

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, March 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 March 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: Kraemer, Schulz and President Fischer.
- Also in Attendance** Executive Director Greg Lewis, Communications/Marketing Supervisor Lauren Lotz, Recreation Superintendent Shirley Braglia, Parks-Maintenance Superintendent George Travnicsek, Director of Golf Bob Schulz, Business Services Superintendent Kathy Lynch, 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 February 28, 2015. Hearing none further questions or comments, President Fischer requested a motion to approve the Treasurer's Report as presented for February 28, 2015. Motion made by Commissioner Schulz, seconded by Commissioner Kraemer. 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 February 28, 2015. President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve the Payment of Bills as presented for February 28, 2015. Motion made by Commissioner Schulz, seconded by Commissioner Kraemer. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Special Guests** Mrs. Kim Auchstetter, IGFOA Board Member, Finance Director & Treasurer Village of New Lenox – Presentation of the Government Finance Officers Association Certificate of Achievement Award and Award of Financial Achievement
President Fischer announced Mrs. Kim Auchstetter, IGFOA Board Member and Finance Director & Treasurer of the Village of New Lenox for the presentation of the Government Finance Officers Association Certificate of Achievement Award and Award of Financial Achievement for its comprehensive annual financial report to the New Lenox Community Park District and Kathy Lynch, Business Services Superintendent for the 7th consecutive year in a row. This certificate is the highest form of recognition in governmental accounting and financial reporting and its attainment represents a significant accomplishment by a government and its' management. President Fischer stated in order to achieve this award, you have to meet a certain number of criteria and this goes to prove the Business Services Department works very hard to make sure the Park District is always in good financial shape and helps it to stay that way. President Fischer added we are committed to being fiscally sound and the staff is going a great job. Commissioner Kraemer stated this is a separate judge of how we do things and conduct business by keeping track of money and how it is spent. Commissioner Schulz noted this shows how great all of the departments work so well together. Executive Director Lewis stated everyone does a really great job and this is your time to shine. President Fischer stated they have done a great job.

Communications

IDNR – Suspension Notice (Walker Country Estates Park)

President Fischer noted a letter from the Illinois Department of Natural Resources giving notice of suspension for the Walker Country Estates Park effective immediately. This suspension requires that the New Lenox Community Park District immediately cease incurring additional obligations, costs or spending for which grant reimbursement would be sought until further notice. President Fischer stated the project is now on hold and we will wait to see what happens in Springfield due to the uncertainty there. President Fischer added this project was started because of the OSLAD grant awarded to the NLCPD 18 months ago, but authorities in Springfield have put it on hold and at this point, we are unsure whether we may or may not get it back.

IPRF Safety and Educational Grant Award Letter

President Fischer noted a letter and a copy of check from the Illinois Public Risk Fund regarding an approved IPRF Safety and Educational Grant Award. Business Services Superintendent Lynch stated we applied for this grant award to use toward the fire and access panel in the new administration building located at 701 W. Haven Ave. President Fischer congratulated and thanked Business Services Superintendent Lynch for her work in achieving this award.

Consent Agenda

Approval of the Special Meeting Budget Workshop of February 18, 2015; Approval of the Regular Meeting Minutes of February 18, 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 the Golf Course is open and it looks better than it did at this time last year. Director of Golf Schulz noted opening is 2-3 weeks ahead of last year. Director of Golf Schulz noted the carts will be on the fairway tomorrow, 3/19/15. Director of Golf Schulz stated Monday night league sign up is going strong and they expect 160 people. Director of Golf Schulz added going forward all registration will be done in-house and/or online reservations. Director of Golf Schulz stated the high school athletic director is all set for the coming year. Director of Golf stated the MAJGT Junior Golf Tournament is scheduled for April 11 & 12 and you can find out more information by visiting www.magjt.org.

Proud American Days 2015 Planning Update

Executive Director Lewis stated the Proud American Days 2015 will be held on July 23-26, 2016 and they are working on “in-kind” donations. Executive Director Lewis said to mark your calendars for the Military Tribute on the 26th. Executive Director Lewis stated Windy City carnival is set to go and bracelets will be available all 4 days for \$30.00 each day, from 5:30-10:30 Thursday and Friday, Saturday and Sunday 12-5:00 and tickets can be purchased after those times. Executive Director Lewis added the Credit Card machine will be back this year as well. Executive Director Lewis noted the entertainment lineup for this year will be as follows: Thursday: Maggie Speaks, Friday: Forecast opens for Hair Bangers Ball, Saturday: Forecast again opening for Two White Crew and Sunday: we will have a local resident, Makenna Heartland opening up for Hillbilly Rock Stars. Executive Director Lewis announced this year we will have Lake Shore Beverage sponsoring our entertainment tent and is glad to announce they are able to keep pricing the same as last year.

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

President Fischer asked if there were any questions regarding the updates. Business Services Superintendent Lynch noted they have transitioned from the Finance/HR Department to the Business Services Department in an effort to erase the lines between Finance and Human Resources and streamline the day to day workflow. Business Services Superintendent Lynch added they have been successfully cross training at the coordinator level and will begin to do so at the supervisor level. Business Services Superintendent Lynch notes their goal is to have every responsibility cross trained by level so that anyone at that level can perform all functions of the job as well as answer questions.

Administration

Facilities Maintenance Crew Leader Position – Jeff Franson

Recreation Superintendent Braglia introduced the new Facilities Maintenance Crew Leader Jeff Franson, formerly with Parks Maintenance Superintendent Travnicsek's Grounds department. Recreation Superintendent Braglia stated Mr. Franson had worked for 2 years with Parks Maintenance Superintendent Travnicsek and has been promoted to this new position, as well as he is a huge Nascar fan. Mr. Franson stood up and thanked the Board of Commissioners for this opportunity and noted how happy he was to be here.

Business Services Supervisor Position Nick Yacobi

President Fischer introduced Nick Yacobi who has recently been promoted to and accepted the position of Business Services Supervisor. Mr. Yacobi stood and thanked the Board of Commissioners and stated he is excited to be with the NLCPD and looking forward to continue to grow.

Facilities/Planning

Development Projects Update

Parks Maintenance Superintendent Travnicsek stated the Walker Park project is on hold as the IDNR sent a notice suspending the project until further notice, requiring the Park District to immediately cease incurring costs and provide a financial expense report of costs incurred to date which will include the splash pad payouts to date. Parks Maintenance Superintendent Travnicsek included a copy of the DRAFT copy of the expense report to date. Parks Maintenance Superintendent Travnicsek added all projects as of this date are Association projects and all sites status remains unchanged from the last park board meeting.

Parks

Parks-Maintenance Superintendent

Field Allocations Spring/Summer 2015; Policies Governing Lighted Athletic Sites – Revised/Tri-annual Agenda - Draft

Parks-Maintenance Superintendent Travnicsek noted a DRAFT of the Tri Annual Agenda for the meeting to be held on April 6, 2015 at 6:30 pm at the 701 W. Haven Avenue Administration Building (the old police station). At this meeting they will have a round table discussion with all Associations on User Fees and Out of District Fees, as well as providing a handout with the field allocations for Associations during Spring/Summer 2015. Parks Maintenance Superintendent Travnicsek also noted a DRAFT of the Policies governing Lighted Athletic Sites which includes some changes. Parks Maintenance Superintendent Travnicsek will bring this list of lighted athletic sites back to the Board Meeting next month for approval after the tri-annual meeting. Parks Maintenance Superintendent Travnicsek stated there will be 2 prescribed burns planned and there are 2 new hires on the way. Parks Maintenance Superintendent Travnicsek added the parks are open so get out and enjoy them!

Recreation

Asset of the Month – High Expectations: Positive Peer Influence

Young person's best Friends' model responsible behavior. "Surround yourself with the people that have high expectations and that are hungry for success as much as you. You WILL succeed. Success is never, ever a one person job." T.S. Tate (My family and friends accept me as I am and encourage me to do great things at school and at play.) 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 noted the Foundation has made a donation to the agency to help the agency with the purchase of a new 15 passenger vehicle. Executive Director Lewis stated they also committed another donation for recreation equipment, gym equipment, sensory equipment and uniforms. Executive Director Lewis stated the budget is in order and they are looking to expand the building footprint in the future, into the park land to the east. Executive Director Lewis stated Peotone has been sending staff representatives to the meeting as well and is doing better.

Recreation Superintendent Update

Recreation Superintendent Braglia stated our Kiddie Kampus program collected 223 toys for the TEAM Asset Family Fair which were donated to the Pediatric Oncology Treasure Chest. Recreation Superintendent Braglia noted the LCC has been updated to house the 3 recreation staff, a new office for facilities and a room to store the ACES food; offices have been painted, carpets shampooed and furniture moved; the Facility department has done a great job getting the LCC put back together. Recreation Superintendent Braglia noted the staff has been working diligently to get the summer programs and all the text changes in on deadline. The summer catalog is due to be mailed out on Thursday, April 9, 2015 in the New Lenox Patriot. Recreation Superintendent Braglia announced we now have 536 participants in ACES, which is an increase of 15 over last month. Recreation Superintendent Braglia stated we offered our first Sips and Splatters Art Class where participants enjoy sipping on wine and learning the art of painting. This program drew great reviews.

Old Business

Executive Director Multiple year (3) Employment Agreement Review

President Fischer stated Resolution No. 15-03 will be tabled until next month when we have a full Board in attendance.

New Business

Ordinance #15-03-01: An Ordinance Declaring Currently Owned Property as Surplus and Authorizing Its Disposal

President Fischer stated this Ordinance is in regard to a 1991 Jacobsen Turfcats Serial No. 66132-1829 including a traction unit, rotary deck, brush and snow thrower. President Fischer stated this equipment was used from 1997 on the grounds and golf course as well but is no longer necessary, useful to or for the best interest of the Park District and is deemed to be of no value other than trade or salvage value if any. President Fischer requested a motion to approve Ordinance 15-03-01 declaring currently owned property as surplus and authorizing its disposal. 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 President Fischer announced the upcoming events are as follows:

March 27 **Business Leaders Workshop: Design a Website for Your Small Business**

New Lenox Public Library
120 Veterans Pkwy, new Lenox, IL
10:30 am – 12:00 pm

April 7 **Business on the Move Luncheon: Workplace Safety**

New Lenox Police Department
200 Veterans Pkwy, New Lenox, IL
11:30 am – 1:00 pm

April 13 **Multi-Chamber Ribbon Cutting**

Margo McDermed's District Office
11032 W Lincoln Hwy, Frankfort IL
5:00 pm

April 16 **Business After Hours**

Kevin Molloy State Farm
828 W. Laraway Road, New Lenox, IL
5:00 pm – 7:00 pm

May 16 **Strike Out Hunger: Candlelight Bowling Bash**

Laraway Lanes
1009 W. Laraway Rd, New Lenox, IL
6:00 pm – 9:30 pm

**Commissioner &
Director Comments**

- Executive Director Lewis remarked on additional PAD announcements not mentioned earlier in regard to the \$7.00 cover charge which is the same this year as last year. Executive Director Lewis added all wristband sales are final and to please try to get there early to avoid lines for wristbands. Executive Director Lewis stated they will open bracelet sales early. Executive Director Lewis thanked Kim Auchstetter for coming to the meeting and presenting the award to the Business Services Department. Executive Director Lewis noted it takes all of us to do the great job we do. Executive Director Lewis added the New Lenox businesses and groups by far could take over and provide the Team Asset/Family Faire event which is a tribute to the New Lenox Businesses for supporting this event. Executive Director Lewis noted it was free event with a great turnout. Executive Director Lewis added he is keeping fingers crossed that down in Springfield, they will come up with the money to continue the Walker Park project and urged everyone to stay positive.
- Commissioner Schulz noted the Team Asset Faire was very nice and thanked everyone for a great family event for the community. Commissioner Schulz stated he went to golf course and noted all equipment is maintained very nicely. Commissioner Schulz stated we are retiring equipment from 1991 which proves how well the staff takes care of our equipment. Commissioner Schulz thanked the staff for a great job as always. Commissioner Schulz added it is cold out, but there is a lot of indoor programing and he is looking forward to Proud American Days coming soon!
- Commissioner Kraemer congratulated Business Services Superintendent Lynch and her staff on achieving their award and thanked them for their hard work. Commissioner Kraemer added the Team Asset Faire had over 800-900 children and was a great turnout. Commissioner Kraemer is hoping for good news from Springfield regarding Walker Park work to continue and is hoping to still receive the grant.
- President Fischer concurred with all of the commissioners and thanked everyone for a job well done. President Fischer congratulated Business Services Superintendent Lynch on the grant received and the financial reporting awards. President Fischer added the Team Asset/Family Faire was packed at Lincoln Way Central. President Fischer stated he received a letter from a woman complimenting how wonderful the banners were from the kids who made them. President Fischer stated it was very nice to see so much participation from the other park districts, as well as the demonstrations of fencing etc. in a free event.

Adjournment

At approximately 7:00 pm, President Fischer requested a motion to adjourn the March 18, 2015 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