

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, November 18, 2020 at approximately 6:00 p.m. in the Conference Room at 701 W. Haven Ave., New Lenox, Illinois.

GENERAL FUNCTIONS:

- Call to order** President Schulz called the November 18, 2020 meeting to order at approximately 6:00 p.m.
- Pledge of Allegiance** President Schulz led the Board, Staff, and all others present in the Pledge of Allegiance.
- Roll Call** The New Lenox Community Park District's Board of Commissioners were permitted by the Gubernatorial Disaster Proclamation in response to COVID-19 Executive Order 5 exempting Open Meetings Act for the physical presence of the Commissioners at the meeting and permitting Commissioner attendance by video, audio, or telephone access. The New Lenox Community Park District's were present via video. President Schulz directed the Recording Secretary to take roll call. Upon taking roll call, the following were present, Commissioners: Kraemer, Larson, Thomson, and President Schulz.
- Also, in Attendance** Executive Director Greg Lewis, 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 October 31, 2020. President Schulz requested any questions or comments regarding the Monthly Treasurer's Report for October 31, 2020. Hearing no questions or comments, President Schulz requested a motion to accept the Treasurer's Report as presented for October 31, 2020. Motion made by Commissioner Thomson, seconded by Commissioner Larson. 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 October 31, 2020. President Schulz requested any questions or comments. Hearing none, President Schulz requested a motion to approve the Payment of Bills as presented for October 31, 2020. Motion made by Commissioner Larson, seconded by Commissioner Thomson. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Communications** President Schulz noted there were three letters in the board packet this month for everyone to review.
- Approval of Minutes** Approval of Regular Meeting Minutes of October 21, 2020
President Schulz requested any questions or comments on the Meeting Minutes of October 21, 2020. Hearing no questions or comments, President Schulz requested a motion to approve the Meeting Minutes of October 21, 2020 as presented. Motion made by Commissioner Kramer seconded by Commissioner Thomson. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Committee & Staff Reports**
- Business Services** Fiscal Year 20/21 Personnel Budget Balance of Outstanding Items
Fiscal Year 20/21 Personnel Budget Increase employees not to exceed 3% for cost of living, longevity and merit. (Excludes Entry Level Compensation Chart Adjustments already adjusted as of May 1, 2020). Annual increases for the second half of Fiscal Year 20/21, commencing with the 3rd Quarter (Nov. 1st)
Commissioner Thomson asked if anyone had any questions or concerns. Hearing none President Schulz requested a motion to approve Fiscal Year 20/21 Personnel Budget Increase employees not to exceed 3% for cost of living, longevity and merit. (Excludes Entry Level Compensation Chart Adjustments already adjusted as of May 1, 2020). Annual increases for the second half of Fiscal Year 20/21, commencing with the 3rd Quarter (Nov. 1st). Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon a roll call vote, all were in favor and the motion passed unanimously.

Facilities / Planning President Schulz noted buildings continue to be disinfected along with general maintenance. All concession stands have been winterized along with Haines bathroom. LED fixtures and ceiling tile will be going up at the Golf Course Maintenance building.

Golf Course Commissioner Kraemer stated, we had the best October ever at the Sanctuary; weather was perfect and the golfers came out to support our great golf operation. Commissioner Kraemer noted the course did 1,600 more rounds this October versus a year ago; which we did approximately \$92K better on the revenue side than a year ago. We are currently at the fall/winter season for staffing levels and staff is doing an amazing job during these crazy times. Commissioner Kraemer noted there was 2 days of the Chili Open and staff did a great job. There is drainage work being done on a few bunkers. Overall great month.

Parks/Development Leigh Creek South/Heather Glen Update
Commissioner Larson stated the final walk through is scheduled and we have 99% of our project completed and have over matched our matching portion of the grant so we can now proceed for final reimbursement. The only outstanding item is the colored asphalt which will be poured in the spring when it is warmer.

Sky Harbor Park Update

Commissioner Larson stated this is going out to bid on November 20th with a bid opening on December 9th which will likely be a virtual bid opening.

Commissioner Larson noted the Tri-Annual Meeting on December 7th will also be a virtual meeting via Zoom. The synthetic ice rink is up and ready for use along with Haines Park is prepped. Ice rink in the commons will be open the first Saturday in December; rentals are at the stage and masks are required. There is outdoor walking at Hibernia Park as well that will be open this winter.

Executive Director Lewis noted the control burns didn't occur this year due to COVID19 and is being delayed until 2021. He also noted there was an issue with a homeowner in Heather Glen regarding liability.

Recreation

November Asset of the Month – Safety (Social Awareness)

Executive Director Lewis read the Asset of the Month.

Special Recreation

Executive Director Lewis noted they have now cleared up with the IRS the DUNS number and will be applying now for a SAM Number; all of this is required for any grants. Executive Director Lewis gave kudos to Keith Wallace for being selected to be on the IPRA board and will be officially sworn in during the 2021 Conference. They are currently working on a 2 year Capital Projects Budget. They are also doing projections for revenue vs. expenses like we have been doing. COVID 19 has hit harder for LWSRA which is has caused them to be able to have programming which will lead to making tuff decisions about staffing moving forward. There was discussion with all members of LWSRA if speeding up our payments to them would help. This will all be closely monitored.

Executive Director Lewis noted we have an amazing relationship with NLS#122 and being able to offer childcare within the schools as they shift back to e-learning. We are offering AM, Mid-Day, and PM care for those who need it. We are following the guidance under the new mitigations set forth by the Governor. All of our programming has wind down and our next step is looking forward to January with programming starting back up.

New Business

COVID-19 Updates Work in Progress

Will County Government – CARES Act Information

Executive Director Lewis noted we have submitted again for reimbursement on COVID-19 related expenses. Right now we have submitted for \$93K which is for material and product along with labor costs which is in the Recreation fund. This will help the Recreation Fund's bottom line once we receive reimbursement. Executive Director noted we can also use more funding to help us during this time.

NLCPD Administration Guidelines for COVID-19 Screenings and NLCPD Staff Questionnaire COVID-19

Both of these documents have been updated. Directors meet earlier today and will be putting back in place a modified schedule for the buildings. This will help with exposure and to insure each area is still covered and we can still operate. Starting in December staff will work remotely more and we will see how January goes. Staff will begin the budget process earlier this year as well.

President Schulz noted our staff is doing a great job going that extra mile this year and being able to offer programming and be able to change things on the fly. Great job.

Resolution #20-12 Authorizing the Execution of the Master Agreement Acceptance Supplement with Gordon Flesch Company, Inc.

President Schulz asked if there were any questions or concerns with Resolution #20-12. Hearing none President Schulz requested a motion to approve Resolution #20-12 Authorizing the Execution of the Master Agreement Acceptance Supplement with Gordon Flesch Company, Inc. Motion made by Commissioner Kraemer, seconded by Commissioner Thomson. Upon roll call vote, all were in favor and the motion based unanimously.

Community Events

President Schulz announced the upcoming events as follows:

Annual Cops Care Coat Drive

The New Lenox Police Department is partnering with the Morning Star Treasure Chest for their annual coat drive. Coats can be dropped off at Morning Star Treasure Chest, 2571 E. Lincoln Hwy., New Lenox from November 1 to November 30. Morning Star Treasure Chest will provide a coat for anyone presenting them with a voucher. Vouchers will be available at the New Lenox Police Department, New Lenox Village Hall and New Lenox Township.

National Wreaths Across America

For the last several years, the New Lenox Fire Protection District has been honoring our nation's veterans through the Wreaths Across America campaign. They raise funds through donations and sponsorships for the purchase of wreaths which are placed at the Abraham Lincoln Cemetery in Elwood, Illinois. Wreaths are \$15 and the national day is December 19, 2020.

For more information, visit <https://www.nlfire.com/content/wreaths/>.

Commissioner Thomson noted this year the New Lenox Scouts they collected 51,200 items this year for the food pantry; which is like stocking a grocery store. President Schulz noted this is excellent work.

Adjournment

At approximately 7:34 p.m., President Schulz requested a motion to adjourn the November 18, 2020 Regular Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Larson, seconded by Commissioner Kraemer. Upon a roll call, all were in favor and the motion passed unanimously.

Respectfully Submitted,
Jacque Tuma, Recording Secretary