

minutes of the Special Workshop Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, June 23, 2021 at 6:00 pm at the Administration Building in the All-Purpose Room, New Lenox, Illinois.

GENERAL FUNCTIONS:

Call to order President Schulz called the June 23, 2021 meeting to order at approximately 6:00pm.

Attendance The following were present: Commissioners: Kraemer, Fischer, Ott, and President Schulz.

Also, in Attendance Executive Director Greg Lewis, Director of Business Services Kathy Lynch, Director of Golf Bob Schulz, Director of Recreation Lea Pipiras, Director of Parks Maintenance George Travnicek, and Deputy Director of Executive Services Jacque Tuma.

Reserves Executive Director Lewis explained to the board in FYE 2017 we put in place a Fund Balance Policy to apply for the CARF. The years that are highlighted reflect how well each fund is doing. Some funds are in their fifth year while others are in third year. Executive Director Lewis noted we have always been able to cover our deficits which is important when building for reserves; the funds reports went up because we had reserves sitting in each fund. This was a self-imposed wound to create a Fund Policy to achieve the Government Finance Award. After all these funds are fully funded, we will then go for a reserve in the Capital Fund. It was noted you must watch how much of a reserve you have as your patrons can file a protest for their taxes. Director of Business Services Lynch noted committee will review the Fund Policy at the FYE 2022. Executive Director Lewis noted the highlighted in red in the budget line item matches what is reflected on the Fund Balance Policy spreadsheet. This will also help with our bond rating in the future.

Personnel Director of Business Services Lynch noted we are in our second year of five and so far, it is going well. Unemployment is still being very generous, and we are still not attracting new hires. Executive Director Lewis noted in typical years part time employees would not qualify for unemployment but because of COVID they did, and we were built for this. We could add more fulltime, but the budget doesn't allow for it currently. Executive Director Lewis noted we are seeing some issues with current fulltime staff are now having concerns and issues because a new hire is making more than an existing employee. There are some levels that will not feel anything until 2 or 3 years and the grades will continue to collapse. Executive Director Lewis noted the lower grade levels are collapsing on the higher grade levels to minimize the number of positions and/or categories we have. We can excel minimum wage which will excel the higher grade levels to a higher minimum. We need to get through this year and see where we are, one known fact is we cannot move backwards. President Schulz commented there needs to be an incentive for Supervisors to want to work when someone below may be making the same or more than them. Need to offer more benefits to the higher grade which would need to be approved but it would be an incentive.

Executive Director Lewis noted our region is what is holding us down; we are currently operating above what is typical in this region. Director of Business Services Lynch commented she does not feel benefits are the issue but not sure what else to offer. Executive Director Lewis noted we give holidays, vacation, and sick days to our fulltime employees. Director of Golf Schulz noted we are competing with Route 30 right now; everyone wants year-round positions not seasonal. Commissioner Ott commented he feels 2-3% increases are low, and staff is just treading water with those increases. Director of Golf Schulz commented we use HR Source for our fulltime positions and would like to see how many are open. Executive Director Lewis noted we would have to look at the job descriptions. Commissioner Fischer commented we answer to the public. President Schulz noted we have never had an issue before. Commissioner Kraemer noted we are the lowest when it comes to salaries. Executive Director Lewis noted the district as whole has made great strides but later down the road benefits will not matter to a new hire it is the dollar instead. Right now, you must find someone willing to work which is why retirees want to work.

Director of Business Services Lynch noted the Business Services Department has a full-time position they now made it part time, but it has only drawn a sophomore in high school to apply. Director of Golf Schulz though he would not have any issues getting a cook but when McDonald's is at \$19.00/hour that is hard to compete with. Commissioner Ott asked what is wrong with stagger shifts. Executive Director Lewis comment some people must close and no one has patience right now. HR Sources is the most consistent and takes into consideration public and private's job descriptions and compare them throughout the industry. Director of Recreation Pipiras asked if they have to food certified. The answer was no. Director of Parks-Maintenance Travnicek commented held open a position since last year and currently struggling for a part timer; they all have specific days and hours they want to work along with no weekends. Currently on staff is one part time staffer when typically, at this time of the year we would have 9-10-part timers working; labor is tight right now. Plainfield Park District open a \$1,000 bonus when hired. Director of Recreation Pipiras we currently have a year-round office coordinator and Recreation Supervisor (Marketing/Public Relations) positions open. We are either getting the green horns or no one applying at all and those that do apply are coming in \$1K less than the Deputies. Right now, part time help is extremely hard to find. Executive Director Lewis noted the applicants are young and if we put the time and training into them, they do leave us for more money or are they willing to stay is always the concern. We are almost halfway to the \$15.00 minimum wage by increasing each by \$1.00. President Schulz asked if it would help to excel this faster. Executive Director Lewis noted if COVID did not happen yes would have possibly excel faster. Commissioner Kraemer noted we need look at this over the year. President Schulz commented we need to do something for our current staff sooner than later as they are doing more with less and it is taxing them. Commissioner Fischer noted we need to wait and see what happens when unemployment runs out. Executive Director Lewis commented this is the battle we have being fighting and right now will stay the course in hopes the market corrects itself and people get off unemployment. Executive Director Lewis noted we are better off with retirees as kids just do not want to work.

Equipment/Projects

Director of Recreation Pipiras explained the LCC (Fund 10) projects which will be new interior doors and new restroom hand dryers this will happen in the fall. Along with the new roof, gutters, and downspouts for the Administration Building. Executive Director Lewis noted the payments are spaced out with 3 years of payments and Adler will be doing the work starting in September.

Director of Parks-Maintenance Travnicek explained Lion's Den Park (Fund 20) projects which is a new scoreboard which Sports Huddle is covering the cost over a 2-year period totaling \$4,200.00 this will be completed this summer. It is nice for businesses to really step up. We would also like to install new fencing and netting from out of play to centerfield; left field foul pole is where some of the big hitters are able to get over the fencing which is why we added netting; now it is time to do the same on the right field foul pole. We need to fill in the cracks at the Royal Meadows tennis courts; currently it is cracking right with the white lines.

Director of Recreation Pipiras explained National Fitness Court (Fund 50) to the board. We will have a Grand Opening in August. Decals have come in just waiting to get them installed. Sunshades are 3-4 weeks out.

Director of Parks-Maintenance Travnicek explained Hibernia Park (Funds 10,20, & 50) needs a new storage building to hold current splash pad mechanical equipment and additional storage; we are hoping to get this completed by the fall. Our wish list with possible grant funding is to go for a larger building for storage, restrooms, and concessions along with extending the boat dock for additional boats. With (Fund 51) to resurface the splash pad flooring and install new sunshades. The current splash pad still works and is still safe. The Aqua Flex is approximately \$28-\$30K to install. We also have \$5K we can put towards another project to give them some shade. Director of Recreation Pipiras noted there are grants out there for sunshades and will be doing the research into the grant funding.

Director of Parks-Maintenance Travnicek explained Haines Park (Fund 50) and the history behind the current Disc Golf Course we have at this location. There are many safety concerns about this course, so staff feels it needs to be renovated and we have \$15K allocated towards this project.

Director of Golf explained Golf Course (Fund 32) would be to have the cart path paved, bar counter replaced, and shelter roof replaced since there is some damage from the winter.

Director of Parks-Maintenance Travnicek explained Paving (Fund 51) Sky Harbor parking lot is infrastructure not included in the OSLAD budget which is about \$54-\$55K of this project. The maintenance buildings (golf course and park shop) need some paving done this summer/fall. Along with maintenance drive being redone as well.

**Expectations/Cash
Flow**

Director of Business Services Lynch explained the tax levy and the 3-year trends average and this year we could be getting our normal deposits or not since the resident now has the option to make 2 payments or 4 payments for this year. May's deposit was \$46K and June's was \$1.2M but now the next payment will more than likely be less which means we will need to curb our spending.

Director of Business Services Lynch explained to the board the revenue trends by department. Executive Director Lewis we may have to push out our bigger projects a month or two and finance what we can along with flipping equipment at the end of the fiscal year instead of the beginning. Right now, revenue seems to be recovering well. Remember the last quarter of the fiscal year we are on auto pilot, and we moved the summer registration to the start of the new fiscal year which is why it is reflected difference.

Executive Director Lewis noted we are moving forward with our 10-year Master Plan and completing what has been pointed out; Sky Harbor was the next one up on the plan. We can go for grant funding when it becomes available for the Golf Course washrooms and/or Hibernia which would help with doubling the funding to complete the projects.

President Schulz asked if anyone had anything further to add.

Adjournment

At approximately 7:28 p.m. President Schulz requested a motion to adjourn the June 23, 2021 Special Workshop Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Fischer, seconded by Commissioner Kraemer. Upon voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,
Jacque Tuma
Recording Secretary