

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, April 20, 2016 at approximately 6:00 pm in the Board Room of the Village Hall, New Lenox, Illinois.

### **GENERAL FUNCTIONS:**

- Call to order** President Fischer called the April 20, 2016 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, Larson, Thomson, and President Fischer.
- Also in Attendance** Communications/Marketing Supervisor Lauren Lotz, Deputy Director of Recreation Lea Pipiras, Director of Parks-Maintenance George Travnicek, Director of Golf Bob Schulz, Business Services Supervisor Karen Acklin, Attorney Angelo Vitiritti and Deputy Director of Executive Services Jacque Tuma.
- Treasurer's Report** Commissioner Kraemer quoted the totals from the monthly Treasurer's Report as presented for March 31, 2016. President Fischer requested any questions or comments regarding the monthly Treasurer's Report for March 31, 2016. Hearing no questions or comments, President Fischer requested a motion to approve the Treasurer's Report as presented for March 31, 2016. Motion made by Commissioner Larson, seconded by Commissioner Thomson. 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 as presented for March 31, 2016. President Fischer requested any questions or comments. Hearing none, President Fischer requested a motion to approve the Payment of Bills as presented for March 31, 2016. Motion made by Commissioner Schulz, seconded by Commissioner Larson. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Special Guests/  
Amend Agenda** President Fischer requested a motion to amend the agenda and move Resolution No. 16-08, Resolution No. 16-09, Resolution No. 16-10, Resolution No. 16-11 and Resolution No. 16-12 to the Special Guests portion of the agenda. Motion made by Commissioner Larson, seconded by Commissioner Kraemer. Upon voice vote, all were in favor and the motion passed unanimously. Communications/Marketing Supervisor Lauren Lotz presented and read aloud Resolutions 16-08 through 16-12 honoring the LWSRA Basketball teams. Each team came up to the podium to receive their plaques. Executive Director Keith Wallace thanked the NLCPD for allowing the LWSRA the platform to show off their talent. Executive Director Wallace noted they have over 12 teams, they are growing like crazy. Executive Director Wallace introduced a couple of his full time staff members, Katie and Tamara, without them as well as the other coaches and staff members, this wouldn't be possible. Executive Director Wallace also thanked the parents for bringing their children every day. President Fischer thanked Executive Director Wallace and his staff for the great job they do. President Fischer requested a motion to approve Resolutions No. 16-08 through Resolution 16-12 honoring LWSRA Basketball teams. Motion made by Commissioner Kraemer, seconded by Commissioner Schulz. Upon voice vote, all were in favor and the motion passed unanimously.
- Communications** *IAPD Power Play Grant Awarded Letter*  
President Fischer noted the NLCPD received a letter from Peter M. Murphy, President and CEO of the IAPD congratulating the NLCPD on being a recipient of a \$1,000 PowerPlay! Beyond School Grant. Deputy Director of Recreation Pipiras noted Kelly Molloy and Dianna Kroll applied for it, and did a great job. President Fischer said any grant money we get is great and gave kudos to Dianna and Kelly for working hard at getting it for the NLCPD.
- IDNR FY 2014 PARC Grant Application Follow Up Letter*  
President Fischer noted the letter received from Robert Applemen of IDNR letting us know our 2014 Park and Recreational Facility Construction Grant Program Application has been denied.
- New Lenox School District 122 PTO 0 Thank You Letter*  
President Fischer noted the letter received from the NLSD #122 PTO thanking us for our donation of a Splash Pad party rental for the fun fair they hosted.
- The Pediatric Oncology Treasure Chest Foundation – Thank You Letter*  
President Fischer noted the letter received from Colleen Kisel, CEO of The Pediatric Oncology Treasure Chest Foundation thanking the NLCPD for the donation from the money raised at the Family Faire back in March. Communications/Marketing Supervisor Lauren Lotz noted it shows the good that the Family Faire does with regard to the amount of donations received.

Communications/Marketing Supervisor Lauren Lotz noted it wasn't our greatest year, but also wanted to specifically thank our NLCPD families as well, they alone had over 350 items that were donated through our Kiddie Kampus program and ACES program.

## Consent Agenda

### Approval of the Regular Meeting Minutes of March 16, 2016.

President Fischer requested any questions or comments on the Consent Agenda. Hearing no questions or comments, President Fischer requested a motion to approve the Consent Agenda as presented. Motion made by Commissioner Schulz, seconded by Commissioner Larson. Upon a voice vote, all were in favor and the motion passed unanimously.

## Committee & Staff Reports

### 2015 – Levy Will County Tax Rate Calculation

President Fischer presented the Will County Tax Rate Calculation and wanted to let everyone know Executive Director Lewis, Director of Business Services Lynch and Attorney Vitiritti worked with Will County Tax Adjuster to rework the percentages to get our funds a little more even. President Fischer noted we have not received the final filing from the Will County Tax Assessor but are assuming that the work done will help to get the funds even. Attorney Vitiritti noted working with Will County was a pleasure and relatively easy, had it been with Cook County, it would have been a major project.

### Fiscal Year 2016-2017 Budget Overall Personnel Increase not to exceed 3% for cost of living, longevity, and merit

President Fisher requested a motion to approve Fiscal Year 2016-2017 Budget Overall Personnel Increase not to exceed 3% for cost of living. Motion made by Commissioner Schulz, seconded by Commissioner Thomson. Upon roll call, all were in favor and the motion passed unanimously.

President Fischer requested any questions or comments concerning Director of Business Services Lynch's report. President Fischer wanted to highlight the \$4,886.80 insurance claim. President Fischer noted this was the claim from the golf course.

President Fischer requested any questions or comments concerning Deputy Director of Executive Services Tuma's report. President Fischer wanted to highlight the assessment Patriot Security did of the Burglar/Fire Alarms at the buildings with those systems. Deputy Director of Executive Services Tuma reported nothing was reported, but they also did a camera assessment for buildings that may need upgrades, additional cameras, or cameras at buildings that don't have cameras. Deputy Director of Executive Services Tuma reported we now have the information and can budget for it should we decide to make and changes or additions.

President Fischer noted he has been in contact with Director of Business Services Lynch and Business Services Supervisor Acklin regarding the new Fair Labor Standards Act and how it is going to affect the NLCPD this summer and how we can be better prepared.

### Facilities / Planning

Commissioner Thomson reported there is still a lot of maintenance going on, the Bi-Centennial room has been painted and the cedar walls have been sealed, the floors have been stripped and waxed. Commissioner Thomson reported at 701 new exterior lights have been installed and a new sign, Commissioner Thomson reported the new LED lights at the Golf Course are a really nice improvement as well as cost saving. Commissioner Thomson reported banquets are up 50% over last year. Commissioner Thomson reported some price changes will be taking place to be competitive with others. Director of Parks-Maintenance Travnicek reported they will be getting early start on preparing the splash pads at Hibernia and Walker.

### Fees and Charges – Room/Banquet Rental

President Fischer reported there was discussion in the workshop earlier on the fees and charges for Room/Banquet Rentals. President Fischer requested a motion to approve the Fees and Charges – Room/Banquet Rental 2016-2017. Motion made by Commissioner Larson, seconded by Commissioner Kraemer, upon roll call vote, all were in favor and the motion passed unanimously.

**Golf Course**

Golf Course

Commissioner Kraemer reported March's weather was great, had a lot of play. Commissioner Kraemer reported the course is getting in shape and ready for summer. Commissioner Kraemer reported last week was Demo Days, and reported Calloway was going to have a Demo Day as well, said that's the time to come out if you want to buy a club to try it out and get a good price. Director of Golf Schulz wanted to thank Mark for waiving the 1,200.00 fee for his voice for the commercial.

**Parks/Development**

Development Projects Update

Commissioner Larson reported Firefighter's Park is underway and ahead of schedule. Commissioner Larson reported if you drive past any of our parks, you won't see many dandelions because of the fall and spring application of weed and feed. Commissioner Larson reported a small issue with the surface of the asphalt at Countryview Royal Meadows. Director of Parks-Maintenance Travnicek has a meeting with the original contractor trying to see if they can do anything. Commissioner Larson also reported we took over Prairie Ridge. Director of Parks-Maintenance Travnicek reported Prairie Ridge is just over 2.5 acres, has an ADA drinking fountain, a shelter, he reported we have been mowing it and also gave it a weed and feed application. Director of Parks-Maintenance Travnicek reported the Village is working on getting us the title for Waterchase and reported there may be some money available to fix the path. President Fischer asked if Director of Parks-Maintenance Travnicek spoke to the resident. Director of Parks-Maintenance Travnicek reported he had his second meeting with her and showed her the master plan/idea and incorporated her thoughts. He reported she has been working with the homeowners as far as ideas. President Fischer asked if they had a homeowners association. Director of Parks-Maintenance Travnicek reported they did.

Tri Annual Meeting – Update

President Fisher asked about the Tri-Annual meeting. Director of Parks-Maintenance Travnicek reported the meeting was held April 4<sup>th</sup> and all of the associations were present. Director of Parks-Maintenance Travnicek reported soccer and baseball were very good about getting all the documents in, said he is missing several from NLGSA. Director of Parks Maintenance Travnicek reported NLGSA 79% In District vs. 21% Out of District, NL Rebels 73% In District vs. 27% Out of District. Director of Parks-Maintenance Travnicek reported a little over \$2000 would be collected for the OOD fee from NLGSA, \$5,000 from baseball and another \$1,000 for the % over 25% giving us \$8,200 in OOD fees. Director of Parks-Maintenance Travnicek reported soccer was still working through their roster. President Fischer reported the associations were going to start early setting a precedent regarding the parking issues as all have reported issues in the past. Director of Parks-Maintenance Travnicek reported parking issues have come up again at the far end of Spencer campus. Director of Parks-Maintenance Travnicek reported complaints have been coming in from residents on Chase and Hazelwood Dr. because 20-30 cars are parking on the streets and people are walking through the resident's property to get to the fields. Director of Parks-Maintenance Travnicek reported he put a call in to soccer as soon as he heard of this issue, not sure if they need to put staff out on the street, but the bottom line is, there is plenty of parking at the Spencer campus. We looked at the township to see if we could get some temporary signage, possibly start up a conversation with Will County Sheriff to see if we could do some temporary parking, but soccer needs to get involved with this. Commissioner Kraemer said the best thing to hope for is compliance, but you aren't getting it. Commissioner Kraemer suggested getting stickers printed to stick to the window, so when they have to scrape it off, they will read the sticker and know that they aren't supposed to park there. Hopefully this will inform them and hopefully they will get in compliance. Commissioner Schulz suggested changing the field location. Director of Parks-Maintenance Travnicek reported there was a meeting several years ago about not using those fields, and even talk of installing a 50-60 space parking lot. President Fischer suggested having a couple of volunteer parents stand there and tell people not to park there. President Fischer said we go over this year after year. Commissioner Larson wanted to report that the soccer association has not provided the NLCPD their competitive numbers yet, and said this is ludicrous and does not know what Mr. Shannon is trying to do. Commissioner Larson

said Mr. Shannon should be able to provide a roster and know who is out of district. Commissioner Larson noted a majority of the players for the competitive league who play on this said field were out of district, so the people parking on those streets may not even be New Lenox residents. Commissioner Larson said there is a lot to be talked about this. President Fischer thought maybe Mr. Shannon should come before the board again to discuss this. Director of Parks-Maintenance Travnicek noted he placed two calls and sent an email in 24 hours and plans on calling him first thing in the morning. Commissioner Kraemer asked if there was a homeowners association in this subdivision involved. Commissioner Kraemer suggested a meeting between the homeowners association, Mr. Shannon, the park district and a lieutenant from the sheriff's office to develop a plan. President Fischer asked Director of Parks-Maintenance Travnicek to draft a letter to Mr. Shannon with all of the suggestions given this evening and to get him here again before us. Commissioner Schulz said this is the same problem year after year, and suggested they just don't use those fields. Commissioner Thomson asked what the problem was with the roster, asked if it was the same roster for spring as it was for fall. Directors of Parks-Maintenance Travnicek reported they told him, they have always been over the 80/20, and also said that some of the years they were wrong. Directors of Parks-Maintenance reported with the numbers he had, they were 50/50. President Fischer said we need to address this.

*NLBA Lighting Request – Memorial Day Weekend Tournament*

President Fischer reported this is something NLBA asks permission for every year. Director of Parks-Maintenance Travnicek reported this is something we have done every year and have not had any complaints. President Fischer reported we have never had a problem with this in the past. President Fischer requested a Motion to Approve NLBA request to illuminate the lights during the Memorial Day Classic Baseball Tournament from Tuesday, May 24<sup>th</sup> Through Monday, May 30<sup>th</sup>, if needed, at Tyler-Bentley Complex. Motion made by Commissioner Larson, seconded by Commissioner Thomson, upon voice vote, all were in favor and the motion passed unanimously.

*Firefighters Park Project Timeline/Update*

Director of Parks-Maintenance Travnicek reported 95% of the play apparatus will be delivered in April and start to be installed in May, he also reported they are working ahead of schedule pending the weather. They are looking for the project to be completed by the middle of June.

**Committee & Staff  
Reports**

Director of Parks-Maintenance Travnicek reported this is the first time in 20 years staff and contractors began mowing the 1<sup>st</sup> week of April. Director of Parks-Maintenance Travnicek reported the porta-johns have also been delivered, he also reported pond maintenance will begin a week early due to the warm weather. Director of Parks-Maintenance Travnicek reported staff has been busy mowing and getting the fields ready. President Fischer asked about the antiquated field liner in the report. Director of Parks-Maintenance Travnicek reported they are currently demoing a new liner and said this fits into his budget right now and will save roughly 25-30% of paint product.

**Recreation**

*Asset of the Month – Sense of Purpose*

Communications/Marketing Supervisor Lauren Lotz read aloud the Asset of the Month.

*Special Recreation Monthly Report, Staff Report, Monthly Financial Reports*

Deputy Director of Executive Services Tuma reported LWSRA is currently working on their budget for the next fiscal year, and Mr. Wallace is requesting RFP's for the roadwork that is next to the building as he is doing a price comparison.

*2016 Proud American Days*

Communications/Marketing Supervisor Lotz reported on carnival rides & games for the 2016 Proud American Days being held July 28<sup>th</sup> through July 31<sup>st</sup>.

Commissioner Schulz announced a few upcoming events in the new catalog: Saturday, May 7<sup>th</sup> Touch a Truck and USTA Tennis Play Day both being held at Walker Park and the Kid's Fishing Derby, June 4<sup>th</sup> 9:30 at Hibernia Park and Chasing the Sun 5k, Thursday June 9<sup>th</sup> at 7PM.

Deputy Director of Recreation Pipiras reported registration for summer programs begins Saturday, April 23<sup>rd</sup>.

#### **New Business**

*Resolution No. 16-06 Resolution Authorizing the Execution of Parking License Agreement with Wal-Mart Real Estate Business Trust*

Attorney Vitiritti reported this is a resolution to allow us to use the land that Wal-Mart owns for the use of Proud American Days and reported it is a pretty simple parking agreement. Attorney Vitiritti reported the cost is minimal if any, but this needs to be passed. President Fischer requested any questions or comments regarding Resolution No. 16-06 Resolution Authorizing The Execution of Parking License Agreement with Wal-Mart Real Estate Business Trust. Hearing no questions or comments, President Fischer requested a motion to approve Resolution No. 16-06. Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon voice vote, all were in favor and the motion passed unanimously.

*Resolution No. 16-07 Resolution Authorizing The Execution of the Agreement with Andromeda Computing Systems, Inc.*

President Fischer reported NLCPD has been using Andromeda for a while and basically we are signing a three year contract. Deputy Director of Executive Services Tuma reported we will now receive one invoice for all services and also reported this is an all-inclusive agreement. President Fischer requested any questions or comments regarding Resolution No. 16-07 Resolution Authorizing the Execution of the Agreement with Andromeda Computing Systems, Inc. Hearing no questions or comments, President Fischer requested a motion to approve Resolution No. 16-07. Motion made by Commissioner Schulz, seconded by Commissioner Thomson. Upon voice vote, all were in favor and the motion passed unanimously.

*Ordinance No. 16-04-01 An Ordinance Declaring Currently Owned Property as Surplus and Authorizing It's Disposal*

Director of Parks-Maintenance Travniczek reported this is a 23 year old tracker they will bring to surplus on May 1<sup>st</sup> at the auction. Attorney Vitiritti reported this is standard and have done this several times over the last year and need to declare it as surplus. President Fischer requested any questions or comments regarding Ordinance No. 16-04-01 An Ordinance Declaring Currently Owned Property as Surplus and Authorizing It's Disposal. Hearing no questions or comments, President Fischer requested a motion to approve Ordinance No. 16-04-01. Motion made by Commissioner Larson, seconded by Commissioner Kraemer. Upon voice vote, all were in favor and the motion passed unanimously.

#### **Community Events**

President Fischer announced the upcoming events as follows:

**New Lenox Chamber of Commerce**

**Mobilization Online Town Hall Meeting**

Date: April 26, 2016

Time: 5:00 PM – 7:30 PM

**Ribbon Cutting – NuMark Credit Union**

Saturday, April 30 9:00 Am

Event Location: 951 E. Lincoln Highway, New Lenox

**New Lenox Public Library**

Friends of the Library Spring Gala (21 & Over)

Date: 4/23/2016

Time: 7:00 - 11:00 PM

**Loyalty Day Parade**

May 1, 2016 @ 2:00PM

#### **Director/Commissioner**

#### **Comments**

Commissioner Schulz wanted to congratulate Kelly & Dianna for the PowerPlay Grant and congratulate LWRSA teams and all of their accomplishments, they have a beautiful facility and the kids all enjoy it, Keith and his staff do a wonderful job.

Commissioner Thomson agrees with Commissioner Schulz comments regarding the athletes, it is a prime example of why we have a park district and a special rec association, Keith's comments

about family was evident by the number of participants and their families here today and hopefully we will see them here again next year.

Commissioner Kraemer wanted to congratulate LWSRA, every time you watch one of their games it amazing and fun to watch, he also want to echo what Commissioner Schulz said about all the new programs and was excited about the CSI program and wished he was able to sign up for it, but was too old.

Commissioner Larson congratulated LWSRA as the new gym must help a lot, he also said if you drive around you will see how beautiful the parks are and the golf course is in great shape as we have had a wonderful spring.

President Fischer wanted to echo what the other commissioners said about LWSRA as they are a great organization, reminded everyone of PAD and the Military Tribute at 11:00 on July 30<sup>th</sup> at PAD.

**Adjournment**

At approximately 7:10 pm, President Fischer requested a motion to adjourn the April 20, 2016, Regular Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Larson, seconded by Commissioner Schulz. Upon a voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,  
Recording Secretary – Rebecca Heckler