

Minutes of the Regular Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, May 18, 2022, at approximately 6:00 p.m. in the Board Room of the Village Hall, New Lenox, Illinois.

**GENERAL FUNCTIONS:**

- Call to order** Vice President Fischer called the May 18, 2022, meeting to order at approximately 6:01 p.m.
- Pledge of Allegiance** Vice President Fischer led the Board, Staff, and all others present in the Pledge of Allegiance.
- Roll Call** Vice President Fischer directed the Recording Secretary to take roll call. Upon taking roll call, the following were present, Commissioners: Ott, Fischer, Larson, Kramer.
- 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, Deputy Director of Business Services Karen Acklin, Deputy Director of Business Services Jason Braglia 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 April 30, 2022, without year-end adjustments. Vice President Fischer requested any questions or comments regarding the monthly Treasurer's Report for April 30, 2022. Hearing no questions or comments, Vice President Fischer requested a motion to accept the Treasurer's Report as presented for April 30, 2022. Motion made by Commissioner Larson, 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 April 30, 2022. Vice President Fischer requested any questions or comments. Hearing none, Vice President Fischer requested a motion to approve the Payment of Bills as presented for April 30, 2022. Motion made by Commissioner Ott, seconded by Commissioner Larson. Upon a roll call vote, all were in favor and the motion passed unanimously.
- Communications** National Parks & Recreation Association – Agency Review  
Vice President Fischer noted on the report received from NPRA with a lot of good information included. This report takes information from park districts across the country and then plugs us in to see where we are at and will encourage us to look at our strengths and weaknesses and where we can improve. Vice President Fischer encourages the Commissioners to read over this document.
- Approval of Minutes** Approval of the Special Workshop Meeting Minutes of April 20, 2022  
Vice President Fischer requested any questions or comments on the Special Workshop Meeting Minutes of April 20, 2022. Hearing no questions or comments, Vice President Fischer requested a motion to approve the Special Workshop Meeting minutes for April 20, 2022 as presented. Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon a voice vote, all were in favor and the motion passed unanimously.
- Approval of the Regular Meeting Minutes of April 20, 2022  
Vice President Fischer requested any questions or comments on the Regular Meeting Minutes of April 20, 2022. Hearing no questions or comments, Vice President Fischer requested a motion to approve the Regular Meeting minutes for April 20, 2022, as presented. Motion made by Commissioner Larson, seconded by Commissioner Ott. Upon a voice vote, all were in favor and the motion passed unanimously.

**Committee & Staff  
Reports**

Full Time Introduction – Ms. Madelyn Burdelik

Vice President Fischer introduced Madelyn Burdelik as a full-time employee at the Sanctuary Golf Course and read her bio out loud to the public.

Full Time Introduction – Mr. Benjamin McAdams

Vice President Fischer introduced Benjamin McAdams as a full-time employee at the Sanctuary Golf Course and read his bio out loud to the public.

**Business Services**

Tentative Budget & Appropriations Ordinance #21-05-01 Status Update

Executive Director Lewis noted we are following the budget timeline with June 17<sup>th</sup> having the tentative budget on display with approval of the budget and appropriations ordinance being passed at the July meeting. Business Services is working on the accruals and getting the beginning fund balances to finalize the budget and appropriations. Which will be passed in July.

**Facilities / Planning**

Commissioner Ott reported the quarterly safety inspections were completed at all buildings with nothing to report of major significance. The concessions buildings at both Hibernia and Walker were given facelifts as well as the bulletin boards at all the parks are being updated. Commissioner Ott reported that we had some ADA compliant locks installed at the lower-level Administrative Building.

Director of Parks & Maintenance Travnicek reported Com Ed came out to pre-inspect the LED retro fit project on the 901-storage building on the west side of town that is going to take place soon.

**Golf Course**

Golf Course

Commissioner Kraemer reported the weather didn't help the golf in April but the days it was decent we were packed. Commissioner Kraemer reported that we did host a couple of small outings in April, and they all went smoothly. The leagues have started for the season and all the leagues are currently full and the Sanctuary Men's league has over 400 players this year. Commissioner Kraemer also stated that we did host the Friends of the Park race in April with close to 200 runners who participated, and everything went well.

Food and Beverage Operations

Commissioner Kraemer reported that the Food and Beverage Operations did well considering the weather. Commissioner Kraemer stated that they have met with the catering company and have finalized estimated food costs for the 2022 season for the outings and anticipate going to a full menu in the bar and grill by the second week of May.

Grounds Operations

Commissioner Kraemer stated that there are no major equipment issues to report, and staff did what they could in April with the wet conditions. Commissioner Kraemer reported that irrigation controllers will be replaced starting in May due to the controllers being the originals and the parts are almost impossible to obtain to make repairs as well as the technology is not supported anymore to make our system operate efficiently.

**Parks/Development**    *Development Projects Update*

Commissioner Larson noted that at Bristol Park the new drain covers have been installed by Bisping Construction and still waiting for the ground to firm up so that the spoils can be removed. Commissioner Larson stated that there is still water coming in from the ground and that Director of Parks-Maintenance Travnicek will talk to Camelot Builders about this issue.

Commissioner Larson noted that Sky Harbor Integral has requested an extension on the dates due to the bad weather in April and May. Commissioner Larson stated that the poured in place rubber surfacing has been completed and waiting for the temperature to warm up so that they can finish the tennis courts.

Commissioner Larson noted that the most recent meeting at Water Chase went well and there were five families in attendance. Commissioner Larson stated that an area for inland skating and adding a basketball hoop at the multi-use court was discussed.

Commissioner Larson noted that baseball, girls' softball and soccer seasons are underway. Commissioner Larson stated that the mowing, field and turf maintenance has been a challenge due to the weather as well as school bus and recess schedules. Commissioner Larson stated that staff is continuing to research LED lights for three fields at Walona and Lion's Den Park. Commissioner Larson noted that playground mulch, pond treatment, weed and feed, turf applications as well as tree fertilization has begun. Commissioner Larson noted that Service Sanitation has been doing well so far. Commissioner Larson stated that the bucket truck, one ton dump truck as well as the trailer have had their yearly inspections and is ready to go. Commissioner Larson noted that the new field liner has been working out well and has saved the staff time. Commissioner Larson noted that the staff has been working on curb appeal at the parks and buildings and seasonal staff has been hired.

Director of Parks-Maintenance Travnicek spoke that HR Green completed the Topo and survey boundary work for Water Chase planning resource. Director of Parks-Maintenance Travnicek stated that in the board packet, is the layout and concept plan. Director of Parks-Maintenance Travnicek discussed what is being included in the layout such as four courts for pickle-ball, 24 x 36 shelter with water fountain, 15 spot parking lot including 2 spots being ADA, evergreen screenings for the houses to the north and south, native rain garden, a wiffle ball field with about 115ft to the foul lines, multi-surface court, playground for ages 5 to 12 years old as well as trees, benches and picnic tables. Director of Parks-Maintenance Travnicek stated that the subdivision is pleased with what they are seeing.

Director of Parks-Maintenance Travnicek reported that Leigh Creek has received a new asphalt path on the south side that the mayor asked to be installed. Director of Parks-Maintenance Travnicek stated that after walking through the site we have a 2-year warranty on concrete, that we have 6-8 squares that need to be replaced and will be brought to the contractor to be replaced.

Director of Parks-Maintenance Travnicek had an update on the Sky Harbor Integral Construction regarding the request for the substantial and final completion extension. Director of Parks-Maintenance Travnicek reported that

due to the bad weather in April they did not show up on site until April 14<sup>th</sup> and 15<sup>th</sup>. Director of Parks-Maintenance Travnicek stated that a letter was sent to the planning resources stating that they would like to have 2 weeks/15-day extension and the planning resources are in agreement according to their letter. Director of Parks-Maintenance Travnicek noted that Change Order #2 is asking for the contract to change for the time of completion. Commissioner Larson did note that they did keep the liquidated damages. Executive Director Lewis asked for the board to make a motion for the Change Order #2 be accepted with the modifications for the date changes. Vice-President Fischer requested a motion to approve Change Order #2 – revised contract for Substantial/Final Completion Extension with it now being June 16, 2022. Motion made by Commissioner Ott, seconded by Commissioner Larson. Upon a voice vote, all were in favor and the motion passed unanimously.

## Recreation

### Asset Quote of the Month

Executive Director Lewis read the quote out loud.

### Special Recreation Update

Executive Director Lewis congratulated Executive Director Keith Wallace who has been selected to coach the SOCOM Military Wheelchair basketball team as they will compete at the 2022 Warrior Games in Orlando in August.

Executive Director Lewis reported the foundation put on the Bunny Breakfast which once finalized, the foundation will report on it with exact figures. They feel they met and potentially succeeding last year's numbers. Executive Director Lewis also reported that there will be more information coming out as they are planning golf outings with one at The Sanctuary Golf Course on August 12<sup>th</sup> and the second on September 17<sup>th</sup> at the Links of Carillon. Executive Director Lewis stated that they have received quotes from three companies and awarded a contract for LED lighting upgrade for their facilities which include some areas both in the parking lot as well as inside and will be receiving some rebates from Com Ed to pay for that. Executive Director Lewis noted that they updated some policies and ratified/passed their budget with a lot of work done with setting entry level positions for them. Executive Director Lewis stated that their monies do not go in separate funds, they do it themselves due to their monies coming in from membered districts. Executive Director Lewis stated that at the end of their fiscal year, which is the end of May, they will balance their budget and make improvements on how they budget for next fiscal year. Executive Director Lewis stated that they are acting and functioning more like a park district.

Vice President Fischer reported the Recreation department is back up and running stronger than ever. Vice President Fischer congratulated the Friends of the Park regarding their 5K Run that took place on April 23, 2022, at the Sanctuary Golf Course with a large attendance. Vice President Fischer stated that for the month of April we had 11 youth classes with 170 participants. Vice President Fischer stated that registration for summer leagues is going strong with 80% filled. Vice President Fischer noted that Kiddie Kampus registration for the 2022-23 school year began in March and now have 8 out of 12 classes full. Vice President Fischer stated that the concessions and splash pads at Hibernia/Walker will open on Saturday, June 4<sup>th</sup>. Vice President Fischer thanked Recreation Supervisor Amy Maher for a job well done on the design of our 2022 Summer Program Guide. Vice President Fischer made note of a few announcements regarding our summer program registration is now being taken. It was noted that 5K run is taking place on Thursday, June 2, 2022 in conjunction with the

chamber office. It was also mentioned that we have a free Fishing Derby on Saturday, June 4<sup>th</sup> at Freedom Park with many different age brackets. It was also noted that the Sanctuary Golf Course has many different classes that can be taken for all different age levels.

### **Annual Reorganization Of the Board**

Vice President Fischer noted that due to President Schulz being out of town on business, the Annual Reorganization of the Board will be tabled until June. Executive Director Lewis suggested that since this is being tabled until next month to reach out to President Schulz prior to the meeting regarding all committee assignments.

### **New Business**

#### *Ordinance #22-05-02 Adopting New Lenox Community Park District's Personnel Rules and Regulations, as Amended*

Vice President Fischer noted changes have been discussed with the committee and everyone agrees with the changes. Vice President Fischer requested a motion to approve Ordinance #22-05-02 Adopting New Lenox Community Park District's Personnel Rules and Regulations, as Amended. Motion made by Commissioner Kraemer, seconded by Commissioner Larson. Upon a roll call vote, all were in favor and the motion passed unanimously.

#### *Approval of the Annual American with Disabilities Act (ADA) Action Guideline Report & Projects/Replacement*

Vice President Fischer noted this is done on an annual basis. Hearing no questions and/or concerns Vice President Fischer requested a motion to approve the Annual American with Disabilities Act (ADA) Action Guideline Report & Projects/Replacement. Motion made by Commissioner Ott, seconded by Commissioner Kraemer. Upon a roll call vote, all were in favor and the motion passed unanimously.

#### *Resolution #22-09 Resolution of Authorization the Execution of the OSLAD Grant Project Application (Water Chase Park)*

Vice President Fischer noted the board were all in favor of applying for this resolution and all are in favor of following through with this resolution. Vice President Fischer requested a motion to approve Resolution #22-09 Authorization the Execution of the OSLAD Grant Project Application. Motion made by Commissioner Larson, seconded by Commissioner Ott. Upon a roll call vote, all were in favor and the motion passed unanimously.

### **Community Events**

#### *VILLAGE OF NEW LENOX*

**Movie Nights** are back this summer Starting with Luca  
Wednesday, June 1 starting at dusk (approximately 8:30pm)

**Cruise the Commons**, Tuesday, June 21 at 5:00pm. These cruise night events will offer residents and visitors the opportunity to bring their cars, trucks, Jeeps, and bikes and put them on display in the Village Commons.

**Fridays after Five**, Friday, June 24<sup>th</sup>. This includes food trucks and bands.

**Play Day in the Commons**, Saturday, June 19 at 11:00am **There will be live entertainment throughout the day plus visits from your favorite characters and princesses, water activities, bounce houses, face painting and lots more.**

*All Events are FREE located at the New Lenox Commons*

*Concessions are available for purchase*

*Contact the Village of New Lenox at (815) 462-6400 for more information.*

**Adjournment**

At approximately 6:47 p.m., Vice President Fischer requested a motion to adjourn the May 18, 2022, 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