

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, February 18, 2015 at 6:00 pm in the Board Room of the Village Hall, New Lenox, Illinois.

## **GENERAL FUNCTIONS:**

- Call to order** President Fischer called the February 18, 2015 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: Jansma, Kraemer, Schulz and President Fischer.
- Also in Attendance** Executive Director Greg Lewis, Communications/Marketing Supervisor Lauren Lotz, Recreation Supervisor Lea Pipiras, Parks-Maintenance Superintendent George Travnicek, Director of Golf Bob Schulz, 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. President Fischer requested any questions or comments regarding the monthly Treasurer's Report for January 31, 2015. Executive Director Lewis stated that Finance HR Superintendent Kathy Lynch was able to complete transfers and are now completed in the budget. Hearing no further questions or comments, President Fischer requested a motion to approve the Treasurer's Report as presented for January 31, 2015. Motion made by Commissioner Schulz, 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 January 31, 2015. President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve the Payment of Bills as presented for January 31, 2015. Motion made by Commissioner Schulz, seconded by Commissioner Jansma. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Consent Agenda** *Approval of the Special Meeting Budget Workshop of January 21, 2015; Approval of the Regular Meeting Minutes of January 21, 2015*  
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 Schulz. 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 they had 41 players for the Penguin Open with the weather including everything from wind, rain, sleet and snow. The golfers had an awesome time once again. The kitchen, bar, golf shop and storeroom closet have been freshly painted and are ready for the 2015 season. All 2014 outings have been contacted and are returning for 2015. New rates have been posted on our website for the public to view. Junior golf sign up begins March 1<sup>st</sup> at 7:00 a.m. Director of Golf Schulz stated Lou Ramadani will be leaving the Sanctuary for a new job opportunity as a golf professional in a different facility and will be greatly missed. President Fischer noted this is a very good reflection on Director of Golf Schulz's leadership skills.
- Proud American Days 2015 Planning Update*  
Executive Director Lewis stated the planning for Proud American Days 2015 is well underway with announcements of the PAD Partners as follows: New Lenox Lion's Club, Lincoln Way Soccer Club, Knights of Columbus, New Lenox Friends of the Parks and the New Lenox Fire Protection District Foundation. The New Lenox Fire Protection District Foundation will be doing the controlled burn. Executive Director Lewis added phone calls are underway to reach out and notify everyone and the bands are booked. Executive Director Lewis stated we are only waiting on alcohol sponsorships to determine which products will be served. Executive Director Lewis noted the New Lenox Lions Club will be partnering with the New Lenox Community Park District to pride the "Special Needs Day" on Friday, July 24, 2015 during the PAD celebration, adding this will be the 14<sup>th</sup> year of this partnership.

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

President Fischer asked if there were any questions regarding the updates, hearing none. President Fischer noted the online registration as well as front desk completed over 5,700 registrations last month. Executive Director Lewis stated we are open at both locations for registration, developer donations, etc. as well as online registration is also available.

**Administration**

Facilities Maintenance Crew Leader Position – Jeff Franson

President Fischer noted the new Facilities maintenance Crew Leader position has been filled by Jeff Franson, formerly with Parks Maintenance Superintendent Travnicek's Grounds department and has been promoted to this new position. President Fischer added Jeff Franson is a perfect fit for this position, and several candidates interviewed for it. President Fischer added they are looking to fill some other full time positions in the very near future and they will be posted online.

**Facilities/Planning**

Development Projects Update

Parks Maintenance Superintendent Travnicek stated the Walker Park documents have been sent to auditor for review. Once the splash pad is completed, they will submit for final reimbursement. Status remains unchanged on future undeveloped park sites as well as any updates unchanged since last month's report.

**Parks**

**Parks-Maintenance Superintendent & Facility Superintendent**

Parks-Maintenance Superintendent Travnicek stated his staff has done an excellent job responding to the blizzard situations as well as helping with the move to 701 Haven. Parks-Maintenance Superintendent Travnicek stated since mid-November, Grounds Department staff with the vast majority of them being seasonal help, has put in 762 hours at 701 Haven to help with the renovation. In addition, time has been spent updating our fixed assets at all the parks and/or athletic sites, adding currently we have over 10.2 million dollars in development at our sites due to grants, association help and teamwork. He stated fuel prices have climbed recently so it is recommended to consider locking in some fuel.

**Recreation**

Asset of the Month – Service to Community & School

Service to Community & School – Young person serves in the community or at school one or more hours per week. "Everyone can be great, because everyone can serve." Martin Luther King, Jr. Executive Director Lewis read the Asset of the Month aloud.

**Special Recreation**

Monthly Reports, Staff Reports, Monthly Financial Reports

Executive Director Lewis reviewed the monthly financial and staff reports from the LWSRA Board of Directors. Executive Director Lewis stated they are working with the gym floor which is sagging due to heat being too low and humidity too high, they are getting better seal on the door, they will resurface the floor, added a new sound system and changed bulbs in the ceiling and getting everything under control. Executive Director Lewis added donations and fundraising is going well. He also noted on January 26<sup>th</sup>, the LWSRA 3<sup>rd</sup> wheelchair basketball teams played against Ozinga and they made some good connections. Executive Director Lewis noted the Team Asset Family Faire is scheduled again this year for March 7, 2015. Communications Marketing Supervisor Lotz stated the asset celebration begins at 9:00 am that morning with a pancake breakfast and goes until 1:00 pm with 30-35 vendors with activities for the children.

**Recreation Superintendent Update**

Recreation Supervisor Pipiras noted the following events upcoming: On March 13, 20-15 there will be the clover hunt at Nelson Park; On March 27<sup>th</sup> is the 1<sup>st</sup> Annual Adult Egg Hunt at 7:00 pm at Haines Park; Also on March 27<sup>th</sup> is the children's Easter Egg hunt at Haines. Recreation Supervisor Pipiras stated we now have 521 ACES participants which is an increase of 17 from last month.

**New Business**

**Ordinance #15-02-01: An Ordinance Declaring Currently Owned Property as Surplus and Authorizing Its Disposal**

President Fischer stated this Ordinance is in regard to a Canon wide format poster maker which is no longer necessary or useful to the Park District and is deemed to be of no value other than trade or salvage value if any. Attorney Vitiritti noted in order to dispose of this old printer which is outdated and the software is no longer supported deeming it obsolete, an ordinance stating such needs approval. President Fischer requested a motion to approve Ordinance 15-02-01 declaring currently owned property as surplus and authorizing its disposal. Motion made by Commissioner Schulz, seconded by Commissioner Kraemer. Upon a voice vote, all were in favor and the motion passed unanimously.

**Executive Director Multiple year (3) Employment Agreement Review**

President Fischer noted this agenda item will be tabled to be discussed next month when Commissioner Larson is present.

**Community Events**

President Fischer announced the upcoming events are as follows:

**New Lenox Lions Club**

Lions Club Fashion Show

Sunday, March 8, 2015

Location: New Lenox VFW on Vine Street

Contact any Lions Club Member or Lisa Klein at 815-485-3400

It's a GREAT Sunday afternoon for all ladies

Price: \$25.00

**New Lenox Chamber of Commerce**

Community Expo & Home Show

Saturday, March 14, 2015

Location: LWC Field House

Time: 9:00 am – 1:00 pm

Booths are available: [www.newlenoxchamber.com](http://www.newlenoxchamber.com) or 815-485-4241

Spaghetti Lunch

April 12, 2015

Location: Lions Community Center, 1 Manor Drive

**Commissioner &  
Director Comments**

- Executive Director Lewis noted we did a major move and renovation within a year and added our services did not suffer and we did it all in house. He added Jacque Tuma and John Camp stepped up and the entire group worked hard and worked weekends and days off to get the job done. Executive Director Lewis thanked the Mayor for helping and listening and thanked the Board for listening. He reiterated even with the workload, we kept moving and it was a great job by all involved.
- Commissioner Jansma thanked the staff for a great job as always. He added it is cold out, but there is a lot of indoor programming and he is looking forward to Proud American Days coming soon!
- Commissioner Schulz noted the conference they attended proved we operate well as a district. He added he is proud of our district and added kudos to Jacque Tuma for a great job with the move.
- Commissioner Kraemer congratulated Lou Ramadani on his new endeavor. He added kudos for Bob Schulz adding it says a lot for his leadership. Commissioner Kraemer said the new building looks great and it was a great job done by all. He thanked the Mayor for helping to make this happen.
- President Fischer concurred with all of the commissioners and thanked everyone for a job well done. He added the new building at 701 Haven is great so please stop in to see us. President Fischer reminded everyone about the Family Faire which is a free, nice event from 9-1 on March 7<sup>th</sup> and also the Junior Golf League for ages up to 15 years old which is a great program and signups begin March 1<sup>st</sup>.

**Adjournment**

At approximately 6:40 pm, President Fischer requested a motion to adjourn the February 18, 2015 Regular Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Jansma, seconded by Commissioner Schulz. Upon a voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,  
Janet Frigo  
Recording Secretary