

Minutes of the Special Workshop Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, April 20, 2022, at 5:00 pm at the Village Hall in the Executive Session Room, New Lenox, Illinois.

**GENERAL FUNCTIONS:**

**Call to order** President Schulz called the April 20, 2022, meeting to order at approximately 5:00pm.

**Attendance** The following were present: Commissioners: Larson, 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, Attorney Angelo Vitiritti, and Deputy Director of Executive Services Jacque Tuma.

**Illinois 5-Year  
Minimum Wage  
Increase Schedule &  
Entry Level  
Compensation Chart**

Executive Director Lewis explained to the board this is the law and timeframe for when minimum wages should increase to \$15/hr. It was noted by excelling the timeframe to increase the minimum wage to \$15/hr. it will collapse grade level 1 and 31 which will eliminate some positions. Executive Director Lewis commented it's hard to compete with Amazon's starting rate of \$17/hr. or even other business. Executive Director Lewis noted we will be requesting 3% for next fiscal year so that some grade levels start to see separation in hourly rates. Commissioner Larson asked if the referees are will also go to \$15/hr. It was noted yes, they would be. Executive Director Lewis commented labor fees are built into our fees and the 6% for May leaves our budget healthy. We need to keep an eye on the IMRF and liability funds which are supplied by the Corp. and Recreation funds. The district is working with the County to move funding around where we can, but we are in a tax capped environment. The tax levy is behind and unfortunately, we cannot afford a 3% in November right now, but we may ask for a 6% increase in May of 2023. We at least have a plan in place already whereas some districts are just now starting. Executive Director Lewis noted we are looking at the Organizational Chart to see what makes the most sense moving forward. We have blended the Recreation and Office Coordinators because we are not opening the window at the LCC building which is a cost savings of \$20K. This also helps us to provide a secure building for our early childhood programs.

**Fringe Benefits**

Executive Director Lewis noted tonight is to get a consensus on the Personnel changes for the upcoming fiscal year which will be passed in May with a formal Ordinance. Executive Director Lewis noted we are adding in a Diversity Day which is 1 day per calendar year which could be Columbus Day, Martin Luther King Day, etc. if you must work you can take a different day off. We used to have a floating holiday, but holidays do not carry over. Personal and vacation rollover but need to be taken before the 1<sup>st</sup> quarter is over. Executive Director Lewis commented the other fringe benefit change is to increase Life Insurance for full time employees to \$50K. The other fringe benefit change was to the Full-Time/FTE that upon hire you are entitled to participate in IMRF, receive 3 personal days per year, & 1 sick day per month; after six months employee is eligible for 1 week vacation. Commissioner Fischer asked if we are going pay time and half for part time or full time for working a holiday. Executive Director Lewis commented no time and half for working a holiday because the shift needs to be covered, if a full-time employee works they take a different day off.

**Personnel Policy  
(Changes Only)**

Executive Director Lewis note the changes are due to mandates. The Capital Asset Policy will be added into the manual as you can see the changes in red.

**District Credit Cards** Executive Director Lewis explained when we changed the district credit card, we should have shut the Elan VISA credit card off after the probation period with Southwest. Executive Director Lewis currently noted our Elan card has a limit of \$100K and Southwest only has \$60K and you cannot assign limits to people. The intent is not to lose the overall credit limit we have either Elan, and this card would be limited access, right now the Executive Director and the Director of Recreation. President Schulz noted at the last conference there was scramble when checking in because of the limitations on the Southwest credit card. Executive Director Lewis noted we are good with our credit cards and have many checks and balances in place. Commissioner Fischer commented the Executive Director should have an alternative form of payment. Commissioner Ott asked if we have talked to Southwest about an increase. Director of Business Services Lynch said we have but they are slow.

**Budget Draft** Executive Director Lewis noted we have formulated the draft budget and asked the board to let us know if you have any questions to let us know. It was noted the second line item for Capital is for the purchase of land which is earmarked currently at \$125K. Commissioner Fischer commented he is glad to see we are building up the reserves again which we had a five-year plan before COVID hit. Executive Director Lewis is hoping the County will soon start to distribute the Relief funding they received for COVID but they do have five years to distribute; we asked for \$1.4M to help recoup some of the costs we had to endure for the first year of COVID. It was asked what happens if we do receive this funding after the budget is approved. Attorney Vitiritti noted we will have to amend the Budget and Appropriation Budget. Executive Director Lewis noted we have opened up the Budget before and amended. Executive Director Lewis noted the plan for approval of the budget will be to close the books and do the accruals, have a draft budget out for display in June with the Public Hearing in July and approval of the ordinance in July. Executive Director Lewis commented we are balanced but can make changes if needed.

There was brief discussion on what needed to be approved tonight. The Entry Level Compensation Chart will need a formal approval and the Policy changes is a consensus with formal approval in May.

**Adjournment** At approximately 5:36 p.m. President Schulz requested a motion to adjourn the April 20, 2022 Special Workshop Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,  
Jacque Tuma  
Recording Secretary