

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, September 15, 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 September 15, 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: Kraemer, Larson, Fischer, Ott and President Schulz.
- Also, in Attendance** Executive Director Greg Lewis, Deputy Director of Executive Services Jacque Tuma, Director of Business Services Kathy Lynch, Deputy Director of Business Services Karen Acklin, Director of Recreation Lea Pipiras, Deputy Director of Recreation Jason Braglia, and Director of Parks-Maintenance George Travnicek,
- Treasurer's Report** Commissioner Kraemer quoted the totals from the Monthly Treasurer's Report as presented for August 31, 2021. President Schulz requested any questions or comments regarding the Monthly Treasurer's Report for August 31, 2021. Hearing no questions or comments, President Schulz requested a motion to accept the Treasurer's Report as presented for August 31, 2021. Motion made by Commissioner Fischer, seconded by Commissioner Ott. 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 August 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 August 31, 2021. Motion made by Commissioner Larson, seconded by Commissioner Ott. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Special Guests** Ms. Kim Auchstetter from the Government Finance Officers Association presented to the Board of Commissioners for the thirteenth time to the Park District Certificate of Achievement for Excellence in Financial Report for FYE April 30, 2020. Ms. Auchstetter noted without the dedication from all staff and for Director of Business Services Lynch along with Deputy Director of Business Services Acklin for spearheading the process for last thirteen years. President Schulz noted to the public this is not something we need to do but it keeps us to higher standard.
- Approval of Minutes** *Approval of Regular Meeting Minutes of August 18, 2021*
President Schulz requested any questions or comments on the Meeting Minutes of August 18, 2021. Hearing no questions or comments, President Schulz requested a motion to approve the Meeting Minutes of August 18, 2021, as presented. Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon a roll call, all were in favor and the motion passed unanimously.
- Committee & Staff Reports**
- Business Services** President Schulz noted the tax levy payments are on schedule. Committee is reviewing the entry level chart to hopefully fill more positions and address the minimum wage. President Schulz noted there will be a recommendation at the October Board Meeting. Commissioner Fischer noted we need to keep our current staff and hopefully draw in new hires to come work here. President Schulz noted our current employees are doing more with less and having to step into roles they did have a year ago.
- Facilities / Planning** Commissioner Ott explained to the Board it is being recommended adopt the New Lenox Community Park District Crisis Management Plan and the Safety Procedure Manuals. The Safety Committee was formed ten years ago with fulltime employees from all departments. Deputy Director of Recreation Olga Viano has been the chair for the past ten years and is ready for both the Crisis Management Plan and Safety Procedure Manual to be adopted. She had the Fire

Department and Police Department review them. It was Jaime from the Fire Department who suggested splitting the manual into two separate manuals/plan. Commissioner Ott noted Director of Business Lynch had IPARKS also review both the plan and manual and they were good with it. Commissioner Ott noted this will be reviewed on an annual basis like we do with the Personnel Manual. Commissioner Ott also noted Deputy Director of Executive Services Tuma is now the chair for the Safety Committee. Executive Director Lewis noted this committee is outside of everyone's normal role and only a handful of Park District have a Safety Committee. Executive Director Lewis noted the active shooter process use to be where you had green/red cards to indicate to the police how you are in the room, but it's been revised which means we will have review and adjust as they come. Executive Director Lewis noted Commissioner Ott did a great job explaining everything. Director of Parks-Maintenance Travnicek noted the roof at the Administration Building will be inspected tomorrow; the HVAC also had work done with filters being changed and coils being cleaned. Director of Parks-Maintenance Travnicek also noted at the Community Center the parking lot and connecting drives were seal coated and lined.

Golf Course

Commissioner Kraemer reported August was a great month where we were able to break the \$330K mark again for the month. The only bad news is losing most of our summer help as they are going back to college, and we are having a difficult time filling the hours. We have been busy with the High School leagues which started in August and fill up some tee's times. The range has been very busy this year. With food and beverages, we were down a bit from last August because of the high school matches. Commissioner Kraemer noted we are having a hard time getting Gatorade/Powerade for the past three weeks which of course was the hottest time. We are cutting hours in September in F&B because of losing staff as they return to school. Commissioner Kraemer noted we had one pump fail on our irrigation system which will cost \$10K to replace. On hole 14 & 15 there are still leak issues. We use the pumps for the water for the course which comes from the main pond. Aeration of the course will start in September. Overall, everything is going well. We lost some turf on the range due to the lack of rain this year. President Schulz asked if patrons then were hitting off the artificial turf. Commissioner Kraemer noted yes they were playing off the artificial turf.

Parks/Development

Bristol Park Update

Commissioner Larson noted staff is waiting for a small section of crushed pipe and new drain lid to arrive for the smaller sink hole.

Leigh Creek South Update

Commissioner Larson noted we are still waiting on the final payment of \$200K from IDNR to finish this project up.

Sky Harbor Park Update

Commissioner Larson noted all electrical for the shelters and flagpole and plumbing for the drinking fountain have all been stubbed in. Several pieces of the Fit Core Course still need to be installed. Next week the shelter pads should be installed along with fencing for the two tennis courts. Approximately 70% of the asphalt path has been laid for the perimeter. Director of Parks-Maintenance Travnicek commented we would have like for this site to have been completed by September 30th but now the target completion date is mid October.

Commissioner Larson noted Soccer has completed their 24ft X 40ft shelter at Spencer Campus. Director of Parks-Maintenance Travnicek noted Baseball will be replacing the current lighting with LED lights which will give them at least 66% savings in their electric costs. Since they are non-for-profit the time and material are covered free of cost; they do however have to supply lift. Director of Parks-Maintenance Travnicek note we are looking at LED lighting for Lions Den fields as well.

Association/Athletic Sites

Commissioner Larson noted all associations summer/fall season games are underway. Soccer has turned in documents ahead of our new deadlines. Baseball still needs to turn in current rosters. Girls Softball COI expired September 1st, Mustangs are reinstated their 501 C 3 status and NLYFA still has not turned in current rosters, background checks on coaches and/or volunteers acknowledgement, and current board members contact information.

Director of Parks-Maintenance Travnicek noted Spencer and Lions Den Park had their shelter roof re-shingled with fascia wrapped. Crystal Springs and Hibernia shelters will be painted this month. The trees we transplanted along with our other trees are needing help and have been given bio nutrients and fertilizer and/or insect control applications.

K Brothers Fencing along with staff installed a new safety netting down rightfield foul line to centerfield, which is approximately 300 lineal feet of doubled over safety netting at 20 feet high. This will hopefully reduce the number of homerun balls landing in the homeowners back yards.

Director of Parks-Maintenance Travnicek noted last month staff walked the Disc Golf Course at Haines Park with Disc Golf Expert Dana Vicich and Sean Callahan Disc Golf member (Owner of Dellwood Disc Golf) and they made several notes to improve our course. It was found that we need 16 new basket which they feel can be donated by their organizations. We will also obtain a quote from Homer Tree Service to clear out several wooded areas. We will also need to replace all the concrete tee boxes; we do have funds available in Fund 50 which are allocated to this site for improvements.

Director of Parks-Maintenance Travnicek noted Skyways shade system should be delivered by the end of the month and installed shortly after by Green Up Landscaping.

Director of Parks-Maintenance Travnicek noted Bus #21 & #22 received all new tires and Bus #20 received one new tire.

Director of Parks-Maintenance Travnicek noted staff removed and replaced LED number boards in both scoreboards at Walker Country Estates Park. The old scoreboard at Lions Den has been removed and a new scoreboard was installed.

Recreation

September Asset of the Month – Honesty/Social Awareness

Executive Director Lewis read the Asset of the Month.

Special Recreation

Executive Director Lewis noted LWSRA's board meeting was scheduled to Tuesday, September 28th because of NRPA Conference. Once we receive all the reports they will be passed along to the board.

Commissioner Fischer reported our Flag Football program started on August 21st. We have a total of 37 teams with a total of 336 players and 69 volunteer coaches. Our Fall 2021 Kick Start Soccer program stated their season on August 14th with a total of 22 teams totaling 214 players and 34 volunteer coaches. Commissioner Fischer noted both splash pads are closed for the season. Commissioner Fischer noted our Kiddie Kampus program currently has 199 students and we can take up to 205 in the program. Where in the World is Bucky went well with 16 teams registered. Commissioner Fischer thanked those businesses who participated in the event which were: Tom Kelly's, TCBY, Lowes, Joey's Red Hots, Ranch Frosties, and Chicago Dough. Commissioner Fischer also thanked Sports Huddle for the new scoreboard at the Lions Den; they typically donate \$4,200 towards Proud American Days but they used that funding to fund the new scoreboard. Huge Thank you to Sports Huddle.

Commissioner Fischer noted if you are looking for a job, we have them! Please go to our website and apply.

Commissioner Fischer noted on October 3rd will be Empty Bowls in the Commons from 11am-5pm where you can purchase a hand painted bowl and receive soap from local area restaurants. Proceeds goes to the New Lenox Food Pantry.

New Business

Resolution #21-14 Honoring the Village of New Lenox 75th Anniversary

President Schulz asked if there were any questions regarding Resolution #21-14 Honoring the Village of New Lenox 75th Anniversary. Hearing none, President Schulz requested a motion to approve Resolution #21-14 Honoring the Village of New Lenox 75th Anniversary. Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon a roll call vote, all were in favor and the motion passed unanimously.

Ordinance #21-09-01 Creating a Crisis Management Plan and Safety Procedures Manual of the New Lenox Community Park District

President Schulz asked if there were any questions regarding Ordinance #21-09-01 Creating a Crisis Management Plan and Safety Procedures Manual of the New Lenox Community Park District. Hearing none, President Schulz requested a motion to approve Ordinance #21-09-01 Creating a Crisis Management Plan and Safety Procedures Manual of the New Lenox Community Park District. Motion made by Commissioner Ott, seconded by Commissioner Fischer. Upon a roll call vote, all were in favor and the motion passed unanimously.

COVID – 19 Work In Progress/Executive Order 201-22 (COVID-19 Executive Order No. 88)

Executive Director Lewis note it was important for the board and public to be aware this order does affect our Before and After Care programs along with our preschool program. Our leaders and assistants need to either be vaccinated or will be required to do weekly testing. Right now, District 122 has the Shield testing for up to 20 staff members. We are waiting to see how things will go with the High Schools but right now we are considered a “renter” but this mandate doesn’t help our staff shortage. The cost of weekly testing may not even be covered by insurance and the rapid testing has been slowed down because the weekly testing being performed. We are asking the public to please bear with us during this time.

Community Events

President Schulz noted the Village of New Lenox is celebrating their 75th Anniversary with FREE Three – Day Festival from Friday, October 1st through Sunday, October 3rd in the Commons.

Commissioner Fischer congratulated Director of Business Service Lynch and her staff for a job well done with achieving for the 13th time the Certificate of Achievement for Excellence in Financial Report for FYE April 30, 2020.

Commissioner Kraemer echoed what Commissioner Fischer stated.

Commissioner Larson also echoed what Commissioner Fischer stated.

Adjournment

At approximately 6:40 p.m., President Schultz requested a motion to adjourn the September 15, 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