

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, July 17, 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 July 17, 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, 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 May 31, 2013. Hearing none, President Fischer requested a motion to approve the Treasurer's Report as presented for May 31, 2013. Motion made by Commissioner Larson, seconded by Commissioner Jansma. 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 May 31, 2013. President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve the Payment of Bills as presented for May 31, 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** *Presentation of Resolution #13-24-Dr. Lawrence A. Wyllie, Superintendent Lincoln-Way School District*
Communications/Marketing Supervisor Lotz read Resolution 13-24 honoring Dr. Lawrence A. Wyllie for 24 years of service to the Lincoln Way Community. Dr. Wyllie thanked the Board. President Fischer acknowledged Dr. Wyllie for his accomplishments and leadership these past years.
Mrs. Kim Auchstetter, UIGFOA Board Member, Finance Director & Treasurer Village of New Lenox – Presentation of the Government Finance Officers Association (GOFA) Certificate of Achievement Award and Award of Financial Achievement
Mrs. Auchstetter presented a certificate of achievement for excellence in financial reporting to Finance/Human Resources Superintendent Kathy Lynch and the Board of Directors.
- Consent Agenda** *Approval of the Special Meeting Budget Workshop of June 5, 2013*
Approval of the Special Meeting Budget Workshop of June 12, 2013
Approval of the Public Hearing Meeting Minutes of June 19, 2013
Approval of the Regular Meeting Minutes of June 19, 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.
- Committee & Staff Reports** *Enterprise Golf Course*
Operation and Financial Reports Month to Date & Year to Date
Director of Golf Schulz announced the September 3rd Golf and Fish event; a new mobile app for smart phones with which to book tee times; Last junior league is on August 6th; New website is up and running; Golf course is in great shape.

**Committee &
Staff Reports
(cont'd...)**

Proud American Days 2013 –Presentation of Events

Communications/Marketing Supervisor Lotz showed a PowerPoint presentation of the upcoming Proud American Days events and entertainment scheduled for July 25-28, 2013. There will not be mud volleyball this year due to the location change. There will be 5 bands for Battle of the Bands. President Fischer stated the new site is a plus and is looking forward to the new venue.

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. Executive Director Lewis again acknowledged the formal presentation of the Government Finance Award. President Fischer welcomed Finance Human Resource Superintendent Lynch back to the office and added she never really missed a beat while out of the office. He then asked if there were any questions regarding the Executive Assistant/Office Supervisor Report, hearing none.

Administration

Personnel Policy Revisions for FY'13-'14

Chapter 2.22 – Nepotism, Recruitment, & Residency

President Fischer requested any questions or comments regarding Chapter 2.22 – Nepotism, Recruitment, & Residency. Hearing none, President Fischer requested a motion to approve Chapter 2.22 – Nepotism, Recruitment, & Residency. Motion made by Commissioner Schulz, seconded by Commissioner Jansma. Upon roll call, all were in favor and the motion passed unanimously.

Chapter 2.23 – Benefits & Retirement (Medical, Dental, & AFLAC Benefits: Full-time Employee & Family cap)

President Fischer requested any questions or comments regarding Chapter 2.23 – Benefits & Retirement (Medical, Dental, & AFLAC Benefits: Full-time Employee & Family cap). Hearing none, President Fischer requested a motion to Chapter 2.23 – Benefits & Retirement (Medical, Dental, & AFLAC Benefits: Full-time Employee & Family cap). Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon roll call, all were in favor and the motion passed unanimously.

Supervisory Classification Entry Level Compensation adjustment for Fiscal Year '13-'14

President Fischer requested any questions or comments regarding Fiscal Year '13-'14 Entry Level Compensation Chart. Hearing none, President Fischer requested a motion to approve. Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon roll call, all were in favor and the motion passed unanimously.

Facilities/Planning

Development Projects Update

Parks-Maintenance Superintendent Travnicek reviewed the Development & Projects Update for July 2013. With regard to parks; Heather Glen/LWSRA Parc Grant – as we move forward, updates will be included within the LWSRA Special Recreation Monthly Report; Walker Park OSLAD Application – getting documents ready – should see something next month; Future/Undeveloped Park Sites: Prairie Ridge – nearing completion, the asphalt parking lot has been installed – still needing to be lined, symbolized and curb stops added. The turf is looking better. Developer still needs to install a wooden 22 foot octagon gazebo, similar to a 20x20 shelter with no electric. Regarding the Bristol Park Site – DRH Cambridge Homes - Proposed off street parking there were discussions with the developer regarding off street parking. The insert shows 10 spaces of Bristol Park road. In addition, Parks Maintenance Superintendent Travnicek gave kudos to staff enduring the extreme temperatures.

Parks-Maintenance Superintendent & Facility Superintendent

Parks-Maintenance Superintendent Travnicek noted summer staff is in place allowing for curb appeal projects at numerous parks. ADA projects taking place at Martino Jr. High, Wildwood Park, Hibernia Park & Sharon's Bay Park; projects soon to take place at Bentley/Tyler & Cherry Hill School for soccer. Plans to meet with contractors out at Hibernia Park and review particulars for surveillance camera/lighting project; At the end of May several ponds were stocked – Hibernia, Spencer Campus and far west pond within Palmer Valley Park area; Later in fall a couple of parks will be stocked with largemouth bass; The splash pad at Hibernia Park has cost some unexpected repairs/replacements. The two (2) pressure tanks had to be replaced and due to a lightning strike, the well pump with related was also replaced as we are in contact with the insurance company regarding the well pump, etc.; staff is done seal coating asphalt paths, ½ court basketball courts and several smaller parking lots. Willis Asphalt will also seal coat and crack fill some of our bigger lots this year. In addition, the Tri-Annual Associations meeting will be held on August 5th at 6:30 pm at the LCC.

Facilities Superintendent Langlois noted the new bigger closet has been constructed in Room 5; a fence will be installed enclosing the dumpster within the next two weeks; met with FEMA in regard to the flood damage at the golf course and parks; all data is being gathered and will be turned into FEMA for reimbursement; at Haines Park the power has been repaired; we completely vacated the Transportation Center and all keys have been turned in; Bid results for the roof replacement at the LCC is in the Board packet; Proud American Days scheduling is complete.

Recreation

Asset of the Month – Empowerment / Safety (“I feel safe and cared for at home, school, and where I play”)

Executive Director Lewis read the Asset of the Month aloud.

Special Recreation

Monthly Reports, Staff Reports, Monthly Financial Reports, FY 2013-2014 Budget Progress Update

Executive Director Lewis noted very detailed reports and meetings as well as a donation of a minivan. The reports are straight forward and tie into the audit first draft.

PARC Grant/LWSRA Facility Construction Update, Fund 27 (Updating Format for Budget), Project Construction Update/Schedule

Executive Director Lewis noted the Fund 27 reports are very detailed. Executive Director Lewis noted the accountant has all the information and will work with LWSRA to help tie this into the budget. Executive Director Lewis noted construction is going well and on budget and on target. The monthly financial report ties into the audit report. The project is moving forward on building and working on punch list items.

Recreation Superintendent Update

Recreation Superintendent Braglia noted there are currently 210 children in Camp Wewannago so far and we've had an extremely busy summer. The Fall catalog is due to be sent out in the August 1st edition of the New Lenox Patriot newspaper.

New Business

Lions Community Center Bid Tabulation/Recommendations

Facilities Superintendent Langlois discussed the June 25th bid opening. There were a total of 12 bid packets pulled and 3 were submitted. The low bidder was Filotto Construction. President Fischer requested a motion to approve Filotto Construction at \$89,320.00. Motion made by Commissioner Kraemer, seconded by Commissioner Jansma. Upon roll call vote, all were in favor and the motion passed unanimously.

Community Events

President Fisher noted the upcoming events are as follows:

New Lenox Chamber of Commerce

Wednesday, August 7th – Chamber “Tailgate Party” Golf Outing

Location: Sanctuary Golf Course

Time: Registration begins at 11:00 a.m.; Lunch at 11:30 a.m.-12:30 p.m.; Shotgun Start at 12:30 p.m.

Dinner, prizes, raffle immediately following golf

Sponsorships are still available

**Commissioner &
Director Comments**

- Executive Director Lewis congratulated the June employee of the month; Congratulated Kathy Lynch and all departments on financial reporting award – glad to have her back in the office; Congratulated Dr. Wyllie on his retirement and achievements.
- Commissioner Jansma thanked the staff for a great job, congratulated Kathy on her award and everyone with all of their Proud American Days hard work.
- Commissioner thanked the staff for work effort on Proud American Days.
- Commissioner Kraemer echoed Executive Director Lewis’ comments with congratulations to the Recreation staff and the Golf Course.
- Commissioner Larson noted it is nice to see Kathy back; good job done by all and no complaints from the Public; an overall “Thank You” to all.
- President Fischer agreed with all the other commissioners and thanked everyone, Dr. Wyllie and all of the schools for cooperation. He also encouraged everyone to come out to PAD July 25th through July 28th.

Adjournment

At approximately 7:06p.m. President Fischer requested a motion to adjourn the July 17, 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,
Janet Frigo
Recording Secretary