

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, April 16, 2014 at 6:00 pm in the Board Room of the Village Hall, New Lenox, IL.

## **GENERAL FUNCTIONS:**

- Call to order** President Fischer called the April 16, 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: Larson, Jansma, Kraemer, Schulz and President Fischer.
- Also in Attendance** Executive Director Greg Lewis, Communications/Marketing Supervisor Lauren Lotz, Recreation Supervisor Lea Pipiras, Director of Golf Bob Schulz, Parks-Maintenance Superintendent George Travnicek, Facilities Superintendent Mike Langlois, Attorney Angelo Vitiritti, 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 March 31, 2014. Hearing none, President Fischer requested a motion to approve the Treasurer's Report as presented for March 31, 2014. Motion made by Commissioner Jansma, seconded by Commissioner Schultz. 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 March 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 March 31, 2014. Motion made by Commissioner Larson, seconded by Commissioner Jansma. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Communications** IAPD 13<sup>th</sup> Power Play Grant Awarded  
President Fischer noted an email from Cindy Timmermann of the IAPD congratulating the New Lenox Community Park District as the recipient of a \$1,000 PowerPlay! Beyond School Grant. This grant is going to be used for the Kiddie Kampus and ACES programs. Executive Director Lewis thanked Communications/Marketing Supervisor Lotz for her work in obtaining this grant.
- Consent Agenda** Approval of the Regular Meeting Minutes of March 19, 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 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 stated March started out with a snow covered golf course but they did finally get some rounds in the last 5 days of the month. Staff is starting to get rehired and will start working the end of April or early May based on weather. Junior league and Monday Night League sign up is a little ahead of last season. He added the only cart issues were some dead batteries to start the year. The first outing in April is the Mid-American Junior Golf Tour the weekend of the 19<sup>th</sup>.  
Proud American Days 2014 Planning  
Executive Director Lewis stated Menards and Walmart agreements have been executed and submitted, as well as all of the food, band and sound contracts are all ready and signed; Facilities Superintendent Langlois added all vendors have been approved; we lost one this year but we gained a new one this year; All paperwork has been filed; May 1, 2014 the security scheduling will be sent to Will County; Waste Management is donating the dumpsters; John McVickers is letting us use the lot across the street for parking; we have a new sponsor this year: County Financial Corporate office donated \$5,000.00 to the Proud American Days this year; the lot has been seeded for the grass to grow; The ride bracelet is being bumped up to \$25.00 this year from \$20.00 last year and they are adding a carnival ticket booth where transactions other than cash will be accepted at \$2.00 per transaction because the cash stations ran out of money last year so we can provide the service, but it comes at a cost.

2013 Levy-Will County Tax Rate Calculation

Executive Director Lewis stated the tax rate is up ever so slightly to .3043 this year. Attorney Vitiritti added this is standard for the south suburbs.

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

President Fischer asked if there were any questions regarding the updates, hearing none. He added the Executive Assistant/Office Supervisor packet was much thicker this month due to the number of FOIA requests.

**Facilities/Planning**

Development Projects Update

Parks-Maintenance Superintendent Travnicek stated the Walker Park construction project is about 20-25% complete and is going good considering the weather. As of April 10<sup>th</sup> the 3 goal shoot around has been excavated, a 6 foot asphalt path is being excavated, drainage for the splash pad and playground is being installed and the splash pad and playground has been laid out. They are still on track and on target. Parks-Maintenance Superintendent Travnicek also presented a slide show of photos showing the progress. There has been nothing yet with Bristol Park but he expects in the next week or two, things should start to heat up, however it remains status quo for now. Prairie Ridge developer needs to install ADA drinking fountain and provide approved/stamped prints on wooden gazebo to continue or disassemble and rebuild. At Sky Harbor, the Developer has been given an extension for the park site grading/seeding; Taylor Glen remains undeveloped; Water Chase has turf issues and the asphalt path needs a 2 inch overlay.

2014 Referendum Discussion

President Fischer stated the Referendum was to keep that tax rate the same as it has been for capital projects and going forward, they will be more explicit with what we want to do with the money. Executive Director Lewis noted the referendum is not meant to raise taxes - - it is remaining the same as where it has been but he feels that the public needs to be educated as to the process and then we will try again. The residents know it is their money and they want to know what we are doing with it. Commissioner Larson stated voter turnout was down and that was a problem but we should try again in November, being specific about money intentions and where it will be used throughout the village. Commissioner Schultz added we should go for it again as we did a good job and that it was not an increase. He added we need to come up with new ways to explain and try again. Commissioner Jansma was in agreement and also stated we should try again. It is not an increase but the ballot had confusing wording. We can only keep and maintain parks and programs for so long and the money has to come from somewhere or else we must raise the fees. He added the current catalog has 50 pages of programming that need funding; President Fischer stated the consensus is to go back out for it in November. We need to get more voters and put our best foot forward; Executive Director Lewis stated Survey Monkey reviews over the last few weeks most popular question was "what do you plan to do with the money?" He added the College of St. Francis is doing a needs assessment and a mailer is going out on May 2<sup>nd</sup> to a random selection of people. He asked that you please fill it out and send it in. It's completely confidential; extra copies are in the office and on our website. He is hoping the return is good on that. We can't change the question on the ballot as the old debt is retired and a new debt is incurred but reiterated that it keeps the tax rate at the same current rate.

Lincoln Station Apartment Complex

Executive Director Lewis stated Lincoln Station Apartment complex is going in right next to the Metra at the site of the old lumber yard. This information is FYI only.

Tri-Annual Meeting Agenda

Parks-Maintenance Superintendent Travnicek stated all Associations were present as well as Commissioner Larson and Commissioner Jansma. He added in looking at the numbers, there has been a decline since 2008 with 2,700 players down to the current 2,100. They did notice an increase in younger children with a decrease in the older children partially due to the number of travel team options.

**Parks-Maintenance Superintendent & Facility Superintendent**

Parks-Maintenance Superintendent Travnicek noted projects earmarked for this month include a prescribed burn at Schoolhouse Manor Park (the wetland area) and along the creek line at Walker Country Estates Park; Additional playground equipment installed at Schoolhouse Manor by Green Up Landscape; in-ground lighting for the flag at Firefighters Park has been installed; tree transplanting at several parks – replacing the ash trees that were destroyed by insects. A dozen trees will be coming from Teerling Nursery and others from our tree nursery along the drive at the Sanctuary Golf Course; Turf needs to firm up based on the weather. Facility Superintendent Langlois stated the backflow test and sprinkler tests have been completed at the Sanctuary; the fire alarms will be tested by the end of the month and fire inspections at the Lions Den and the Community Center in the next month; a new alarm system has been installed at the Community Center and pull station has been relocated; Park rentals are going good with the first rental on May 3<sup>rd</sup>. Executive Director Lewis noted a letter from the NLSA regarding the out of district percentages in registration exceeding the 80/20 required numbers. The NLSA is addressing this concern and has several suggestions from within their Board that they are implementing, including placing the full page ad into our summer brochure. He added we need to get this under control or else limit rosters to stay within the required number percentages.

**Recreation**

Asset of the Month – Boundaries/Expectations – Family, School, Neighborhood

*“At school and at home, rules are there to keep me safe and strong.”*

Executive Director Lewis read the Asset of the Month aloud.

**Special Recreation**

Monthly Reports, Staff Reports, Monthly Financial Reports

Executive Director Lewis noted there will be a couple of resolutions at the next monthly Board meeting in May, 2014. Executive Director Lewis stated they are all doing a great job and things are going well. Executive Director Lewis noted they have a final punch list of items in order to get contractors paid and do a final audit, adding Best Construction was adequate.

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

Executive Director Lewis noted Keith has done a good job with draft budget and they have a tentative Grand Opening date of Saturday June 21, 2014 and are still on track for their “soft opening” on April 17, 2014 but only for immediate Board members and staff. Executive Director Lewis noted the Fund 27 breakdown is still on track.

**Recreation Superintendent Update**

Recreation Supervisor Pipiras noted the upcoming Mother/Son Bowling event at ThunderBowl in Mokena; the Touch A Truck event will be held at Martino Jr. High this year; we are partnering with the New Lenox Chamber on the Chase the Sun 5K race; the Fishing Derby is coming up on June 7<sup>th</sup> and we are looking for volunteers. Please contact the Recreation Department at 815-485-1737 for more information.

**New Business**

*Resolution #14-02 Designating Additional Freedom of Information Officers of the New Lenox Community Park District*

President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve Resolution #14-02 Designating Additional Freedom of Information Officers of the New Lenox Community Park District. Motion made by Commissioner Jansma, seconded by Commissioner Schultz. Upon a roll call vote, all were in favor and the motion passed unanimously.

*Resolution #14-03 Authorizing the Execution of Lease/Purchase Agreement with Leaf Capital Funding LLC*

President Fischer requested any questions or comments. Commissioner Jansma asked if we have the option to purchase this Canon iPF6400s 24” printer. President Fischer said yes, but we won’t, we will just lease it as the equipment and software will be out of date by that time. At that time, President Fischer requested a motion to approve Resolution #14-03 Authorizing the Execution of Lease/Purchase Agreement with Leaf Capital Funding LLC. Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon a roll call vote, all were in favor and the motion passed unanimously.

*Resolution #14-04 Authorizing the Execution of the Lease/Purchase Financing Agreement with Ford Motor Credit Municipal Finance Program (2015 Ford 450)*

President Fischer requested any questions or comments. He added this is a 3 year lease on the truck and an outright purchase for the plow. It is actually being ordered in 2014, but it is a 2015 model. At that time, President Fischer requested a motion to approve Resolution #14-04 Authorizing the Execution of the Lease/Purchase Financing Agreement with Ford Motor Credit Municipal Finance Program (2014 Ford 450). Motion made by Commissioner Jansma, seconded by Commissioner Schultz. Upon a roll call vote, all were in favor and the motion passed unanimously.

*Resolution #14-05 Authorizing the Execution of the Lease/Purchase Financing Agreement with Ford Motor Credit Municipal Finance Program (2015 Ford 250)*

President Fischer stated they will need the consensus of the Board to purchase and will have to approve at the next Board Meeting in May, 2014. This is a Suburban Purchasing Cooperative/Joint Purchasing Program sponsored by the Northwest Municipal Conference, DuPage Mayors and Managers Conference, South Suburban Mayors and Managers Association and Will County Governmental League. Together the SPC represents 137 municipalities and townships in northeastern Illinois.

**Community Events**

President Fisher noted the upcoming events are as follows:

**New Lenox Fire Protection District**

Tuesday, April 22, 2014

Families interested in attending an educational program to learn more about how booster seats protect children at NLFPD Station 1 can contact the New Lenox Fire Protection District at 815-463-4500 for more information. Attendees may be eligible to receive a new booster seat for their child.

Time: 6:00 p.m. – 8:00 p.m.

**New Lenox Chamber of Commerce**

Tuesday, May 6, 2014

Business On The Move: “Shop New Lenox”

Presenter: Nancy L. Hoehn, Economic Development Director / Village of New Lenox

Location: Presence Saint Joseph Medical Center – Healing Arts Pavilion

410 E Lincoln Hwy., 2<sup>nd</sup> Floor, New Lenox

Check in and Networking at 11:30 am

Lunch/Program at 12 noon

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

Tuesday, May 15, 2014

Business After Hours

MVP Chiropractic

313 W. Maple St., New Lenox

Time: 5:00 pm – 7:00 pm

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

**Commissioner &  
Director Comments**

- Executive Director Lewis noted in your packet the new summer brochures are out with 64 pages. He thanked the Friends of Parks as they get involved and are a huge help, a great group of dedicated people. He also noted updates with computer systems and business in general; the finance department has been working with that. He concluded by thanking the Board and added a lot of meetings are coming up.
- Commissioner Jansma thanked the staff for a great job at Walker Park with the construction and said they are doing a great job getting it done. He added it is nice to see the golf course getting busy.
- Commissioner Schulz thanked everyone for their hard work on the excellent summer catalog with so many great programs.
- Commissioner Kraemer said the catalog is great and we are coming up on a very busy season, thanking in advance the volunteers and coaches etc. for the upcoming summer.
- President Fischer agreed and thanked everyone for their hard work as well as thanks to the volunteers for the busy season and year ahead

**Adjournment**

At approximately 7:10 pm, President Fischer requested a motion to adjourn the April 16, 2014 Regular Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Jansma, seconded by Commissioner Larson. Upon a voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,  
Janet Frigo  
Recording Secretary