

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, November 20, 2013 at 6:04 pm in the Board Room of the Village Hall, New Lenox, IL.

GENERAL FUNCTIONS:

- Call to order** President Fischer called the November 20, 2013 meeting to order at approximately 6:04 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, 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 October 31, 2013. President Fischer requested any questions or comments. President Fischer requested a motion to approve the Treasurer's Report as presented for October 31, 2013. Motion made by Commissioner Larson, seconded by Commissioner Jansma. Upon 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 October 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 October 31, 2013. Motion made by Commissioner Jansma, seconded by Commissioner Schulz. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Communications** Illinois Parks & Recreation: November/December 2013 A Unique Marketing Campaign By Lauren A. Lotz, Communication Marketing Supervisor
Communication Marketing Supervisor Lotz noted she submitted an article regarding the refrigerator magnet STOP Program which was accepted and published in this month's IPNR magazine. President Fisher wanted to let the public know we spend a lot of money maintaining our parks and it is a waste of taxpayer money having to deal with vandalism in our parks. President Fisher noted we take vandalism very seriously and will prosecute to the full extent of the law.
Sky Harbor Park Site-Request for a 1-year Extension on Final Improvements
Executive Director Lewis noted the park is in the 1st phase and this is actually the 3rd extension if we approve the request. Executive Director Lewis noted it will in turn go the Village to be approved. Executive Director Lewis noted we are nowhere ready and there is no reason not to approve this request. President Fisher requested and questions regarding this request. President Fisher requested a motion to approve Sky Harbor Park Site-Request for a 1-year Extension on Final Improvements. Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon voice vote, all were in favor and the motion passed unanimously.
- Consent Agenda** Approval of the Regular Meeting Minutes of October 16, 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 Jansma and seconded by Commissioner Kraemer. 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 noted they had the Chili Open in November and also noted winter rates begin December 2nd. Director of Golf Schulz noted gift card sales will be available for purchase Monday thru Sunday up until Christmas Eve. Director of Golf Schulz noted they needed to use the new SandPro attachment which worked out very well. Director of Golf Schulz noted there was an issue with an elbow brake on the back 9. Director of Golf noted this was quite labor intensive but it is fixed and ready to go.
Proud American Days 2014 Planning
Executive Director Lewis noted we are on hold until the first of the year. Executive Director Lewis noted Facilities Superintendent Langlois made contact again to find out if anything has changed but was told they would let him know when they knew something. Executive Director Lewis noted a lot of the outlots are being built out which would make it a little more compact, but noted it is still

a good site. President Fisher requested and questions for Executive Director Lewis. Commissioner Larson asked if there were any alternate sites available. Executive Director Lewis stated there were no other sites available at this time and said we can come up with another 5 acre site, but you will need the parking to go along with it. Executive Director Lewis asked the public if they know of a site in the community that would work out as a Plan B, to please contact the Park District. Executive Director Lewis noted the bands are lined up but cannot execute contracts until we know for sure the site is available.

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. President Fischer stated he is always impressed with the increase of on-line registration use. President Fischer also wanted to announce the new extended office hours beginning December 2nd M-W-F 9 to 5, T-TH 9-7 in hopes to get the public involved and registered to vote.

Facilities/Planning

Development Projects Update

President Fischer noted this would be discussed later on the agenda.

Walker Country Estates Park Development Update

Parks-Maintenance Superintendent Travnicsek noted the installation of the fishing pier started November 14th and gave a slide show presentation of the work being done. President Fischer requested any questions for comments. Commissioner Larson noted when this is going to be really nice when this is completed. Parks-Maintenance Superintendent Travnicsek noted we will be advertising for bids January 21st and will open them February 6th. President Fischer asked what was going on with Prairie Ridge. Parks-Maintenance Superintendent Travnicsek noted through a slide show presentation that the construction of the wooden gazebo was shut down by the Village of New Lenox. Park District staff was not comfortable with the dimensions of the columns (4x4's). Parks-Maintenance Superintendent Travnicsek noted they quickly notified the Village expressing their concern, so the project is on hold until the Developer submits plans to the Village for review. Parks-Maintenance Superintendent Travnicsek noted this is just a good example of the Park District working with the Village getting something done quickly. Commissioner Larson asked how big the gazebo was. Parks-Maintenance Superintendent Travnicsek noted it was 22 octagon. Parks-Maintenance Superintendent Travnicsek noted the roads in Bristol Park are curbed and stoned and will begin on our park next spring.

FAQ's March 2014 Referendum/Website/Brochure Handouts

President Fischer noted along with the new brochure going out is a very nicely put together handout expressing what the Park District is trying to do. President Fischer noted the Park District is trying to get a referendum passed. President Fischer noted we will be retiring old debt and bringing on new debt for capital improvements, he noted this is not a tax increase. President Fischer noted we need the voter's approval to get this passed. President Fischer noted the brochure is going out tomorrow and the article is in the brochure. President Fischer noted if anyone has any questions, to please call the Park District. President Fischer noted any of the commissioners would be happy to talk to any groups. President Fischer noted it is important to get out and register to vote. President Fischer noted we are going to try to make it easy for people to register with the extended hours. President Fischer noted to register to vote, you will need to bring in 2 forms of identification, one must show the current residents address of the applicant and provide proof of age. Executive Assistant/Office Supervisor Tuma noted individuals born in another country MUST provide the Court, City, State and date they were naturalized. Suggested forms of identification are: Driver's License, birth certificate, utility bill, employee i.d. card, social security card, public aid i.d. card, student i.d. card, civic, union or professional association membership card. Executive Director Lewis noted this is just the beginning. Executive Director Lewis noted to the public if you did not get a brochure, to please contact the park district and we would get one mailed out to you. Executive Director Lewis noted the board has information in front of them that is in the brochure regarding the referendum that tries to explain it, as well as our website giving information as well

as a cheat sheet showing what your contribution would be on an annual basis. Executive Director Lewis noted legally the question on the referendum is going to say "increase" but we are retiring the debt from the golf course which is .06 cents and we are looking to reissue the .06 cents which would be a wash. Executive Director Lewis noted we are trying to stabilize your Park District portion of your tax bill at .29 cents. Executive Director Lewis noted this would probably be the biggest hurdle to educate people on. Commissioner Larson asked if anyone wanted them to come and speak, they are available. Commissioner Kraemer noted it was important to know we are not asking to raise the taxes, we are asking to keep it the same, and use the money for capital improvements, not to pay bills or salary. Commissioner Jansma noted the confusing part is the way it will be worded on the ballot. Executive Director Lewis noted if you have a favorite Commissioner and would like them to speak, to please call.

Parks Maintenance Superintendent & Facility Superintendent

Parks Maintenance Superintendent Travnicek noted the snow plows and trucks have been prepped. Haines Ppark ice skating rink is about $\frac{3}{4}$ full, sledding will as always be at Schoolhouse Manor. Parks Maintenance Superintendent Travnicek noted his summary of ADA work accomplished this summer/fall at various parks and athletic sites, 2,433 lineal feet of concrete and asphalt walks/paths, 19 bleacher pads for patron viewing, 20 ft. x 20 ft. asphalt pad under a shelter @ Bentley/Tyler, asphalt area @ concession area at Walona Park. Park Maintenance Superintendent Travnicek noted the Tri Annual Association meeting will be held December 2nd @ 6:30 at the LCC. Facilities Superintendent Langlois noted they are still hoping to install a new roof on the pavilion. Updated emergency callout lists have been submitted to the NLPD, NLFPD and our alarm company. The 2014 liquor license for the Community Center and Clubhouse have been received. There is a comprehensive report on our annual insurance renewal. Facilities Superintendent Langlois noted there have not been any conflicts with the school all year. Facilities Superintendent Langlois noted we have been very busy with banquets and programs. Facilities Superintendent Langlois noted church will be moving into their own building the 3rd week of January.

Recreation

Boundaries/Expectations/Internet Safety/Bullying

Assets of the Month ("Resistance Skills: I stay away from people or things that can hurt or harm me.")

Executive Director Lewis read the Asset of the Month aloud. Executive Director Lewis noted Communications/Marketing Supervisor Lotz is spearheading once again the committee for the Asset Celebration which takes place on March 9th. Executive Director Lewis noted we are trying to get other districts involved in the leadership role and spread the wealth so to speak.

Special Recreation

Monthly Reports

Staff Reports

Executive Director Lewis asked if there were any questions regarding the reports.

Monthly Financial Reports

Executive Director Lewis noted the reports are in the packet and everything is in good shape.

IAPD Executive Director/Facility Foreman Position-Update

Executive Director Lewis noted there is an offer out there for the IAPD Executive Director position. Executive Director Lewis noted he cannot officially announce who it is, but they are moving forward and developing a contract which has never been fully in place for that position. Executive Director Lewis noted the goal is to have the Director in place December 2nd. Executive Director Lewis noted they are wrapping up the Facility Foreman position. Executive Director Lewis noted this position is to begin December 2nd as well.

Draft Audit FY 2012/2013

Executive Director Lewis noted the draft audit is in the board packet. Executive Director Lewis noted the accounting firm has some questions for the auditors, so we are waiting to hear what those are. Executive Director Lewis noted as board members, they thought the audit was very good. Executive Director Lewis noted if you had any questions, please give him a call. Executive Director Lewis said he questioned the improvements of the village, the public improvement check we had to put down, prepaid expenses with Edison. Executive Director Lewis just wanted to make

sure they don't lose sight of it. Executive Director Lewis noted they are in good shape financially and noted they are starting to fire on all cylinders and is happy with it.

PARC Grant/LWSRA Facility Construction Update

Fund 27

Executive Director Lewis noted he sent a draft to Springfield and found out they need to add a few spreadsheets and make some changes, but the audit was done and everything is up to standards. Executive Director Lewis noted it's just a matter of cleaning up the documents and getting them down there for the 50 percent reimbursement.

Project Construction Update/Schedule

Executive Director Lewis noted we are on schedule, the asphalt parking lot and the landscaping is in. Executive Director Lewis noted Keith Wallace and Olivieri Brothers are working with the homeowners regarding the berm and some drainage issues. Executive Director Lewis noted they are hanging drywall.

Recreation Superintendent Update

Recreation Superintendent Braglia noted if you like decorating your house like the Griswold's, to please sign up your house for our annual Holiday Lights Contest. Recreation Superintendent Braglia noted we will be accepting applications until Wednesday, December 11th. President Fischer said he always likes to read Recreation Superintendent Braglia's reports.

New Business

Resolution #13-32 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 basically a legal step we need to take to put the referendum on the ballot. Attorney Vitiritti noted this is a resolution so we can get the referendum question on the ballot and also noted this needs to be passed tonight. President Fischer asked if there is anything Attorney Vitiritti needed to highlight. Attorney Vitiritti noted we have discussed this several times and this was just a standard ordinance to get the question on the ballot. President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve Resolution #13-32 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. Motion made by Commissioner Larson, seconded by Commissioner Kraemer. Upon roll call vote, all were in favor and the motion passed unanimously.

Ordinance #13-11-01: 2013-2014 Tax Levy

President Fischer noted there was a public hearing earlier regarding this ordinance and noted there were no questions or comments from the floor. President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve Ordinance #13-11-01: 2013-2014 Tax Levy. Motion made by Commissioner Jansma, seconded by Commissioner Schulz. Upon roll call vote, all were in favor and the motion passed unanimously.

Annual Renewal of the General Liability Insurance

Facilities Superintendent Langlois noted last year our premium was \$71,379.00 which was an increase of 10.50%. Facilities Superintendent Langlois noted this year our premium is \$76,062.00 which is an increase of 6.00% from 2013. Facilities Superintendent Langlois noted the majority of the increase is for property which is an increase of \$3,035.00. Facilities Superintendent Langlois noted he broke down the portions at the bottom of the report and noted we are under budget at both the Sanctuary and Park District. Facilities Superintendent Langlois noted the District has an increase in property value of \$1,224,500. Facilities Superintendent Langlois noted he is in the process of finalizing schedules. President Fischer requested any questions or comments. Attorney Vitiritti noted this was all under budget.

Resolution # 13-33 Approving Sport Surface painting with US Tennis Court Construction Company

President Fischer asked if it was standard to have Construction Management and why it cost \$1,170.00. Executive Director Lewis noted this was for LWSRA and the Construction Management was Olivieri Brothers. Executive Director Lewis noted this was housekeeping to enter into the contract. Executive Director Lewis noted everything is in order and we have done our homework as far as locking it in and getting it scheduled for next spring and also so the price

doesn't increase. President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve Resolution # 13-33 Approving Sport Surface painting with US Tennis Court Construction Company. Motion made by Commissioner Kraemer, seconded by Commission Larson. Upon roll call vote, all were in favor and the motion passed unanimously.

Community Events

President Fisher noted the upcoming events are as follows:

Chamber of Commerce

Tuesday, December 10th

Chamber Holiday Party

Village Hall Rotunda and Community Room

6:00 – 9:00 p.m.

Call 815-485-4241 for further details.

New Lenox Lions Club

Breakfast with Santa

Sunday, December 8, 2013

Lincoln-Way Central High School-North Cafeteria

Adults - \$5, Children – 2-9 - \$3.

Pictures with Santa! Games and Raffles! Tickets are available at the door!

All proceeds go to charity.

President Fischer noted the New Lenox Police Department was taking donations for the tornado victims. President Fischer also noted if you would like to make a donation, Diamond State Bank has created a tornado relief fund, please make checks payable to: Diamond & Coal City Disaster Relief Fund, 2315 E. Division, P.O. Box 247, Diamond, IL 60416

Commissioner & Director Comments

- Executive Director Lewis read the employee of the month for November is Jeff Claffey. Executive Director asked everyone to go register to vote.
- Commissioner Jansma noted he stopped by Walker Park to see the pier being built and how nice it looked. Commissioner Jansma noted it was also nice that the pier is going to be ADA assessable and that this should help people realize what we do. Commissioner Jansma said it was exciting to see it finally being built after working on it for 3 years and looking forward to the other equipment going in in the spring. Commissioner Jansma wished everyone a Happy Thanksgiving and hoped everyone would take some time and spend it with their families and be thankful for everything you have.
- Commissioner Schulz said Recreation Superintendent Braglia and her staff did a great job with the catalog. Commissioner Schulz noted he went to the Lions Club Blizzard Dance last week and told Facilities Superintendent Langlois that his staff did a great job and went above a beyond to help them out, he really appreciated it.
- Commissioner Kraemer complimented the staff with the great job they did on the fact sheet as it is very complete and thorough. Commissioner Kraemer complimented Executive Director Lewis with Special Rec. The building is getting so close and all the work he has done with getting them to change their bookkeeping and almost changed how they do business. Commissioner Kraemer wished everyone a Happy Thanksgiving.
- Commissioner Larson wished everyone a Happy Thanksgiving. Commissioner Larson noted how nice the brochure looked, especially the article President Fischer wrote about the importance of our volunteers.
- President Fischer noted it's tough to top what the rest of the Commissioners said and agree with everything they shared. President Fischer said the fishing pier, the brochure and everything Executive Director Lewis has done with LWSRA make for a great staff. President Fischer wished everyone a Happy Thanksgiving.

Adjournment

At approximately 6:52 p.m. President Fischer requested a motion to adjourn the November 20, 2013 Regular Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon a voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,
Rebecca Heckler
Recording Secretary