

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, October 20, 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 October 20, 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, 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, Director of Recreation Lea Pipiras, Deputy Director of Recreation Jason Braglia, and Director of Parks-Maintenance George Travnicek, and Attorney Angelo Vitiritti.
- Treasurer's Report** Commissioner Kraemer quoted the totals from the Monthly Treasurer's Report as presented for September 30, 2021. President Schulz requested any questions or comments regarding the Monthly Treasurer's Report for September 30, 2021. Hearing no questions or comments, President Schulz requested a motion to accept the Treasurer's Report as presented for September 30, 2021. Motion made by Commissioner Ott, 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 September 30, 2021. President Schulz requested any questions or comments. Hearing none, President Schulz requested a motion to approve the Payment of Bills as presented for September 30, 2021. Motion made by Commissioner Fischer, seconded by Commissioner Ott. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Special Guests** Mr. Kevin Bissell, CPA from Mueller & Co. LLP delivered a presentation outlining the results of the 2020-2021 audit; a binder outlining the audits results was provided to the Board. It was noted a lot of good information can be found in the MD & A highlights it was highlighted property taxes only increased by \$120K. Mr. Bissell noted the audit will be submitted once again for the Certificate of Achievement in Financial Reporting. It is also noted the opinion on the findings is neutral and there were no difficulties in completing the audit process. There were a few audit adjustments made which is to be expected and were agreed upon by management. Mr. Bissell thanked Director of Business Services Lynch and Deputy Director of Business Services Acklin for a job well done. Commissioner Fischer noted it is nice to hear everything went smooth and the MD & A is a great tool full of good information; the Recreation fund had a loss while the Golf Course fund came back strong. President Schulz commented the Business Services Department does a great job.
- Communications** Executive Director Lewis informed the board we received an email from IAPD acknowledging the OSLAD Grant cycle this year had 152 applications which is 173% increase because there was no cycle in FY 2020. IAPD drafted letters to the Senate President and the Speaker of the House to release more funding to cover all projects this year. The funding comes from the Real Estate transfer taxes which there is plenty coming from this avenue this year.
- Approval of Minutes** Approval of Regular Meeting Minutes of September 15, 2021  
President Schulz requested any questions or comments on the Meeting Minutes of September 16, 2020. Hearing no questions or comments, President Schulz requested a motion to approve the Meeting Minutes of September 15, 2021, as presented. Motion made by Commissioner Kraemer seconded by Commissioner Ott. Upon a voice vote, all were in favor and the motion passed unanimously.

## Committee & Staff Reports

### Business Services

#### Fiscal Year 2020-2021 Audit

President Schulz asked if there were any further questions regarding the Audit. Hearing none, President Schulz requested a motion to accept the Audit as presented. Motion made by Commissioner Fischer, seconded by Commissioner Ott. Upon a roll call vote, all were in favor and the motion passed unanimously.

#### Fiscal Year Personnel Budget and Grade Level Adjustments **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.**

Executive Director Lewis noted we are responding to the current market and minimum wage to comply with the Governor's plan. We need to get there sooner than later to help maintain the current staff we have and to attract new hires. We will continue to monitor all entry levels and will be having HR Source do a salary survey next fiscal year. We have always been responsible on raises but we have positions that need to be filled both fulltime and parttime by doing this we are becoming more competitive. President Schulz noted to the board this is probably not the end of increase as we are continuing to be losing staff due to pay. Commissioner Ott commented hopefully this will show good faith to the current staff. President Schulz noted staff is doing more than one job with less. President Schulz asked if there was any further discussion and/or questions. Hearing none, President Schulz requested a motion to pass **Fiscal Year Personnel Budget and Grade Level Adjustments 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.** Motion made by Commissioner Kraemer, seconded by Commissioner Ott. Upon a roll call vote, all were in favor and the motion passed unanimously.

#### Effective November 1, 2021 - Fiscal Year 21/22 Personnel Employee Budget Increases not to exceed 3% for cost of living, longevity, and merit for employees in good standing.

President Schulz requested a motion to approve **Effective November 1, 2021 - Fiscal Year 21/22 Personnel Employee Budget Increases not to exceed 3% for cost of living, longevity, and merit for employees in good standing.** Motion made by Commissioner Ott, seconded by Commissioner Fischer. Upon roll call vote, all were in favor and the motion passed unanimously.

#### Effective May 1, 2022 - Fiscal Year 22/23 Personnel Employee Budget Increases not to exceed 6% for cost of living, longevity, and merit for employees in good standing.

President Schulz requested a motion to approve **Effective May 1, 2022 - Fiscal Year 22/23 Personnel Employee Budget Increases not to exceed 6% for cost of living, longevity, and merit for employees in good standing.** Motion made by Commissioner Kraemer, seconded by Commissioner Fischer. Upon roll call vote, all were in favor and the motion passed unanimously.

#### Full-time Staff Introductions – Haley Barba

President Schulz noted it is time to start highlighting our new employees and welcomed Haley Barba.

#### Resignation Letters

President Schulz noted we have several resignation letters in the board packet all for various reasons.

**Facilities / Planning** Commissioner Ott sent kudos out to the maintenance staff on all their hard work over the past month. Commissioner Ott also noted we are looking for a part time custodial worker for nights and weekends. Director of Parks-Maintenance Travnicek noted the Master Plan will be in next month's packet.

**Golf Course** Commissioner Kraemer stated we had a great September once again and we did just a little over \$250K for the month. We are currently on schedule for our new golf cart fleet. There is supply chain issues for product or price increases for example chicken wings were \$.99/lb. last year are now \$3.68/lb. The pump failed and the cost to fix is more than we originally thought so we are looking at replacing it in its entirety at a cost of \$29K. Fall maintenance has begun, and we will be keeping seasonal staff longer to catch up on work we didn't get to last year because of COVID. Commissioner Kraemer noted the course has been good all year because of the hard work Bob and his staff to do to maintain the course. We did have some flood damage on hole 17/18's fairways but overall, the course is still in good shape. Director of Golf Schulz noted we are currently using a 50lb pump and jockey pump but if we lose one of those we will need to address the pump issue sooner.

**Parks/Development** Leigh Creek South/Heather Glen Update  
Director of Parks-Maintenance Travnicek noted we are still waiting for the final reimbursement from IDNR for \$200K which is approximately 6 weeks out. George's Landscaping has aerated and fertilized along with reseeded the needed areas.

Sky Harbor Park Update

Director of Parks-Maintenance Travnicek noted we are hoping to have this project completed within in the next 30 days but unfortunately, we will be pushing completion to 2022. We are still waiting on the two shelters which the shipping date has been pushed to October 25<sup>th</sup>; ComEd is slowly moving on their end to energize the shelters.

DR Horton – Concept Plan 218 Acres South of Silver Cross

Executive Director Lewis noted Director of Parks-Maintenance Travnicek and Director of Recreation Pipiras have been brought into the loop about this potential parcel. This parcel would be 8 acres of high and dry land with a linear pond which is approximately 2-3 acres. They have our requirements for ponds. This will also be the first builder to put in off street parking approximately 15 spots. This could be a turnkey park as with the 30% reduction still in affect we would get approximately \$496K and currently parks are building at a rate of \$1.2M. This would be largest site to date of high and dry land, and it would be good for the Master Plan. We will be working through the details with the Village more, but this is a nice location for those residents on that side of town to have a park in their area. Remember parks sell homes and we did try a turnkey with NeuFairfield but that didn't work out so well. Executive Director Lewis is not afraid to go down road of turnkey if that would help us be able to build a park on this site. Executive Director Lewis noted he has meetings with the Village to go over open space fees and will address the open space ordinance. Executive Director Lewis also noted he has a few studies to help back up the more reason to increase the open space fees from NRPA and the U of I which will help benefit us. President Schulz likes the concept plan but doesn't want the park to sit for years with out a park on it. He noted the 30% reduction doesn't help and it limits us with building parks. He also likes the idea of the turnkey. Commissioner Fischer noted he talked to Commissioner Larson and Kraemer regarding open space fees and at one time the contribution was at \$110K per acre and now it's at \$80K with a 30% reduction; you can't build million-dollar parks with a 30% reduction. Commissioner Fischer likes the plan, but the open space fees need to increase but also likes the idea of a turnkey park as well. Commissioner Fischer noted we have received and completed 11 OSLAD Grants which is a great accomplishment. Commissioner Fischer noted we have a great working relationship with the Village and knows we will work through this. Executive Director Lewis commented we just heard our financial audit where it was

stated we received \$120K in new tax money and we operate on \$.24 of your tax bill; we must build parks on grants and developer donations. Commissioner Fischer noted there are no guarantees with grants. President Schulz noted at any time the OSLAD Grant funding can be swept. Commissioner Kraemer agrees with President Schulz and Commissioner Fischer and is confident we need the money help build out parks. Commissioner Kraemer is also good with a turnkey. Executive Director Lewis noted this will go sketch plan and will have an update at the next board meeting. Commissioner Ott noted it would be nice location for a park.

## Recreation

### September Asset of the Month – Decision Making & Social Awareness

Executive Director Lewis read the Asset of the Month.

### Special Recreation

Executive Director Lewis asked if anyone had any questions. The annual report is a good snapshot of what LWSRA has been doing. Their financials are in good shape along with staffing. Melissa Jensen received her TRS and attended the annual TRS conference. Executive Director Lewis noted it was brought to run the board meetings like ours where the committee reports on their committee assignments. Executive Director Lewis noted their PDRMA 2022 Health selections have been made and approved.

Commissioner Fischer commented and wished Ms. Kathy Claver good luck as she will be retiring after 18 years of being employed with the Park District. Commissioner Fischer also wished Tracy Wrase best wishes as she expands her family but commented she gave more than a 3-month resignation to district. Commissioner Fischer commented that ACES is slowly coming back and if anyone is looking for a job ACES is still looking for staff. Commissioner Fischer congratulated the Recreation department for doing more with less and stepping up to the plate. President Schulz noted the splash pad numbers are up from a year ago and the upgrade to Hibernia is much needed as this park site is a destination site. President Schulz thanked staff and Friends of the Park for another successful Empty Bowls event and thanked all the local businesses who donated soup.

Director of Recreation Pipiras thanked the board for the increases for staff.

## New Business

### Resolution #21-15 Credentials Certificate

President Schulz asked if there were any questions or concerns with resolution #21-15. Hearing none, President Schulz requested a motion to approve resolution #21-15 authorizing the Credentials Certificate. Motion made by Commissioner Kraemer, seconded by Commissioner Fischer. Upon roll call vote, all were in favor and the motion based unanimously.

### Resolution #21-16 Authorizing the Execution of Agreement with Planning Resources, Inc. (Water Chase Park – Master Plan)

President Schulz asked if there were any questions or concerns with resolution #21-16. Executive Director Lewis noted this is just the beginning stages of the planning process and the fee of \$13K is high but competitive. President Schulz asked if there was any further discussion. Hearing none, President Schulz requested a motion to approve resolution #21-16 Authorizing the Execution of Agreement with Planning Resources, Inc. (Water Chase Park – Master Plan). Motion made by Commissioner Ott seconded by Commissioner Fischer. Upon roll call vote, all were in favor and the motion based unanimously.

### Public Notice: Annual Postings of Regular Park Board Meetings

President Schulz asked if there were any questions or concerns with the Annual Postings of Regular Park Board Meetings. Hearing none, President Schulz requested a motion to approve the Annual Posting of Regular Park Board Meetings. Motion made by Commissioner Kraemer, seconded by Commissioner Fisher. Upon roll call vote, all were in favor and the motion passed unanimously.

Annual Renewal of General Liability Insurance (Policy Period 11/08/21 to 11/08/22)

President Schulz asked if there were any questions or concerns with the New Lenox Community Park District Liability Insurance renewal for 11/08/21 to 11/08/22. Hearing none, President Schulz requested a motion to approve the Liability Insurance Renewal for 11/08/21 to 11/08/22. Motion made by Commissioner Kramer, seconded by Commissioner Ott upon a roll call vote, all were in favor and the motion passed unanimously.

PDRMA 2022 Health Plan Selection Form (NLLCPD)

Executive Director Lewis noted selections are the same just cutting out the third party. Hearing no further questions or concerns, President Schulz entertained a motion to approve PDRMA 2022 Health Plan Selection form. Motion made by Commissioner Ott seconded by Commissioner Kraemer. Upon a roll call vote, all were in favor and the motion passed unanimously.

**Community Events**

President Schulz announced the upcoming events as follows:

**Village of New Lenox and New Lenox Chamber of Commerce Scarecrow Stroll**

Saturday, October 23 through Monday, November 1, New Lenox Village Commons

Visit the New Lenox Village Commons this October to view a trail of scarecrows around the Commons. Each scarecrow is created by a local business or organization. FREE!

**New Lenox Chamber Halloween Fest**

Saturday, October 30 10:00 a.m. until 12:00 p.m., New Lenox Village Commons

This community event will have trunk-or-treat, a costume contest, pumpkin party, and more! FREE! For more information go to the Village of New Lenox website at [newlenox.net](http://newlenox.net)

**Adjournment**

At approximately 7:10 p.m., President Schulz requested a motion to adjourn the October 20, 2021 Regular Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Kraemer, seconded by Commissioner Ott. Upon a voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,  
Jacque Tuma, Recording Secretary