-Maintenance Superintendent Travnicek noted they also checked on some references all of whom gave a thumbs up for their work. President Fischer requested any questions or comments. Hearing none, President Fischer requested a Motion to Approve Construction Contract to Fuertes Landscaping, Inc. in the amount of \$435,881.00 for Phase II of Walker Country Estates. Motion made by Commissioner Jansma, seconded by Commissioner Schulz. Upon roll call 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

Commissioner Kraemer noted there will be a golf course presentation again on Thursday, April 10th at the club house at 5:00pm. Executive Director Lewis asked all Commissioners to report to him or Executive Assistant/Office Supervisor Tuma if there would be a conflict. Director of Golf Schulz noted the junior league and men's golf sign up starts March 1st at 9am. Director of Golf Schulz noted Perm letters have been mailed and so far the response has been great. Outing business has gone well as we have 3 new golf outings booked for 2014. President Fischer asked Director of Golf Schulz about keeping the rounds years to date on a calendar year as opposed to a fiscal year. Schulz noted that was correct.

Proud American Days 2014 Planning

Facilities Superintendent Langlois noted letters have gone out to the food vendors from last year. Facilities Superintendent Langlois noted they will have until April 1st to respond; otherwise it will be open to other vendors. Facilities Superintendent Langlois noted he met with the two managers at Wal-Mart and noted they are very receptive to what we are doing. Facilities Superintendent Langlois noted they were new from last year so he gave them a letter of intent. Facilities Superintendent Langlois noted he has been in contact with Menard's; they have to get their contract. Facilities Superintendent Langlois noted all the band contracts will be signed by the end of the month. Facilities Superintendent Langlois noted he and Executive Director Lewis met with the beer vendor, Kozel Bros. Facilities Superintendent Langlois noted they will have a new representative this year. Facilities Superintendent Langlois noted they are moving along progressively. Facilities Superintendent Langlois noted he had submitted to the Village to move the liquor license to the Menard's site. President Fischer noted to the public this will be the second year Proud American Day's will be held at the Menard's site on Route 30 next to Wal-Mart.

Finance/Human Resources Superintendent Update/Executive Director Assistant/Office Supervisor Update

President Fischer asked if there were any questions regarding the updates. Executive Assistant/Office Supervisor Tuma noted from December to yesterday her staff registered 33 new voters. Executive Assistant/Office Supervisor Tuma gave her staff kudos for pushing to register. Executive Assistant/Office Supervisor Tuma also reminded the public of the hours and places for in person, absentee and early voting taking place before the March 18th election.

Facilities/Planning

Development Projects Update

Parks-Maintenance Superintendent Travnicek noted there is nothing new to report as far as projects for the associations. Parks-Maintenance Superintendent Travnicek noted they received a call today about seeding at the Bristol Park site. Parks-Maintenance Superintendent Travnicek noted it sounds like they may look to start this in as soon as April. President Fischer noted there is nothing new to report regarding Prairie Ridge. Parks-Maintenance Superintendent Travnicek noted the construction meeting with Fuerte Landscaping being held March 17th. Parks-Maintenance Superintendent Travnicek noted they had a substantial completion date of August 1st, but they are pushing it along to hopefully have it completed by July 4th.

March 2014 Referendum Update

Executive Director Lewis noted he touched on this earlier and said it was great to see the letter to the editor from the BMX biker, because that is the intent of it. Executive Director Lewis noted his slip-up earlier and wanted to clarify the referendum is strictly for capital development. Executive Director Lewis noted if we don't take care of ourselves, he doesn't know who will, down the road as the money will get tighter and tighter down in Springfield. Executive Director Lewis noted this is one way we will be able to put in infrastructure and put things up. Executive Director Lewis noted this is a no rate increase even though the ballot reads as one. Executive Director Lewis noted for the public of the .29 cents that we operate on, .06 cents is for the golf course, .09 cents is for the ADA Special Recreation Fund. Executive Director Lewis noted the park district operates on .19 cents. Executive Director Lewis noted over 40% of our budget comes from fees and charges. Executive Director Lewis noted we are very frugal and does not know what else we can do. President Fischer noted not only is he an elected official, but he is also a tax payer in this community and the bottom line is we are retiring old debt and bringing on new debt and the end result is zero. President Fischer stated as a park district we put out over 1000 great programs annually with the budget we have. President Fischer noted we have 10,000 people that use our programs, we don't make everyone happy but we address them, make changes and move on. President Fischer noted the most important thing to do is to go out and exercise your right to vote.

2014 Spring/Summer Field Allocations

Parks-Maintenance Superintendent Travnicek noted this is something Facilities Superintendent Langlois does a lot and gets feedback from Recreation Superintendent Braglia and himself. This is given to all of the associations prior to the start of the season, everything is locked in as far as what is locked in, what sites, times. Parks-Maintenance Superintendent Travnicek noted the Tri-Annual meeting is in April 7th at 6:30pm at the Lions Community Center.

Parks-Maintenance Superintendent & Facility Superintendent

Parks-Maintenance Superintendent Travnicek noted his staff continues to do a great job with the snow and ice removal. Parks-Maintenance Superintendent Travnicek noted over 38% of staff time was allocated to this task. Parks-Maintenance Superintendent Travnicek noted Mike (mechanic) has been going through our equipment, tractors, ball drags, getting them ready for spring. Parks-Maintenance Superintendent Travnicek noted his fast facts above on his report. Parks-Maintenance Superintendent Travnicek noted Soccer was the first to take advantage of advertising in our 2014 summer brochure. President Fischer noted the increase from 78 hours to 563 hours of working on snow and ice removal as this had a big impact on our budget. President Fischer also noted an example of how frugal we are with the fact we have two trucks in our fleet

that are over 20 years old, 55% of fleet 15 years old & older and 73% of fleet 13 years and older. Parks-Maintenance Superintendent Travniczek noted Facilities Superintendent Langlois locked in fuel prices for 2014. The fuel prices will be 3.46 for Diesel and Unleaded will be 3.29. This is .02 cents less than 2013. Executive Director Lewis noted we are having a lot of issue with the LCC building due to the snow and ice. Executive Director Lewis noted we have had to grind the sidewalk at entry C to be able to get the door open. Executive Director Lewis noted we also had the roofing company back out to look at the gutter situation.

Recreation

Asset of the Month – Social Competencies/Peaceful Conflict Resolution

“I always use kind words and never my hands when I am faced with a quarrel.”

Executive Director Lewis read the Asset of the Month aloud.

Special Recreation

Monthly Reports, Staff Reports, Monthly Financial Reports, Updates on Position – Recreation Superintendent: Ms. Abby Billips, Resolution #14-02 Honoring Lana Graser

Executive Director Lewis noted Keith Wallace is doing a great job keeping up with the reports and also noted these reports have a lot more for the director’s standpoint. Executive Director Lewis noted they are working on some samples for the plaque and have made some changes since this one that is in the packet. Executive Director Lewis noted the report on participation by LWSRA residents in SSSRA programs. Executive Director Lewis noted they are growing just like we are growing. Executive Director Lewis noted a lot of good things happening there. Executive Director Lewis noted Mark Sagen’s report having a trouble with the diesel busses this year. Some issues were due to the weather, and some due to the maintenance, Executive Director Lewis noted Mark Sagen now has this under control. Executive Director Lewis noted as far as the monthly reports, we are on a solid basis and noted we have received the 50% matchn, so cash flow wise they are good. Executive Director Lewis noted Abbey Billips was selected for the Recreation Superintendent position. Abbey Billips came from within LWRSA, so now her position has been broken into two positions that are now being interviewed for. Executive Director Lewis noted they honored Lana Graser as Executive Director presenting her with a plaque at the last meeting.

PARC Grant/LWSRA Facility Construction Update, Fund 27, Project Construction Update/Schedule, Tentative Grand Opening – Saturday, June 21st

Executive Director Lewis noted the floors are in, they are working on the ceiling and also working with the village on occupancy. Executive Director Lewis noted they have a pretty extensive punch list to work on, but all systems are a go. Executive Director Lewis noted the Fund 27 breakdown in on track. Executive Director Lewis noted the tentative grand opening date is scheduled for Saturday, June 21st. Executive Director Lewis noted they have talked about doing a soft opening prior to them going into the building with each park districts executive director and board members as well as staff. Executive Director Lewis noted they are trying to keep it low key.

Recreation Superintendent Update

Recreation Superintendent Braglia noted everyone is talking about snow, but her staff has been working on the summer brochure. Recreation Superintendent Braglia noted they will be offering 52 new programs. Recreation Superintendent Braglia noted they had a contest on who could come up with the most new programs and Recreation Supervisor Petrow won the contest. Recreation Superintendent Braglia noted Saturday, March 1st they are having a March Hoops contest, and Monday, March 3rd is the Kiddie Kampus open house. Recreation Superintendent Braglia noted we have officially hit our mark and have 500 children enrolled in our ACES program. President Fischer noted the retirement of Miss Chris the dance instructor. Recreation Superintendent Braglia noted she has been with the park district for over 20 years. Recreation Superintendent Braglia noted her daughter will be taking her place.

New Business

Resolution #14-01 PARC Project Application

President Fischer noted when they were in Chicago at the conference, Governor Quinn was there and made a special announcement that there was more capital one project money out there and that the application needs to be in by March 10th. President Fischer requested a Motion to Approve Resolution #1401 PARC Project Application for Land Acquisition. Motion made by Commissioner Kraemer, seconded by Commissioner Schulz. Upon roll call all were in favor and the motion passed unanimously.

Resolution #14-02 Authorizing the Execution of the Lease Agreement Between New Lenox Community Park District and Northern Builders, Inc.

President Fischer asked Attorney Vitiritti if they needed to act on this this evening, Attorney Vitiritti noted they do not.

Planning Resources, Inc. PARC Grant Application Services Contract

President Fischer noted they need to act on a contract from Planning Resources, Inc. noting their fee will not exceed \$6,650.00. President Fischer requested a Motion to Approve Planning Resources, Inc. PARC Grant Application Services Contract. President Fischer requested any questions or comments regarding this contract. Executive Director Lewis noted if we don't try we won't know. Motion made by Commissioner Jansma, seconded by Commissioner Kraemer. Upon roll call all were in favor and the motion passed unanimously.

2014 Portable Services Bid Results

Parks-Maintenance Superintendent Travnicek noted the bid opening was held February 10th. Parks-Maintenance Superintendent Travnicek noted there were three bidders; all three bidders did this service back in 2011. Parks-Maintenance Superintendent Travnicek noted among the three bidders was Drop Zone, JR's Johns and Perfect Potty. Parks-Maintenance Superintendent Travnicek noted Perfect Potty was the lowest bidder coming in at \$24,240.00. Parks-Maintenance Superintendent Travnicek noted their breakdown per unit and has kept it the same since 2011. Parks-Maintenance Superintendent Travnicek noted he would like to award service for 2014 to Perfect Potty. President Fischer requested a Motion to Approve 2014 Portable Services Contract to Perfect Potty for \$24,240.00. Motion made by Commissioner Schulz, seconded by Commissioner Jansma. Upon roll call all were in favor and the motion passed unanimously.

2014 Turf Mowing Bid Results

Parks-Maintenance Superintendent Travnicek noted the bid opening was held February 11th. Parks-Maintenance Superintendent Travnicek noted there were six bidders ranging from \$16.24 per acre to \$25.00 per acre. Parks-Maintenance Superintendent Travnicek noted Carefree Lawn Maintenance was the low bidder at \$16.24 per acre. Parks-Maintenance Superintendent Travnicek noted the breakdown over the last several years noting Carefree did our work from 2006 to 2009. Parks-Maintenance Superintendent Travnicek checked out their references, all of which were positive, so he would like the board to award the contract to Carefree Lawn Maintenance. President Fischer asked Attorney Vitiritti if the motion should be made to say per acre. Attorney Vitiritti said it should read per acre. President Fischer requested any questions or comments. Hearing none, President Fischer requested a Motion to Approve 2014 Turf Mowing Services to Carefree Lawn Maintenance for \$16.24 per acre. Motion made by Commissioner Kraemer, seconded by Commissioner Jansma. Upon roll call all were in favor and it passed unanimously.

Community Events

President Fisher noted the upcoming events are as follows:

New Lenox Chamber of Commerce

Tuesday March 4

Business on the Move Luncheon Program

Location: Standard Bank Community Meeting Room (lower level)

Speaker: Wayne A. Aardsma, Vice President, Managed Care for Silver Cross Hosp.

Topic: Affordable Care Act

11:30 a.m. Check-in & Networking

12:00 noon Luncheon and Program

Saturday, March 15th

Community Expo & Home Show

Location: Lincoln-Way Central High School Field House

8:00-9:00 Networking Before Hours

9:00-2:00 Open to the Public

For further information, please contact the Chamber at 815-485-4241

**Commissioner &
Director Comments**

- Executive Director Lewis wished Miss Chris the best, her daughter will do a great job taking over. Greg thanked the board at the nice workshop discussion, he noted there were a lot of things on the table, but at the end of the day the land acquisition gives us the most options to for the future to provide additional recreational venues to the community. Greg also noted there was a lot of stuff that has come in over the last month and all was favorable. Greg noted the bids that came over and the price points that came in were huge and ultimately in favor of the taxpayer who wins. Greg noted the downside is the FOI's and how competitive it has gotten, which creates a lot of internal work for us. Greg noted with the postings on the website including bid results I think it will help in the future and hopefully they will know what is out there and we will get the best price and quality.
- Commissioner Jansma wanted to thank the staff and employees for all the extra work they have put in. After looking at Jacque's packet all the extra work making copies and with the weather and all of the plowing. Ross wanted to personally thank Greg as he was not able to make it to the conference; this is great for him, for the park district. Ross noted this was a great honor receiving this from IAPD and also it put New Lenox on the map. Ross would also like to remind people of the referendum, and to take a look at your tax bill and look at the small amount that is going to the park district; you get a big bang for your buck. Ross also reminded people that they can register online for programs.
- Commissioner Schulz wanted to thank the staff for a great conference. Ted noted he learned a lot and had an excellent time. Ted also learned how much above other districts we are, you hear stories from other park districts on what they are doing or what they are not doing. Ted noted it put into perspective what our park district does and was very informative.
- Commissioner Kraemer wanted to congratulate Greg as he was very modest about receiving the award. Garry noted he is the captain of this ship and he has a great staff, he is a great leader. Garry noted he deserved the award as it was a long time coming. Garry wanted to thank the staff with all of the issues this weather has caused with cancelling programs, people not being able to get to work. Garry reminded everyone to get out and vote.

- President Fischer concurs with everything the other commissioners added. President Fischer also noted that Greg was deserving of the award he received. Greg worked hard and was very deserving of this award. President Fischer also noted the letter to the editor from the BMX Professional biker who wrote about the Countryview Royal Meadows Skate Park. President Fischer said it's nice to know it's had a positive impact that someone actually took the time to write about it. President Fischer said this is our mission to provide venues for people of all ages. President Fischer noted his 2 year old grandson uses the park district as well as senior citizens. We are not like the school district where they are only a part of your life for a small snapshot, but we have programs for people of all ages. President Fischer noted Greg is the captain of this ship and without him we would not be where we are at today. President Fischer wanted to thank the chamber for the award, we are here for them and they are here for us. President Fischer also reminded everyone to get out and vote, he noted no matter how you vote, go out and vote.

Adjournment At approximately 7:15 pm, President Fischer requested a motion to adjourn the February 19, 2014 Regular Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Kraemer, seconded by Commissioner Schulz. Upon a voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,
Rebecca Heckler
Recording Secretary