

Minutes of the Special Workshop Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, April 17, 2024, 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 17,2024, meeting to order at approximately 5:00pm.

Attendance The following were present: Commissioners: Fischer, Larson, Ott, Kraemer 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, Assistant Director of Parks Maintenance Ken Stephens, Guest Services Supervisor Melissa McGrath and Attorney Angelo Vitiritti.

Budget Updates Director of Business Services Kathy Lynch noted that the Budget documents in the packet there is the budget shell, which is balanced, and everyone has gone through it and unless there are any changes or questions to any other area this will be final. Executive Director Lewis noted that he and Director of Business Services Lynch talked about when looking at the treasurer's report we are upside down in the FICA fund like we were last year where we ended in the negative and of course we were able to pick it up with the budget. He stated that in the corporate funds we are healthy and are looking for the board to do a transfer that's not in the budget to cover about \$28,000 to finish off the year to make that zero which will make adjustment on the budget shell that you have. The budget shell that you have is our best guess and once we get the audits done, those beginning numbers could change. We looked at what we think the carryover will be from history and what we are tracking right now it appears that we are solid with the numbers moving forward. Executive Director Lewis noted that in general, the budgets are the tightest, as far as spending, but we have the best reserves that we have ever had. This is due to the projects that we have worked on and are waiting for reimbursements that are not technically due yet from the state of Hibernia. We have all our paperwork in, but they have not told us how they want to reimburse it yet. He noted that we will basically get Water Chase Park done in one year going into the second year, which normally stretches over two years. By doing this, it will tighten up the money and we will be operating on bare bones until we recoup our funds. Part of the process, which Commissioner Ott sat in on and informed Commissioner Fischer, we know what we can do with our non-referendum bonding when that comes up. We do have some alternate ways to do things, but they are not the best from an interest standpoint.

Executive Director Lewis stated that we are under contract for Sharon's Bay Park to come up with a plan. The state continues to push back the date, but he would like to talk about it next month. He noted that looking at the timing, it more than likely will not hit until the following year, but we would like to go for the grant and once the information is out, we can reach out to our legislators to try and help us secure some money. The chances of being awarded grant money continues to get worse due to the state awarding the monies first to the economically challenged or those that have been devastated by storms, but we will see how this plays out in the coming months/years. Executive Director Lewis noted that this next grant cycle will have the most money available but there will be more factors that play into who will receive the monies. The original deadline was July 1 but is now September 13 and we are working with Planning Resources to make sure we have all documents ready to go if we are going to submit. There are quite a few moving parts that are going along with this, and we want to be ready when it is time to submit. Once the paperwork is submitted, we will have to see where we stand once the grants begin to be awarded. At that point we have 2 years to complete our project.

Executive Director Lewis reported that on a positive note with our surpluses we are healthy, and our treasurer's report shows we are in a better position than we normally would have been, but we need to stress the importance of our reserves for future projects. Commissioner Ott explained the process of issuing non-referendum bonds and the potential impact of CPI changes on the amount of money available for future projects.

Director of Golf Bob Schulz discussed the golf course's budget, highlighting equipment and infrastructure needs, including a new HVAC system, repaving some cart paths, and purchasing new pavilion furniture. He also mentioned depreciation and budgeting for vehicles and equipment and setting a time to replace equipment. Director of Golf Schulz discussed updating the TV monitors in the Top Tracer structure to outdoor equipment with internet base monitors. Executive Director Lewis stated that we are fully funding our reserves for the golf course for the first time, which makes that our safety net with our bond payment. Director of Business Services Lynch wanted it noted that our revenue for the golf course went from 26.25% last year to 40% this year.

Executive Director Lewis discussed the distribution of the county taxes and the 10-year trends. This shows our tax money is 40% and the rest falls under user fees, which explains our low tax rate. He noted that we are showing what we can do with the money we receive.

Director of Parks Maintenance George Travnicek reported that he and Asst. Director of Parks Maintenance Ken Stephens worked on identifying and prioritizing park improvement projects, including playground replacements. Director of Parks Maintenance Travnicek provided a detailed list of old parks with needs, focusing on timely repairs and updates. He did mention that he shared it with the consultant staff, and some disagreed on some aspects which led to a more specific approach. The suggestions made were prioritizing repairs based on park density and usage, citing Windemere, Crystal Springs and Bluestone as high-traffic areas.

Director of Parks Maintenance Travnicek noted that both Master Plans have been gone through and is still a work in progress. Executive Director Lewis noted that we are still within the timeframe for the Park Master Plan and the Facility Master Plan and the goal here is that as we improve things and as the report becomes outdated, we keep up with what must be completed and what has not.

Director of Recreation Lea Pipiras reported that the doors are in the process of being replaced at the Lion's Community Center and will be doing this over the next two fiscal years. She noted that we will be continuing to upgrade computers throughout the district. Director of Recreation Pipiras stated that there will be some bigger ticket items that will have to be purchased for the new Hibernia Concessions.

Fiscal Year 24/25 Personnel Budget

Director of Business Services Lynch explained the Pay Structure Charts in the workshop packet and noted pay increase from last year to this year and the changes by category. The entry level chart is still being finalized with the minimum wage changes. She noted that we are looking to collapse into two categories due to the responsibilities being similar. Executive Director Lewis is recommending a 4% increase for this year.

Director of Business Services Lynch reported on personnel changes in the Organization Chart for FY 2024-2025. She stated that moving the Facilities Supervisor to fall under Recreation and within the departments the Recreation Department asked for approval to promote an Office Coordinator to a Recreation Supervisor for Technology and Childcare Assistant and a part-time Marketing/Public Relations Coordinator to a Full-time Marketing/Public Relations Office Coordinator. Director of Parks Maintenance Travnicek is asking for approval to add an additional Park Maintenance Laborer position due to staff taking on more projects in-house. Executive Director Lewis wanted it noted that these positions have been built into the budget.

Personnel Policy

Executive Director Lewis noted that there will be some policy changes and the staff is continuing to work through these. Executive Director Lewis asked the board if there were any questions regarding the Personnel Policy updates which are in their packet for the regular board meeting. Commissioner Ott asked the question of if an exit interview is requested, who takes part in the

meeting. Director of Business Services Lynch said that normally it is completed by the Business Services office unless it is one of that department's employees.

Executive Director Lewis noted that the goal for the next meeting is to talk about how the Bonds will play into projects such as the Dog and Skate Park. He also talked about how the timing of when to put information out to the public and any new information for the involvement with the village and their project including what our role may be.

Adjournment

At approximately 5:49p.m. President Schulz requested a motion to adjourn the April 17, 2024, Special Workshop Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Kraemer, seconded by Commissioner Ott. Upon voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,
Melissa McGrath
Recording Secretary