

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, April 21, 2021 at approximately 6:00 p.m. in the Board Room of the Village Hall, New Lenox, Illinois.

GENERAL FUNCTIONS:

- Call to order** President Schulz called the April 21, 2021 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** President Schulz directed the Recording Secretary to take roll call. Upon taking roll call, the following were present, Commissioners: Thomson, Fischer, Larson, Kramer and President Schulz.
- Also in Attendance** Executive Director Greg Lewis, Director of Recreation Lea Pipiras, Director of Parks-Maintenance George Travnicek, Director of Golf Bob Schulz, Director of Business Services Kathy Lynch, 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, 2021. President Schulz requested any questions or comments regarding the monthly Treasurer's Report for March 31, 2021. Hearing no questions or comments, President Schulz requested a motion to approve the Treasurer's Report as presented for March 31, 2021. Motion made by Commissioner Thomson, seconded by Commissioner Fischer. 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, 2021. President Schulz requested any questions or comments. Hearing none, President Schulz requested a motion to approve the Payment of Bills as presented for March 31, 2021. Motion made by Commissioner Fischer, seconded by Commissioner Larson. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Communications** IAPD – Power Play Grant
President Schulz noted the park district has received the IAPD -Power Play Grant again. Director of Recreation Pipiras thanked IAPD for the grant.
IAPD – PARC Grant Announcements
Executive Director Lewis noted our submission was a weaker project, but it does not hurt to submit and try. Executive Director Lewis noted we did send letters to Will County and Congress regarding the American Relief Plan Act and did include the Golf Course's permanent restrooms as a capital project.
SSPRPA – Professional of the Year Award – Ms. Olga Viano
Director of Recreation Pipiras explained to the Board of Commissioners what this award was and congratulated Deputy Director of Recreation Olga Viano on being awarded this distinguished award.
- Approval of Minutes** Approval of the Regular Meeting Minutes of March 17, 2021
President Schulz requested any questions or comments on the Public Meeting Minutes of March 17, 2021. Hearing no questions or comments, President Schulz requested a motion to approve the Consent Agenda as presented. Motion made by Commissioner Kraemer, seconded by Commissioner Thomson. Upon a voice vote, all were in favor and motion passed unanimously.
- Committee & Staff Reports**
- Business Services** Commissioner Thomson noted later in the Agenda is the approval of our Legal Counsel Firm; he commented our attorney's fees have not increased since 2013 which is 8 years without an increase. Commissioner Thomson noted our legal counsel does a great job. Commissioner Thomson noted we will also be

approving the Request for Proposal for our Audit firm of Mueller & Co., LLP. Commissioner Thomson noted on the surface they all look comparable but when it came to the audits for the OSLAD projects was a flat rate and no additional fees throughout the year unless significant personnel is required. President Schulz commented we have had the same firm now for several years but Mueller & Co., LLP is familiar with our operation, they rotate personnel as lead, and we submit our Audits to the GFOA Comprehensive Annual Financial Report on a yearly basis, which is a more in depth look at our financials.

2020 – Levy Will County Tax Rate Calculation

Executive Director Lewis noted staff worked with Will County again this year to adjust the funds to ensure we were balanced where we needed to be. Executive Director will get the Board the 10-year trend and noted we will operate on \$.23, which is the lowest rate we have been.

Fiscal Year 2021-2022 Personnel Budget

President Schulz asked if there were any questions Fiscal Year 21/22 Personnel Employee Budget Increases not to exceed 3% for cost of living, longevity and merit. *(Entry Level Compensation Chart Adjustments)* Exception: Personnel Budget Increase for employees in positions falling below Entry Grade Level will be brought to the Entry Grade Level. This will replace any/all other increases. Hearing none, President Schulz requested a motion to approve the Fiscal Year 2021-2022 Personnel Budget. Motion made by Commissioner Thomson, seconded by Commissioner Kraemer. Upon roll call vote, all were in favor and the motion passed unanimously.

Resignation Letter – Ms. Caitlin Davis

President Schulz noted she was an asset to the department but has decided to be a stay-at-home mom. President Schulz noted the Business Services Department has hired a new person, but the department is still short one full time person.

Facilities / Planning

President Schulz reported there was general maintenance done this month. The LED project has been completed and was a cost savings of \$1,800.00. Director of Parks-Maintenance Travnicek noted the RPZ's had inspections done. Hibernia will be next month. President Schulz noted we have received proposals on an ADA ramping system and concrete walk with pad for picnic tables at the backside of the clubhouse. Both contracts are in place and came from LWSRA's suggestions.

Golf Course

Golf Course

Commissioner Kraemer reported the course did great in March. We did \$60K more than any March before. Since the new POS system has been put into place, we have sold more than \$400.00 online in gift cards. Leagues will be starting in May and all are showing record number of participants. Commissioner Kraemer reported there were no major issues on equipment to report; green aeration happened this month. The bunker drainage is completed, and we are excited that we no longer will have to pump. Director of Golf Schulz informed the board that next month will be the golf cart lease agreement for approval for a new fleet to be hopefully delivered in the spring of 2022. We are approving it next month to lock in our 3.8% interest rate; we don't take ownership until we are paid off on our current fleet. Executive Director Lewis noted the most important thing is to get the equipment approved; right now, equipment is backed up because of COVID. Executive Director Lewis noted we are currently ordering equipment for Sky Harbor and will continue to do what we can ahead of time.

Parks/Development Development Projects Update

Commissioner Larson noted Bisping Construction is waiting for the ground and surrounding areas to be firm before making repairs to the drainage tiles. Commissioner Larson noted we will apply for a Will County Stormwater Management Grant to recoup at least 50% of the project. Commissioner Fischer asked about the NFC Grant equipment if that was on back order. Director of Recreation Pipiras commented we currently have 60 boxes in the Admin. Building garage ready to be installed. Director of Parks- Maintenance Travnicek commented they have met with Kuypers Brothers who will be handling the concrete work-framing up areas; pouring will start soon with a 28-day curing timeframe. Director of Parks-Maintenance Travnicek is hoping to be completed by June 1st. Director of Parks-Maintenance Travnicek noted a lot of donations and sponsorships went into the NFC project. Commissioner Larson commented Servicer Sanitation installed numerous porta johns at the athletic sites and parks before April 1st. Blue Mountain Landscaping returns for a second year and will start mowing this week. Rollins Aquatic Solutions will begin treating our ponds the first week of May. Turf Applications will be done soon.

Leigh Creek South Park - Update

We are still waiting for answers on the final audit for Leigh Creek South and once those have been answered/completed it will be sent down to IDNR. Director of Parks-Maintenance Travnicek noted Ann from IDNR will be coming to do a site walkthrough soon. Looking to color coat the two basketball areas once the low temps stay above 50 degrees.

Sky Harbor Park - Update

Commissioner Larson noted Sky Harbor will be starting the week of May 3rd with hopefully a completion date of September 23rd if everything goes well. The construction timeline is in your packet.

RecreationAsset of the Month – Self-Esteem (Relationship Skills)

Executive Director Lewis read the Asset of the Month.

Special Recreation Update

Executive Director Lewis reported LWSRA's financials are looking good, and they continue to watch their revenues and expenditures. Currently have a good working budget for next fiscal year. Currently working on building fund balances and reserves to be in a better position moving forward. Worked on a 3-year personnel plan and they are having the same issues we are with staffing. Executive Director Lewis noted the new ADA playground at Leigh Creek South has done so much for the community. Executive Director Lewis noted the Golf Outing this year is scheduled for August 13th; they are working on registration and sponsorship information. There is also a Wine Gala on May 12th at CD& Me and The Wine Thief of Frankfort will be donating \$7.50 for every ticket purchased. Executive Director Lewis noted LWSRA had implemented Kindful which is a donation program to help give a clearer picture of where donors would like their donations to go.

Aces Before and After School Care Recap

Director of Recreation Pipiras noted we had a decrease of 346 participants or 44% in attendance than we did last year. Usually, we do a \$15K donation to the school for exchange of services but will be on hold for this year due to a lack of program revenue. Director of Recreation Pipiras noted we did hold Before/After Care at the beginning of the school at LCC while the children were learning virtually. President Schulz noted this is a great partnership and an asset to working families.

Fees and Charges

Director of Recreation Pipiras commented fees have been increased for due to the minimum wage increases. Director of Recreation Pipiras also noted starting this summer we will begin charging a \$5.00 Out-of-District fee which is comparable to surrounding districts. Commissioner Fischer noted this is a smart thing to do and we are trying to keep it reasonable.

Commissioner Fischer noted the LWSRA Foundation's Bunny Breakfast had 458 kits sold which raised \$9K for the foundation. Commissioner Fischer noted anyone looking for a summer job the park district hiring for the Recreation Department. Commissioner Fischer noted the Kid's Fishing Derby is Saturday, May 22nd for 2-year-old to 17-year-old; this year it will be held at Freedom Park with check in starting at 8:30AM. This event is always a good time. Commissioner Fischer noted the Children's Basketball League: Skills Clinic ended on March 18th and we had a total of 137 players and 19 coaches. Kiddie Kampus registration for new families was held on Saturday, March 6th and the first person in line was there at 2:45AM. We currently have 169 spots filled with a revenue of \$76,280 in registration fees; we have waiting lists for some of our classes. Commissioner Fischer commented we offered a new event this year, Egg-Cellent Deliveries. We had 49 families participate with our Park District bunnies delivered eggs. This event was very well received and with COVID the Recreation fund took a \$1.4M lost in revenue mainly due to our ACES program. Summer Registration for residents begins Monday, May 10th.

New Business

Executive Director Multiple Year (3) Employment Agreement Review

President Schulz asked if there were any further questions or concerns regarding the Executive Director Multiple Year (3) Employment Agreement. Hearing none, President Schulz requested a motion to approve the Executive Director Multiple Year (3) Employment Agreement. Motion made by Commissioner Kraemer, seconded by Commissioner Thomson. Upon roll call vote, all were in favor and the motion passed unanimously.

Appointment of Legal Counsel

President Schulz asked if there were any questions or concerns with appointing Scott R. Wheaton & Associates as the Park District's legal counsel. Hearing none, President Schulz asked for a motion to appoint Scott R. Wheaton & Associates as the Park District's legal counsel. Motion made by Commissioner Larson, seconded by Commissioner Thomson. Upon roll call vote, all were in favor and the motion passed unanimously.

Audit RFP Recommendation – 3 Year Agreement with Mueller & Co., LLP

President Schulz asked if there were any questions or concerns regarding the Audit RFP Recommendation – 3 Year Agreement with Mueller & Co., LLP. Hearing none, President Schulz requested a motion to approve the Audit RFP Recommendation – 3 Year Agreement with Mueller & Co., LLP. Motion made by Commissioner Fischer, seconded by Commissioner Kraemer. Upon a roll call vote, all were in favor and the motion passed unanimously.

Ordinance #21-04-01 Adopting New Lenox Community Park District's Personnel Rules and Regulations, as Amended

President Schulz noted we will be tabling this until next month as there are some revisions being made.

COVID – 19 Updates/Work in Progress

Executive Director Lewis noted we sent out letters to our Will County Board Representatives and County Executive regarding the funding from the American Relief Plan Act. We were essential during the pandemic as we provided open space and much needed programs. Commissioner Thomson commented to involve the whole community to lobby our representation to help with funding. Executive Director Lewis noted again we operate on \$.23 we need this to funding to help offset our losses and we will continue to fight for it – we need everyone to fight for the special districts.

Adjournment

At approximately 6:47 p.m., President Schulz requested a motion to adjourn the April 21, 2021, Regular Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Larson, seconded by Commissioner Kraemer. Upon a voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,
Jacque Tuma
Recording Secretary