

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, May 21, 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 May 21, 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, Athletic Supervisor Olga Viano, Director of Golf Bob Schulz, Parks-Maintenance Superintendent George Travnicek, Facilities Superintendent Mike Langlois, Attorney Angelo Vitiritti, Finance/Human 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 April 30, 2014. Hearing none, President Fischer requested a motion to approve the Treasurer's Report as presented for April 30, 2014. 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 April 30, 2014. President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve the Payment of Bills as presented for April 30, 2014. Motion made by Commissioner Schulz, seconded by Commissioner Jansma. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Amendment to Agenda** President Fischer requested a motion to amend the agenda in order to approve Resolution #14-06 Honoring Lincolnway Special Recreation Association's Junior Hawks 1st Place at the 2014 Special Olympics Illinois State Basketball Tournament and Resolution #14-07 Honoring Lincolnway Special Recreation Association's Hawks #4 Men's Team's Championship Win at the 2014 Special Olympics Illinois State Basketball Tournament. Motion made by Commissioner Larson and seconded by Commissioner Kraemer. Upon a voice vote, all were in favor and the motion passed unanimously.
- Special Guests** Resolution #14-06 Honoring Lincolnway Special Recreation Association's Junior Hawks 1st Place at the 2014 Special Olympics Illinois State Basketball Tournament
President Fischer requested a motion order to approve Resolution #14-06 Honoring Lincolnway Special Recreation Association's Junior Hawks 1st Place at the 2014 Special Olympics Illinois State Basketball Tournament. Motion made by Commissioner Kraemer and seconded by Commissioner Larson. Upon a voice vote, all were in favor and the motion passed unanimously.
- Resolution #14-07 Honoring Lincolnway Special Recreation Association's Hawks #4 Men's Team's Championship Win at the 2014 Special Olympics Illinois State Basketball Tournament.
President Fischer requested a motion order to approve Resolution #14-07 Honoring Lincolnway Special Recreation Association's Hawks #4 Men's Team's Championship Win at the 2014 Special Olympics Illinois State Basketball Tournament. Motion made by Commissioner Larson and seconded by Commissioner Kraemer. Upon a voice vote, all were in favor and the motion passed unanimously. At this time, Keith Wallace stated how proud he was of these teams.
- Communications** SSPRPA Community Leader Banquet Awards
President Fischer noted the SSPRPA Community Leader Awards Banquet held in Springfield, IL in the Governor's mansion in which we had the most representation from our leaders as well as Renee Kosel. At this banquet, Commissioner Jansma and Commissioner Larson were each presented with the Excellence in Leadership Award for their 5 and 15 years of volunteer service, respectively, to the community and noted what a great job they have done. Executive Director Lewis added this is the best Board he's had over the years.

**Communications
(cont'd)**

IAPD 2014-2015 Benefits of Membership Information

President Fischer noted a letter from Peter M. Murphy, the President and CEO of Illinois Association of Park Districts thanking us for our membership. The letter also accompanied an IAPD membership plaque to be displayed at our facility to identify the New Lenox Community Park District as a proud member of the nation's oldest and most successful association for park districts, forest preserves, conservation, recreation and special recreation agencies.

Consent Agenda

Approval of the Special Meeting Tri-Annual Minutes of April 7, 2014; Approval of the Special Meeting Golf Course Budget Workshop of April 10, 2014; Approval of the Special Workshop Meeting of April 16, 2014; Approval of the Regular Meeting Minutes of April 16, 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 Schulz 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 noted the I-80 this past weekend included 105 golfers and the champion was Kyle Nathan. He added June 10th, 2014 will be the first sign up for the Junior league. He stated even though the weather turned out to be cold and damp, April was ahead of last year's totals mainly because last year we were flooded and lost a good 507 days of golf. He added the new staff is doing an outstanding job and the customers really seem to enjoy them. Director of Golf Schulz said there isn't a golf course in better shape in Illinois than the Sanctuary Golf Course.

Proud American Days 2014 Update

Facilities Superintendent Langlois noted we have more food vendors this year and we are finalizing plans with all paperwork filed.

New Lenox Fire Protection District Invoice for 2014 PAD

Executive Director Lewis noted a letter from the New Lenox Fire Protection District regarding an invoice for their costs to provide hours of coverage for the 2014 Proud American Days. The invoice will be settled as we are just going to exchange services, adding any proceeds from PAD go towards Firefighters Park.

Tentative Budget & Appropriations Ordinance #14-05-01 Status Update

Executive Director Lewis stated this is step 1 and this ordinance will be on public display for the next 30 days. After that, there will be a public hearing at the start of next month's Board meeting to approve this ordinance.

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

Executive Director Lewis noted the Treasurers report was without year-end adjustments. He added the Executive Assistant/Office Supervisor packet was heavy with FOIA requests. Going forward, we will cut back on paperwork and just submit a letter with the items they are requesting. President Fischer asked if there were any questions regarding the updates, hearing none.

Administration

2014 Legislative Conference/Parks Day

Executive Director Lewis stated he along with Recreation Superintendent Braglia, Communications/Marketing Supervisor Lotz and Executive Assistant/Office Supervisor Tuma attended this conference which was a big success. Also in attendance were Commissioners Larson, Schulz and Kraemer. They did a great job, but there were some big protests going on as well. There was great representation with center billing and a lot of interest from legislators.

Facilities/Planning

Development Projects Update

Parks-Maintenance Superintendent Travnicsek stated the Walker Park construction project is 50% complete and is going good with an August 1st substantial completion but they are pushing for the 4th of July. Parks-Maintenance Superintendent Travnicsek also presented a slide show of photos showing the progress; Bristol Park status includes 2014 spring park site grading and seeding with off street parking in place and bike path to be put in this fall; Prairie Ridge updates include the turf is looking outstanding, the developer needs to install ADA drinking fountain and provide approves/stamped prints on wooden gazebo to continue or else disassemble and rebuild. There is movement there. 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.

New Lenox Rebels Baseball Association

President Fischer noted a letter from the NLBA requesting permission illuminate the lights on Sunday May 25, 2014 if needed during the NLBA Memorial Day Classic Baseball Tournament May 21 – 26, 20-14 at the Tyler Bentley Complex. Facilities Superintendent Langlois attached the policies governing lighted athletic sites for the New Lenox Community Park District and stated the NLBA has never been a problem. President Fischer requested a motion to approve the request for permission to illuminate the lights on Sunday May 25, 2014 if needed during the tournament. Motion made by Commissioner Larson, seconded by Commissioner Jansma. Upon a voice vote, all were in favor and the motion passed unanimously.

Parks-Maintenance Superintendent & Facility Superintendent

Parks-Maintenance Superintendent Travnicsek the vast majority of the staff's time has been dedicated to athletic field work for girls softball, Rebels baseball and soccer; they recently aerated/slit seeded/fertilized the flag football fields at Walker Park; moving on Tuesdays and Wednesdays as well as supporting the Recreation departments special events including Loyalty Day Parade and Touch A Truck; Carefree Lawn Maintenance starting mowing the week of April 21st and overall has done a good job; Porta Johns continue to be placed in key parks that are being programmed by our Rec department, ADA concrete walks and picnic area platforms are being installed at Chestnut Pointe Park, Haines Park, Highland Park and Stonebridge Park; prescribed burns were conducted at Schoolhouse Manor wetlands and the low creek area at Walker park, Neufairfield Association raised money for some play apparatus. Facilities Superintendent Langlois noted a new water heater has been installed and the fire alarm test has been completed at the Lions Den; He has received a grant for a new AED unit, which will cover 50% of the cost; at the LCC, all down spouts have been replaced under warrantee and rooms 1 & 2 have been stripped and waxed; sidewalk replacement at entry C & D are scheduled for the next month; NO GUN signs have been posted on entrances throughout the district; Proud American Days planning is moving along well; Associations are below the 20% regulation for our of district participation and everyone is in compliance; Haines pavilion roof will be done by the weekend, weather permitting.

Recreation

Asset of the Month – Positive Identity/Sense of Purpose

“To keep my mind and body healthy, I eat healthy and exercise every day.”
Executive Director Lewis read the Asset of the Month aloud.

Special Recreation

Monthly Reports, Staff Reports, Monthly Financial Reports

Executive Director Lewis the Special Recreation reports are detailed well; they approved the budget at the last meeting; there is more work to do but they are in good shape with a punch list down to almost closing out adding we will cancel checks if need be to audit and close out.

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

Executive Director Lewis noted the upcoming grand opening and is going to be held as scheduled; Wilmington is going to the next level to file for complaint to get money for taxes for special recreation.

Recreation Superintendent Update

Athletic Supervisor Viano noted May 24th for the Splash Pad special event opening and the official opening date is June 7th; Don't forget about the Fishing Derby on June 7th and the Adrenaline Rush on June 14th. Communications Marketing Supervisor Lotz added we are still accepting sponsorship donations for Proud American Days. Please contact the Recreation Department at 815-485-1737 for more information.

Annual Reorganization of the Board

Temporary Chairman – Current Presiding Officer

President Fischer noted the Annual Reorganization of the Board is something that we do every year. Attorney Vitiritti added at this time, President Fischer is the Temporary Chairman and will seek nominations for the Board positions.

Election of Officers

Temporary Chairman Fischer requested nominations for the President of the Board. Commissioner Jansma nominated Brian Fischer for President of the Board. Hearing no other nominations, Temporary Chairman Fischer closed the nomination. At this time he requested a motion to approve Brian Fischer as the President of the Board. Motion made by Commissioner Kraemer, seconded by Commissioner Jansma. Upon a voice vote, all were in favor and the motion passed.

President Fischer requested nominations for the Vice President of the Board. Commissioner Larson nominated Ross Jansma for Vice President of the Board. Hearing no other nominations, President Fischer closed the nomination. At this time he requested a motion to approve Ross Jansma as the Vice President of the Board. Motion made by Commissioner Larson, seconded by Commissioner Schulz. Upon a voice vote, all were in favor and the motion passed.

President Fischer requested nominations for the Secretary of the Board. Commissioner Kraemer nominated Dale Larson for Secretary of the Board. Hearing no other nominations, President Fischer closed the nomination. At this time he requested a motion to approve Dale Larson as the Secretary of the Board. Motion made by Commissioner Kraemer, seconded by Commissioner Jansma. Upon a voice vote, all were in favor and the motion passed.

President Fischer requested nominations for the Treasurer of the Board. Commissioner Larson nominated Garry Kraemer for Treasurer of the Board. Hearing no other nominations, President Fischer closed the nomination. At this time he requested a motion to approve Garry Kraemer as the Treasurer of the Board. Motion made by Commissioner Larson, seconded by Commissioner Schulz. Upon a voice vote, all were in favor and the motion passed.

Annual Reorganization

of the Board (cont'd) *Committee Assignments*

President Fischer noted the Committee Assignments will be voted on at the next monthly Board meeting.

Appointment of Legal Counsel

President Fischer requested a motion to appoint Attorney Angelo Vitiritti of Hiskes, Dillner, Marovich & Lapp as the NLCPD legal counsel. Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon a voice vote, all were in favor and the motion passed.

Old Business

Resolution #14-05 Authorizing the Purchase of a Vehicle 2015 F250 Crew Cab Pickup

President Fischer noted this is the same vehicle discussed at the last month's meeting, adding it will be purchased outright and therefore had to change the language. President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve Resolution #14-05 Authorizing the Purchase of a Vehicle 2015 F250 Crew Cab Pickup. Motion made by Commissioner Schulz, seconded by Commissioner Jansma. Upon a roll call vote, all were in favor and the motion passed unanimously.

Sanctuary Golf Course Asphalt Bid Award Review

President Fischer noted a letter from D Construction asking us to pay the fees for the additional Metra Liability Insurance costs for doing any work on their right of way. He added our language states all costs are included and is questioning how to precede. We don't have everything resolved and will go into executive session. He added in the bid specs, we did not call out easement for Metra. This requires a \$5,000.00 increase to the cost of the work. Therefore, we are at an impasse and there are 5 days to terminate the contract. President Fischer will bring the Board up to speed, possibly rebidding the project in mid-July.

Community Events

President Fisher noted the upcoming events are as follows:

New Lenox Chamber of Commerce

Thursday June 5th - Registration deadline is June 3rd.

Chasing the Sun 5K Race & Fitness Walk

Location: The New Lenox Commons

Time 7:00 pm

Registration online at www.itstracetime.com, at the New Lenox Community Park District or the Chamber of Commerce office. Walk up Registration will begin at 5:00 pm

Thursday June 19th

Business After Hours

Trinity Services, Inc.

301 Veterans Parkway, new Lenox

Time 5:00 – 7:00 pm

Thursday, May 15

Business After Hours

MVP Chiropractic

313 W Maple Street New Lenox

Time 5:00 – 7:00 pm

**Commissioner &
Director Comments**

- Executive Director Lewis thanked the Board and staff for all the workshops which keep us all informed and in the loop, on the same page; Accolades to I-80 regarding the golf course condition – great job on the tournament.
- Commissioner Jansma thanked the staff for a great job as usual, so good to see the Golf course in good shape, the splash pad is opening up; the fishing derby is coming up too. Thank you to all the people who worked so hard this winter.
- Commissioner Schulz thanked everyone but also the Front Line staff for doing a great job.
- Commissioner Kraemer thanked the Front Line staff as well; the I-80 golfers did a great job! He added, please fill out your survey even if you miss the deadline, please turn it in.
- Commissioner Larson congratulated Renee Kosel and also added a great job on the golf course.
- President Fischer agreed and thanked everyone as well. He added the fishing derby is coming up, PAD – mark your calendars, thanked the staff for going to Springfield for Parks Day and finally, asked to please fill out your surveys. It is very important for when we go request grant money.

Adjournment

At approximately 7:20 pm, President Fischer requested a motion to adjourn the May 21, 2014 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,
Janet Frigo
Recording Secretary