

Minutes of the Special Board Meeting of the New Lenox Community Park District Board of Commissioners held on Tuesday, June 2, 2015 at 6:00 pm at the Administration Building located at 701 W. Haven Ave. New Lenox, IL.

### **GENERAL FUNCTIONS:**

- Call to order** President Fischer called the June 2, 2015 meeting to order at approximately 6:00pm.
- Roll Call** President Fischer asked for everyone to state their names for the record; the following were present, Commissioners: Kraemer and Schulz. At approximately 6:01PM Commissioner Larson was present via telephone.
- Also in Attendance** Executive Director Greg Lewis, Parks-Maintenance Superintendent George Travnicek, Recreation Superintendent Shirley Braglia, and Executive Assistant/Office Supervisor Jacque Tuma.
- Amended Agenda** President Fischer requested for the agenda to be amended to move Discussion on Land Acquisition & Building Fund 51 Projects to agenda item I. Motion made by Commissioner Kraemer, seconded by Commissioner Schulz. Upon a voice vote, all were in favor and the motion passed unanimously.

### **Discussion on Land Acquisition & Building Fund 51 Projects**

Executive Director Lewis explained to the board the Planning Resources, Inc. (PRI)'s contract for them to update the district's Master Plan. President Fischer questioned the price; as it indicates it would be 40K for them to do a 5 year plan. Parks-Maintenance Superintendent Travnicek commented the plan is to develop five concept plans. President Fischer asked if this would replace our current Master Plan. Executive Director Lewis noted the park concept plans would be needed for any grant applications we submit and noted Taylor Glen needs a concept plan developed; which by entering into contract with PRI it would be developed. Parks-Maintenance Superintendent Travnicek explained to the board how the Master Plan would be developed over the next couple of months and how it will work to our advantage. Executive Director Lewis noted Parks-Maintenance Superintendent Travnicek and he went through current parcels we have already acquired and those that are coming down the pipeline to determine which five would best suit our needs as a district. Parks-Maintenance Superintendent Travnicek noted Laurel Meadows can be done in house. Executive Director Lewis noted NeuFairfield is in a need of a pavilion; Parks-Maintenance Superintendent Travnicek noted we will be putting a 3 holes Disc Golf around the parameter of the park site at NeuFairfield. Commissioner Larson asked what a typical concept plan costs. Executive Director Lewis noted it could be anywhere from 6K-10K per plan. Commissioner Larson asked if the five concept plans and Master Plan will help define our deficiencies within our park system and our main focus is prep work for grants. Executive Director Lewis noted everything will go on paper and will help with having concept plans on hand to be able to go for a grant at anytime. Commissioner Larson noted moving forward with having PRI develop the Master Plan makes sense but we need to make sure we receive homeowner input on those concept plans we are developing. Executive Director Lewis noted we can drive the direction for the developing the concept plans but we all need to be prepared for those subdivisions who aren't currently being named for concepts plans to explain why. Waterchase Estates needs a lot help, Leigh South has great potential. Parks-Maintenance Superintendent Travnicek noted Bristol Park is a larger parcel with high potential for grant approval; had a meeting with the Village to line this parcel up sooner than later. He also noted Devondale is currently dead in the water. Executive Director Lewis noted possibly moving forward instead receiving 50/50 for land/cash in developments we begin to take larger land parcels. Parks-Maintenance Superintendent Travnicek also noted we would outline 2-3 other future parcels as well. Executive Director Lewis noted we should go in order for those with the greatest potential; he also noted by outlining these sites will help with developing a more accurate budget and where funding for specific items will come out of. Commissioner Kraemer asked if there were any federal grants available. Executive Director Lewis commented this is an avenue which his looking down; but if we received donated land are percentage of obtaining a federal grant increases. Overall census is to move forward with developing a new Master Plan for the district and developing concept plans.

**Continued Discussion  
On Special Recreation  
Fund 26 Projects and  
Discussion on Capital  
Projects Fund 50  
Projects**

Executive Director Lewis noted he listened to what the board was asking at the last workshop in regards to possibly using Fund 26 to update and/or develop sites for ADA; but reminded the board replacement is fine but adding new is different. Commissioner Larson asked if the trailhead at the Lions Den could be funding with Fund 26. Executive Director Lewis noted in order to some of the projects we will have to balance it out between funds to get them accomplished. Executive Director Lewis note there will be transfers from Fund 20 (Recreation) and 30 (Enterprise) to Fund 50 (Capital); and the lighting improvements from Fund 50 (Capital) to Fund 32 (Golf Course) to balance out the budget. Executive Director Lewis noted the upgrades and updates to the Fire Alarm systems at the Golf Course Shop and Parks-Maintenance Shop will need to be adjusted as well. Parks-Maintenance Superintendent Travnicek noted to the Board that Sharon's Bay will now have electricity which will help for rentals and security lighting. It was noted we could use ½ out of Fund 50 (Capital Fund) and ½ out of Fund 26 (Special Recreation). Executive Director Lewis noted 100K for user fees comes out of Fund 20 (Rec.) to the Fund 50 (Capital) for improvements already; he also noted in December 2017 we can reissue the debt services. There was a discussion on what the ADA funding can actually be used for; Commissioner Larson would like to see a fund be built up moving forward. Commissioner Larson noted we do a great job at maintaining, updating our park sites which is probably why the referendum failed to develop more park sites. Executive Director Lewis noted we try to maintain our sites for safety reasons and not to play catch up. He noted we will be pulling Cherry Hill's equipment out because of safety concerns and the parking lot there will also need to be done sooner than later. There was a discussion about scaling back; creating a surplus in Fund 20(Recreation); and to work on develop plans for newer sites. President Fischer is good with developing a concept plan for Taylor Glenn and building a pavilion at NeuFairfield. Executive Director Lewis commented Firefighter's Park needs to be moved this summer/fall by the pavilion. It was questioned why; and explained this park is utilized the most out of any of parks in the park system, since it's at the Community Center. Parks-Maintenance Superintendent Travnicek reminded the board that ½ of our parks are 21-22 years old. President Fischer noted he has a hard time spending 200K on Firefighter's Park. Commissioner Larson asked if Taylor Glen could be developed completely out of the ADA fund; since it's a small piece of a big puzzle and would hurt a grant. Executive Director Lewis noted according to Illinois Law everything needs to be ADA including maintenance of equipment. President Fischer would like the Park District to survey the neighborhoods. Executive Director Lewis noted he is trying to get everything completed in a timely fashion. We will do the following pavilion at NeuFairfield, move/update Firefighter's because it is used the most and develop a concept plan for Taylor Glen. Commissioner Larson asked if more programming will be added to the Community Center. Commissioner Larson suggested the following: FY 15/16 do the pavilion and Firefighter's Park; FY 16/17 develop Taylor Glen; but at least get a concept plan for Taylor Glen for FY 15/16. The census was to add the pavilion to NeuFairfield and develop a concept plan for Taylor Glen.

Executive Director Lewis noted we are in the process of changing out old fixtures and converting them to LED lighting; will have to add 3 additional light poles to the Community Center parking lot for better lighting. Commissioner Kraemer was happy to hear the adding of light fixtures but wanted to make sure the lights wouldn't reflect into the homes. President Fischer asked what the budget figure would be. Parks-Maintenance Superintendent Travnicek noted it is roughly 40K without boring. Executive Director Lewis noted there would be a transfer from Capital to Golf Course funds to complete the switch over to LED lighting at the course. Executive Director Lewis note by using LED our overall costs will cut in half plus our labor having to replace lights all the time. Staff can do this in house because union was 18K; non-union is 8K and we can update everything with staff which will cost roughly 3K. Executive Director Lewis noted this is an energy savings as the budget will begin to get tighter. All projects will proceed with caution and we will

work more closely with associations on costs. President Fischer asked how much it cost to maintain the ball fields. Parks-Maintenance Superintendent Travnicek noted the fields need roughly 4600 linear feet of path which is approximately 66K. Executive Director Lewis noted everything will be paced out.

Executive Director Lewis asked the board how they felt about adding two buses to our fleet; this will impact our bus trips in the fall because LWSRA is trading in what they currently have to three buses and will more than likely won't lease them out for trips. These buses are 14 passenger and would be set up for ADA so they can be used either way. The cost is 20K over a 3 year period and ½ the costs will come out of Recreation and the other ½ will come out of Fund 26. Recreation Superintendent Braglia noted we typically have 35 bus trips; 6 of which are with a coach bus which seats 55 and we co-op bus trips with other districts. The biggest issue is car seats for our younger programming. This will also help with Camp programs, Before/After School programming, bus trips, etc. Executive Director Lewis noted we will get a lot of use out the two buses and we can probably work with LWSRA to use theirs and they use ours. Recreation Superintendent Braglia noted our current van situation is not good with our Active Adult groups who would have to climb in to get to the back. Executive Director Lewis noted it is possible for all the vans to go away. President Fischer would like to see training for staff on how to use the buses prior to driving them. Executive Director Lewis noted he believes there is something with our Risk Management and will work them to get training done. Executive Director Lewis noted we are trading in the Windstar for a new Explorer which will outright purchase. Executive Director noted the buses are 10 weeks out and the Explorer is at least 8 weeks out; will work on the asphalt work, work on the Fire Systems, we are in the process of potentially selling the mobile concession trailer. Staff will work on putting together bid packets for the work being done at Firefighters and NeuFairfield. Organization is become more streamlined and will continue over time. Beginning balances should be completed shortly to have a better idea on the budget.

**Resolution #15-08  
Purchase of (2)  
2015 Ford/Starcraft  
Paratransit 14  
Passenger Buses for  
Midwest Transit  
Equipment, Inc.**

President Fischer requested any further questions and/or concerns regarding the buses. Hearing no further questions President Fischer requested a motion to pass Resolution #15-08. Motion made by Commissioner Kramer, seconded by Commissioner Schulz. Upon a roll call vote, all were in favor the motion passed unanimously.

**Resolution #15-09  
Purchase of a 2016  
Ford Explorer FWD  
From Bredemann Ford  
From the Suburban  
Purchasing Corporative,  
SPC Contract #124A**

President Fischer requested any further questions and/or concerns regarding the Explorer. Hearing no further questions President Fischer requested a motion to pass Resolution #15-09. Motion made by Commissioner Kramer, seconded by Commissioner Schulz. Upon a roll call vote, all were in favor the motion passed unanimously.

**Ordinance #15-06-01  
Declaring the 2002  
Ford Windstar and  
1996 Pace America  
Trailer Surplus  
Equipment**

President Fischer requested any further questions and/or concerns regarding the ordinance. Hearing no further questions President Fischer requested a motion to pass Ordinance #15-06-01. Motion made by Commissioner Schulz, seconded by Commissioner Kramer. Upon a roll call vote, all were in favor the motion passed unanimously.

**Discussion on  
Fiscal Year 2015-2016  
Budget Entry Level  
Changes/  
Re-Classification**

Executive Director Lewis is recommending to the board to collapse more entry level positions; with the Facilities Superintendent's duties being split between Recreation and Parks it makes more sense now than before to collapse entry levels. He noted the Golf Course Superintendent will report directly to the Director of Golf, he noted he needs someone at the course who can make immediate decisions; move the three current Superintendents to level 123 and change their titles from Superintendents to Directors. This structure is similar to other districts. Commissioner Kraemer note the organizational chart flows well. Executive Director Lewis continues to explain the re-classifications regarding the Recreation Supervisor Pipiras who is relied on a lot for the Recreation department; which makes sense to have secondary lines and add Deputy Directors to the flow. Executive Director Lewis is recommending at this time two Deputy Directors and over time there could be the possibility to adding additional Deputy Directors. The recommendation is to change Recreation Supervisor Pipiras to Deputy Director of Recreation and Executive Assistant/Office Supervisor Tuma to Deputy Director of Executive Services; looking for more leadership roles along with the current Recreation Superintendent Succession plan. Executive Director Lewis is looking at the whole picture of the direction the district is heading. Executive Director Lewis explained the entry levels would become more collapse as the years go by; but this is setting the stage for moving forward by adjusting the entry levels; he reminded the board one Administrator's position was eliminated which the salary would be spread across the Directors and Deputy Directors. Executive Director Lewis noted Recreation Superintendent Braglia has been able to get the rentals back on track; got new bar supplies for banquets this was all done in a short period of time. Right now this makes the most sense to make the adjustment to move them up in addition to the 3% given as of May 1<sup>st</sup>. President Fischer asked for clarification on the handouts regarding adjusting the entry levels and if the adjustment was on top of the 3%. Commissioner Kraemer noted these individuals received more duties with the other position being eliminated. Executive Director Lewis noted there has been a lot jumping in both feet first with a lot of cleanup along with cross training; he is comfortable with this recommendation. He noted the Golf Pro will have the final say moving forward between him and the Superintendent. Executive Director Lewis noted he did not receive anything additional with these adjustments; there are 6 positions affected by this impact and we need to make this move. These positions have made up the deficiencies and made the district more efficient in less than 3 months. This is confidential information. Commissioner Larson reiterated it's on top of the current 3% increase.

Executive Director Lewis noted we would need to approve and pass the organizational chart for Fiscal Year 2015-2016 then approve and pass the Entry Level Grade Chart with the changes. Executive Director Lewis noted with eliminated position and the adding of a Custodial Maintenance position with the recommendations the district is still in a good spot.

President Fischer requested any further questions and/or concerns with the recommendations provided by the Executive Director. Hearing none, President Fischer requested a motion to approve the new NLCPD Organizational Chart for Fiscal Year 2015-2016. Motion made by

Commissioner Schulz, seconded by Commissioner Kraemer. Upon a roll call vote, all were in favor and the motion passed unanimously.

President Fischer requested a motion to approve the Entry Level Grade Chart and Title Changes as follows level 111 Parks-Maintenance Superintendent will become level 123 Director of Parks-Maintenance; level 114 Recreation Superintendent will become level 123 Director of Recreation; and level 119 Business Services Superintendent will become level 123 Director of Business Services. Level 76 Recreation Supervisor and Executive Assistant/Office Supervisor will become level 86 Deputy Director of Recreation and Deputy Director of Executive Services. This will be retroactive to May 1<sup>st</sup>. Motion made by Commissioner Kraemer, seconded by Commissioner Schulz. Upon a roll call vote, all were in favor and the motion passed unanimously.

Executive Director Lewis noted all other funds will fall into place for the next meeting. It was noted there would be a 5PM Workshop Meeting on June 17<sup>th</sup> along with the Public Hearing for the Budget Ordinance. There was also a brief discussion about the Commissioner Resignation and what the board can do.

### **Adjournment**

At approximately 7:53PM President Fischer requested a motion to adjourn the June 2, 2015 Special Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Schulz, seconded by Commissioner Kraemer Upon voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,  
Jacque Tuma  
Recording Secretary