

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, November 19, 2014 at 6:00 pm in the Board Room of the Village Hall, New Lenox, IL.

## **GENERAL FUNCTIONS:**

- Call to order** Vice President Jansma called the November 19, 2014 meeting to order at approximately 6:00 pm.
- Pledge of Allegiance** Vice President Jansma led the Board, Staff, and all others present in the Pledge of Allegiance.
- Roll Call** Vice President Jansma directed the Recording Secretary to take roll call. Upon taking roll call, the following were present, Commissioners: Larson, Kraemer, Schulz and Vice President Jansma.
- Also in Attendance** Executive Director Greg Lewis, Communications/Marketing Supervisor Lauren Lotz, Recreation Superintendent Shirley Braglia, Parks-Maintenance Superintendent George Travnicek, Accounting Supervisor Karen Acklin, Attorney Angelo Vitiritti, Executive Assistant/Office Supervisor Jacque Tuma.
- Treasurer's Report** Commissioner Kraemer quoted the totals from the monthly Treasurer's Report. Vice President Jansma requested any questions or comments regarding the monthly Treasurer's Report for October 31, 2014. Hearing none, Vice President Jansma requested a motion to approve the Treasurer's Report as presented for October 31, 2014. Motion made by Commissioner Larson, 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 October 31, 2014. Vice President Jansma requested any questions or comments. Hearing none, Vice President Jansma requested a motion to approve the Payment of Bills as presented for October 31, 2014. Motion made by Commissioner Schulz, seconded by Commissioner Larson. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Amendment to Agenda** Vice President Jansma requested a motion to amend the agenda in order to acknowledge special guest Darrell Garrison of Planning Resources who came to discuss Fuerte Systems, a contractor for the Walker Park project and to also to discuss bringing in consultants to correct the project of splash pad leaks. Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon a voice vote, all were in favor and the motion passed unanimously.
- Special Guests** *Darrell Garrison, Planning Resources*  
Park's -Maintenance Superintendent Travnicek noted on October 30<sup>th</sup>, NLCPD Staff, Planning Resources, Rain Drop, Will County Well and Pump and Fuerte Systems were present for start up at Walker Park. Mr. Darrell Garrison of Planning Resources discussed many of the issues as follows: several ground component rings were installed wrong; non specified inserts were used when the slab was re-poured; questions regarding warranty of installation; the contractor did not follow specs regarding a 2 ft. diameter area for each in-ground feature allowing for future switching out of equipment; at least 3 water line leaks underground that still need to be identified. Executive Director Lewis asked if they would be able to located and repair the leaks without disturbing the existing structure to which Parks Maintenance Superintendent Travnicek and Mr. Garrison were not sure.
- Communications** *Illinois Clean Energy Community Foundation Grant Approved*  
Executive Director Lewis noted a letter received from Illinois Clean Energy regarding a grant to the New Lenox Community Park District for energy efficient upgrades to lighting switches and systems in the new facility. This grant will offset some of the costs associated with these upgrades.
- Target Grant-Early Childhood Art & Other Programs*  
Vice President Jansma noted a letter from Target to the NLCPD stating a grant request has been approved for the Early Childhood Art and other programs. Vice President Jansma thanked Target for their continued support.

Letter To The Editor

Executive Director Lewis read aloud a Letter to the Editor thanking various organizations, individuals and businesses that provided their support, assistance and endorsement during our recent November referendum election, specifically including our Friends of the Parks Foundation members, select New Lenox residents, New Lenox Chamber of Commerce, Will and Grundy Counties Trade Council, New Lenox Mustangs, New Lenox Girls Softball, New Lenox Youth Football Association, New Lenox Soccer Association and New Lenox Rebels Baseball as well as the Herald News Editorial Board. He added although the outcome of this referendum was not as we had hoped and worked for, the Staff and Board of the New Lenox Community Park District will continue to provide the best programs and facilities within our financial means.

Village of New Lenox Board Room – Thank You

Executive Director Lewis noted a letter to the Honorable Mayor Timothy Baldermann and Village Trustees thanking them for the use of the Board room and the ability to have the New Lenox Monthly Board meetings televised over the last several years, and requesting the continued ongoing use of the Board Room on the third Wednesday of every month.

**Consent Agenda**

Approval of the Special Meeting Budget Workshop of October 15, 2014; Approval of the Regular Meeting Minutes of October 15, 2014

Vice President Jansma requested any questions or comments on the Consent Agenda. Hearing none, Vice President Jansma requested a motion to approve the Consent Agenda. Motion made by Commissioner Schulz 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

Executive Director Lewis noted October ended up being one of the better fall months in the last couple of years, also ahead of last October; there was a wedding hosted on October 4<sup>th</sup> and considering the rain, sleet, snow and it was held outside, everything went as well as possible. The 2014 Chili Open sold out in less than 6 hours, which is a record and was an outstanding job done by Bob and his staff. The Sanctuary will be open for gift card sales everyday up to Christmas Eve this year and they may be purchased over the phone or in person.

EzLinks, Inc. – Required 30 Day Notice for Cancellation All Services Ending on 12/31/14

Executive Director Lewis noted a letter to EzLinks Golf, Inc. from the New Lenox Community Park District serving as written 30 day notice to cancel services with them as of 12/31/14 at the Sanctuary Golf Course.

Proud American Days 2015 Planning Update

Executive Director Lewis stated we are awaiting Menards confirmation of availability of their lot expected around the 1st of the coming year. Executive Director Lewis noted planning is underway for 2015 Proud American Days and the band line-up is tentatively set; we need to execute contracts and secure the property and then we will move forward.

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

Vice President Jansma asked if there were any questions regarding the updates, hearing none.

**Administration**

Mr. Dean Martinez – Parks/Maintenance Laborer I

Mr. Martinez was unable to attend this month's Board Meeting. He will attend in November.

Custodial – Maintenance Crew Leader – Added Position

Executive Director Lewis noted an added position to the New Lenox Community Park District titled Custodial Maintenance Crew Leader, stating they will be looking to fill this position either from within our outside of the organization.

**Facilities/Planning**

Development Projects Update

Parks Maintenance Superintendent Travnicek reiterated the discussion earlier in the meeting regarding Walker Park's issues which were revealed at the October 30<sup>th</sup> start up meeting. He added Mr. Garrison and he had a conference call with the IDNAR Grant Admin. explaining the latest issues with the contractor regarding the splash pad and learned they can submit for partial reimbursement excluding any paid costs pertaining to splash pad. Once the splash pad is completed and operational, then they can submit for remaining reimbursement not to exceed total reimbursement for the entire project. They have been gathering information on winter concrete pours, concrete install pricing from Nugent Construction who has done recent concrete work for our district. The goal is to get reimbursed as much as possible as soon as possible and a quality built splash pad according to specs. Parks Maintenance Superintendent Travnicek added on a positive note, Teerling Tree Nursery donated 19 trees to be planted in our parks. He also noted the following updates on parks as follows: Bristol Park – Fall work completed – installation of asphalt path, site seeded and many trees installed; Leigh Creek South – earthwork continues; Prairie Ridge – Still pending – ADA drinking fountain installation and replacement of dead/dying trees.

November 2014 Referendum Overview: Precinct Tabulation/Map; Future Capital Development, Fees & Charges, and Open Space

Executive Director Lewis reviewed the November 2014 Referendum precinct tabulation from the Will County Clerk. Executive Director Lewis stated the New Lenox Community Park District will explore other options going forward, including re-tooling and identifying specific projects. In addition, Executive Director Lewis and the Board will enlist assistance from the Joliet Park District consultants and conduct workshops to find out how to help this as time goes on.

Remodel 701 W. Haven Avenue: Draft Layout; Draft Signage

Executive Director Lewis noted draft drawings of space plans and signage for the new facility located at 701 W. Haven Avenue for Village review. This draft is for informational purposes only.

**Parks**

Tri-Annual Meeting – December 1, 2014

Parks & Maintenance Superintendent Travnicek noted the upcoming Tri-Annual Meeting of Associations will be held on December 1<sup>st</sup> at 6:30 p.m. in the Bi-Centennial room of the LCC.

**Parks-Maintenance Superintendent & Facility Superintendent**

Parks-Maintenance Superintendent Travnicek stated his staff has begun winterizing the parks, blowing out drinking fountain lines, coordinating with our athletic associations having irrigation systems blown out, removal of pond aerators, taking down sand volleyball nets for storage, relocation parking bumpers and speed bumps at the LCC, and bringing in most of our 55 gallon waste receptacles for annual winter painting. He added Haines Park has been prepped for winter ice skating and signage is up; Schoolhouse Manor will once again be the location for sledding; continuing work with Executive Director Lewis and the Village on permitting for the new facility. Parks Maintenance Superintendent Travnicek announced Matt Prynne will be leaving the Park District to take a full time position with the Village of New Lenox starting December 1<sup>st</sup>. We wish Matt the best with his new career.

## **Recreation**

### Asset of the Month – Restraint

“In reading the lives of great men, I found that self-discipline with all of them came first.” Harry S. Truman. Executive Director Lewis read the Asset of the Month aloud.

## **Special Recreation**

### Monthly Reports, Staff Reports, Monthly Financial Reports

### PARC Grant/LWSRA Facility- IDNR Reimbursement Update, Final Audit

Executive Director Lewis noted they had a meeting this week and reports went out afterward regarding restructuring guidelines and hiring processes which include corrected issues with staffing; Executive Director Lewis noted Excel Electric is working on the parking lights and drainage by building and in parking lot has been completed. Executive Director Lewis stated the Deluca Wheelchair basketball game was a success and the wheelchair team won. He added pictures can be seen on our Facebook page. Many donations were received including those from Representative Robert Rita, Mokena Mayor's charity foundation and the Quinlan family from events they had. Executive Director Lewis summarized detailed reports and stated checks and balances are all in order.

## **Recreation Superintendent Update**

Recreation Superintendent Braglia noted the Winter Spring catalog will be delivered in the New Lenox Patriot newspaper on November 20<sup>th</sup> and registration for residents begins December 6, 2014. She added the “Boos & Brews” event went very well with over 300 adults attending. Recreation Superintendent Braglia noted there are still openings in the Holiday Sunday Funday on 12/21/14 from 2:30-5:00 pm at the Lions Community Center at a cost of \$4.00 per person. Finally, the Holiday Lights Contest goes until December 10<sup>th</sup> with judging on December 14, 2014. For further information, or if you have any questions, please email Tracy Wrase at [Twrase@newlenoxparks.org](mailto:Twrase@newlenoxparks.org).

## **New Business**

### Resolution #14-15 Resolution Authorizing the Execution of Agreements with Comcast

Vice President Jansma requested a motion to approve the Resolution #14-15 Authorizing the Execution of Agreements with Comcast. Motion made by Commissioner Larson, seconded by Commissioner Kraemer. Upon a roll call vote, all were in favor and the motion passed unanimously.

### Resolution #14-16 Resolution Authorizing the Execution of the Lease Agreement between the Village of New Lenox and the New Lenox Community Park District

Vice President Jansma requested a motion to approve Resolution #14-16 Authorizing the Execution of the Lease Agreement between the Village of New Lenox and the New Lenox Community Park District with a monthly rental of \$1.00 for the former Public Works building to be used for storage. Motion made by Commissioner Schulz, seconded by Commissioner Kraemer. Upon a roll call vote, all were in favor and the motion passed unanimously.

### Resolution #14-17 Resolution Authorizing the Execution of Agreement with AT&T

Vice President Jansma requested a motion to approve Resolution #14-17 Authorizing the Execution of Agreement with AT&T for internet, data and phone use. Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon a roll call vote, all were in favor and the motion passed unanimously.

### Annual Renewal of the General Liability Insurance

Vice President Jansma requested a motion to approve the Annual Renewal of the General Liability Insurance. Motion made by Commissioner Schulz, seconded by Commissioner Kraemer. Upon a roll call vote, all were in favor and the motion passed unanimously.

**Community Events**      Communications/Marketing Supervisor Lotz announced the upcoming events are as follows:

**New Lenox Chamber of Commerce**

Tuesday, December 9th

“Jingle & Mingle” Holiday Celebration

Location: New Lenox Village Hall, 1 Veterans Parkway

Time: 6:00 pm – 9:00 pm

\$25/person

**New Lenox Chamber of Commerce \*2015\* Annual Events & Programs:**

January 29, 2015 – 2015 Annual Dinner

March 14, 2015 – Community Expo and Home Show

June 11, 2015 – Chasing the Sun 5K Race & Fitness Walk

August 7, 2015 – Annual Chamber Golf Outing

October 24, 2015 – 48<sup>th</sup> Annual Halloween Fest

December 8, 2015 – Annual Holiday Celebration

\*For information on any Chamber events, please call (815)485-4241

**New Lenox Lions Club**

Sunday, December 7<sup>th</sup>

Annual Breakfast with Santa

PLEASE NOTE NEW LOCATION THIS YEAR

Location: Lincoln-Way West High School Cafeteria, 21701 Gougar Road, New Lenox

Time: 8:00 am – 12:00 pm

Adults \$5, Children ages 2-9 \$3, Children under 2 are free!

Tickets available from any Lions Club Member or at the door.

Available will be pictures with Santa, Children’s Games, Raffle, along with the New Lenox Police and Fire Departments.

All proceeds go to charity.

**Lincoln-Way High School District #210 Holiday Concert Series**

Dec. 2 - Kaleidoscope Concert - 7:00 pm – East High School

Dec. 4 - Holiday Concert – 7:00 pm – Central High School

Dec. 7 - Vespers Concert – 3:00 pm – Central High School

Dec. 9 - Winter Concert – 7:00 pm – North High School

Dec. 12 - Solstice Concert – 7:00 pm – North High School

Dec. 14 - Winterfest – 3:00 pm – West High School

For more information and further details, please visit [www.lw210.org](http://www.lw210.org)

**Manhattan-New Lenox TRIAD**

First Annual Manhattan-New Lenox TRIAD Christmas Luncheon

Thursday, December 11th

Time: 11:00 a.m.

At the NEW New Lenox Police Department, 200 Veterans Parkway, New Lenox

\*RSVP by no later than Friday, December 5<sup>th</sup> by calling Kathie Johnson at (815)485-6431

**Commissioner &  
Director Comments**

- Executive Director Lewis stated he will miss Matt Pryn as he moves to his new position with the Village of New Lenox; He thanked the Board members for their efforts with the referendum; He noted he is looking forward to the staff pulling together and moving forward with quality and commitment.
- Commissioner Schulz thanked the residents and groups that supported the referendum, thanked Tracy Wrase for her efforts with the Target grant, and thanked Recreation Superintendent Braglia, Parks-Maintenance Superintendent Travnicek and Executive Assistant/Office Supervisor Tuma for their long hours of extra duties and work.
- Commissioner Kraemer thanked the people who worked so hard with regard to the referendum adding the letter from Executive Director Lewis to the Editor was “great!”. He also thanked the staff and said he is proud and we will continue to offer our best. He thanked Matt Pryn for his years with the NLCPD and said he will be missed. Finally, he thanked the Village for the use of the Board Room.
- Commissioner Larson noted a great job by the staff for their work on the referendum. He added he felt bad about the results but we have to move on. Commissioner Larson also gave “kudos” on the Boo & Brew event and wants to do it again next year. He is looking forward to move to the new location in the old Police Station.
- Vice President Jansma thanked the staff for a great job and everyone regarding the referendum work and their efforts. He thanked Matt Pryn for a great job and wished him good luck and congratulations on his new position with the Village of New Lenox. Vice President ended by wishing all a Happy Thanksgiving.

**Adjournment**

At approximately 7:25 pm, Vice President Jansma requested a motion to adjourn the November 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,  
Janet Frigo  
Recording Secretary